



Attendance Policy

Pupil attendance/absenteeism is monitored daily by all class teachers and recorded on SIMS. In the event of an absence, a pupil is required to bring a note of explanation from home, which should be sent to the teacher. These should be retained by the class teacher until the end of the current academic year.

If a pupil is absent from school for a prolonged period of time, the class teacher will supply the parents with work, if requested and appropriate.

The Principal and Secretary discuss absentees on a weekly basis. A monthly report is printed by Secretary and class teachers will contact parents if there is a concern about a child's attendance.

The Education Welfare Officer visits the Principal to discuss attendance on a regular basis. The children are encouraged to attend school on a regular basis and attendance percentages are reported home on the formal report each year.

Full attendances are celebrated at the end of each academic year.

Created: September 2015
Renewal date: September 2018