



# Attendance Policy

*Incorporating the Statement of Strategy  
for School Attendance*

May 2024

North Dublin Muslim National School



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## **Introduction**

This policy was revised by North Dublin Muslim National School. All partners involved in the education of children in North Dublin Muslim National School aim to foster a culture of regular school attendance for all pupils. This policy will encourage regular school attendance and an appreciation of learning within the school.

## **Rationale**

The rationale underpinning the formulation of this policy is as follows:

- To support all pupils and ensure their right to education.
- To ensure all parents/guardians are aware of the necessity for regular punctual attendance at school.
- To fulfill the following legislative requirements
  - The Education (Welfare) Act, 2000
  - The Education Act, 1998
  - Children First- National Guidance for the Protection and Welfare of Children 2015

## **Relationship to School Ethos**

North Dublin Muslim National School strives to enable every pupil to participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.

The staff and management of the school endeavour to adjust the standardised school calendar to accommodate the Islamic calendar. Insofar as possible, we take school holidays during Eid Al-Fitr and Eid Al-Adha. We hope, by doing this, to reduce large numbers of pupil absences.

## **Aims**

The aims of this policy are:

- To encourage and reward good attendance
- To promote positive attitudes to learning
- To raise awareness of the importance of regular school attendance
- To identify and support students who are at risk of developing attendance problems
- To ensure compliance with the requirements of the relevant legislation

## **High Expectations**

North Dublin Muslim National School places a high value on attendance as it is key to successful participation, and set high expectations in relation to it as a result. Through planning preventative measures and our responses to absences we share these high expectations with other stakeholders.

### **Defining and Recording Non-Attendance**

- All children between the ages of 6 and 16 are obliged to attend school each day that the school is open for instruction.
- Any child who is not present in the school by 9.45am is deemed to be absent on that day. Each class teacher records attendance at 9.45am daily on Aladdin.
- Parents are asked to explain their children's absences using the Aladdin Connect app, or by absence notes which are sent home, completed, and returned to the school.
- Where absence forms are used, the class teacher updates the reason for absence on Aladdin and sends the completed absence forms to the secretary's office every Friday morning. The forms are stored in pupil files.
- The school is obliged to report to the National Educational Welfare Board (NEWB) in the following instances:
  - If a pupil misses twenty school days or more in a school year.
  - If the principal is concerned about a child's attendance at school.
  - If a pupil is removed from the school register
  - If a pupil is suspended for 6 days or more
  - If a pupil is expelled

### **Whole School Strategies to Promote Attendance**

- As a school, and within the classroom, we create a safe, welcoming environment for our pupils and their families.
- Details of each pupil's attendance and punctuality are recorded in their end of year report, which is sent to their parents/guardians.
- When a pupil arrives to school after 9.00am, their parents/guardians are required to sign a late book in the secretary's office, detailing reason for the late arrival to school.
- The deputy principal with responsibility for attendance regularly writes to parents/guardians of pupils who often arrive late to school. We hope by doing this, to make parents/guardians aware of exactly how much instruction time their child is missing due to lateness.
- New parents and guardians are informed of procedures in relation to attendance and the importance of attendance.

### **Communication**

- Effective communication exists between teachers and parents/guardians. Regular contact on issues regarding homework, uniform, lunches, curriculum areas etc. ensure these issues do not contribute to the non-attendance of pupils.
- In the event of a child moving to another school, primary or post-primary, a record of attendance will be reported.

### **Strategies in Event of Non-Attendance**

- Parents are aware of their statutory duties outlined in the Education Welfare Act in relation to causing their children to attend school.
- Parents are aware of their duty to inform the school of reasons for non-attendance by completing the standard absence form.
- The parents are aware that the school has a duty to inform the Education Welfare Officer in the following instances:
  - If a pupil misses twenty school days in each school year.
  - If the Principal is concerned about a child's attendance at school.
  - If a pupil is removed from the school register
  - If a pupil is suspended for 6 days or more
  - If a pupil is expelled.
- In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents/guardians and the principal of the school) may serve a 'School Attendance Notice' on any parent/guardian who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent/guardian may result in a fine and/or imprisonment.

### **Removal from Register**

- A principal may only remove a pupil's name from a school register if:
  - they have been informed that the child has been enrolled in another school
  - the child is absent for 20 consecutive school days
  - the Education Welfare Board notifies them that the child has been registered by it, as in receipt of out-of-school education.
- The school will inform the Education Welfare Officer in the following instances:
  - The intended expulsion of the child
  - Notification of enrolment in another school or special school
  - Notification that the child is in receipt of education outside of the regular school system

### **Transfer from Another School**

- Under Section 20 of the Education (Welfare) Act (2000), the principal of a child's current school must notify the principal of the child's previous school that the child is now registered in their school.

### **Transfer to Another School**

When a principal receives notification that a child has been registered elsewhere, they must notify the principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as they consider appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

### **Annual Report**

We will inform the NEWB in writing of each child's attendance for the academic year no later than six weeks after the final day of school in June.

## Roles and Responsibilities

### Role of the Teacher

- To record individual pupil attendance on Aladdin daily at 9.45am.
- To ensure all pupils receive an absence form upon their return to school
- To ensure all pupils return the completed absence form where parents are not inputting absence reasons on Aladdin Connect.
- To update reasons for absences onto Aladdin.
- To report any concerns regarding a pupil's absence to the principal/ post holder responsible for attendance.

### Role of the Deputy Principal

- To ensure that pupils are moved from the intake list to the correct class on Aladdin when they start school.
- To complete the NEWB attendance reports.
- To write to parents/guardians regarding pupils arriving late.
- To write to parents/guardians when their children have been absent for more than 10, 15 or 20 days.
- To inform the NEWB when a pupil is absent for 20 days or more during each school year.
- To inform the NEWB when a pupil is suspended for a period of more than 6 school days.
- To remove all students who leave the school from Aladdin
- To print the *leabhar tinrimh* at the end of each month and store it in the office.
- To assist the principal in the maintenance of Primary Online Database (POD).
- To complete the annual Department of Education statistics form in conjunction with the principal.

### Role of the Principal

- To complete the annual Department of Education statistics form in conjunction with the post holder.
- To consult with the previous school for all new pupils to secure relevant information and reports that may exist about the child.
- To inform the Board of Management of school attendance.
- To ensure the class teachers and post holders are completing the duties outlined above.
- To maintain POD in conjunction with the post holder.
- To make this policy available to all staff members.

### Role of the Secretary

- To ensure parents/guardians complete the late book when their child arrives to school after 9.00am.
- To transfer all absence notes to the correct folders each Friday.

### Role of the Parent/Guardian

- To ensure their child attends school punctually and regularly.
- To ensure there is a valid reason for all absences.
- To complete the late book if their child arrives to school after 9.00 am.
- To complete and return the absence form to school promptly.

### Role of the Board of Management

- To oversee the formulation and ratification of this policy.
- To ensure this policy is being implemented.

**Success Criteria**

The successful implementation of this policy will be measured by:

- An improvement in overall school attendance statistics
- A greater number of awards made to students for good/improved attendance
- A reduction in number of cases referred to the Educational Welfare Officer
- Having fewer instances of unexplained absences or fewer absences for trivial reasons

**Implementation & Review**

The Board of Management, principal, deputy principal, secretary and teaching staff will be responsible for implementing this policy in the school. The policy will be implemented from January 2022.

There will be on-going monitoring of the procedures outlined above. This policy will be reviewed in full during the 2025/2026 school year.

**Ratification and Communication**

This policy was ratified by the Board of Management in May 2024.

A copy of the policy is available on the school website and on the staff shared drive.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal