



HOW ATTENDANCE IS MONITORED AND SANCTIONS IMPLEMENTED

PLEASE READ THE FOLLOWING CAREFULLY AS CHANGES HAVE BEEN MADE TO HOW ATTENDANCE IS MONITORED AND DEALT WITH

The school uses a range of data sources to monitor attendance.

1. On a daily basis, roles should be taken in every class ((using VSWare) and submitted to the office.
2. Random checks are performed by the Principal, Deputy Principal or the Year Head on a daily/weekly basis –
3. Text alerts are sent to parents for students absent from 1st roll call in the morning and afternoon
4. Parents of Students returning from a period of absence must furnish notes of explanation in the first instance via the school app. If access to the app is not available, parents should furnish a note in the appropriate section of the student journal. The student should present this note to the office in advance of attending classes
5. Students who need to sign out of school to attend an appointment, family function etc. should have a note in their journal which should be presented to the teacher they have at the time of signing out and then presented to the office to be stamped.
Please do not use the app for early departures notes
6. Failure to furnish an explanation note is followed up by the Attendance Co-ordinator:
 - a. **1st – 3rd Years** - Students will be called from class with their journal and reminded to furnish an absence note
 - b. **All Years** - Failure to furnish a note despite a reminder will result in the parent receiving a text message to furnish same. Preferably this should be done via the app or failing that in the journal. Parents should subsequently check the student journal to ensure he has had it stamped and recorded by the office. **Students will no longer receive detention for not furnishing a note. It is the parent's responsibility to provide an explanation either through the app or the student journal.**
 - c. If an explanation has still not been furnished parents will be advised by text of possible referral to Tusla should absences, explained or unexplained, reach 20 days
 - d. **Absent without permission during school day: Any student who leaves the school without permission or absents himself from any class without permission during the school day, will be suspended from school on the following school day. Repeat offenders in this regard will receive further sanctions**

These strategies are designed to encourage school attendance. Absence from class inhibits student learning and causes disruption to their peers and teachers.