



Coláiste Cois Life

Gleann an Ghrífin, Leamhcán

Attendance and Punctuality Policy

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1. Introduction

This policy outlines the strategies and interventions in place in Coláiste Cois Life to encourage regular attendance and participation in the education process. The aim of these strategies and steps is to encourage both good attendance and punctuality in order for the students to reach their potential academically and personally. Absenteeism and poor punctuality impact negatively on students learning and the daily functioning of the school day.

2 Aims

- To create a positive atmosphere in the school which aids student learning.
- To help students understand the importance of good attendance and punctuality in a life context and how poor attendance affects their learning and the learning of the whole class.
- That the policy will help with the effective daily functioning of the school.
- To ensure that all parents/guardians are aware of their responsibilities to ensure high levels of attendance and punctuality

3 Strategies to encourage and recognise good attendance.

The following strategies are put in place by school management to encourage good attendance and punctuality, with an emphasis on improvement rather than perfection:

- Creating a caring and positive atmosphere in which students feel that their individuality and value is recognised.
- An effective pastoral care system and an attendance coordinator.
- Motto scoile – ‘Bí anseo, fan anseo’
- Recognition will be given to good attendance and punctuality in the following ways;
 - Attendance/Punctuality certificates
 - Public recognition
 - Small prizes for the best attendance and punctuality
 - Competition between classes in each year group for prizes for best attendance as a class.
 - Regular announcements regarding attendance on the school intercom.
- Comprehensive attendance registration system through which students, teachers and parents/guardians are all aware of the importance of good attendance.
- Infographics around the school with positive messages to stress the importance of good attendance and punctuality, and a reminder of prizes/rewards for good attendance.
- ‘Attendance Matters’ infographic at open evenings for prospective students and again at appropriate events for first year students and parents/guardians.

4 Interventions

Strategies are put in place to help students improve their attendance and punctuality. Among the strategies available are;

- Detention
- Contacting parents/guardians.
- Provide counselling to the student.
- Directing the student to the relevant services outside of the school.
- Bringing a student to the attention of the National Education Welfare Board (NEWB).
- Attendance/Punctuality newsletter/email/message on the school app to stress the importance of good attendance and punctuality at the beginning of the school year or each semester.

5 Roles and responsibilities of stakeholders

5.1 Board of Management

Responsibilities of the Board of Management:

- To promote the policy in accordance with relevant Acts and legislation.
- Implementation of the policy.
- To review the policy.

5.2 Principal/Deputy Principals

Responsibilities of the Principal/Deputy Principal:

- The education provided to all students in the school.
- Monitoring the attendance registration system.
- Parents/guardians of absent students will receive a notification text each morning.
- To provide year heads with a list of students with poor attendance on a monthly basis. Direct communication with parents if necessary, to encourage good attendance and punctuality.
- An annual review of student attendance statistics.
- Meet with parents/guardians when necessary.
- Make the National Education Welfare Board (NEWB) aware of any student who has been absent for twenty or more days in a school year.
- Contact and seek advice from other agencies if necessary.

5.3 Year Heads

- Monitoring student's daily attendance to ensure that students do not miss classes or leave the school without permission.
- Award small prizes at assembly for students with the best attendance and for most improved attendance.

5.4 Class Tutor

To model good attendance and punctuality.

At registration

- Ensure that all students that are present in registration are marked present on the 'AM Roll Call' on VSware.
- Students that do not use their attendance swipe card on two consecutive days to be given a bad note.
- Contact to be made with parents/guardians of students who are absent for 3 consecutive days without an explanatory note on the app.

5.5 Subject Teachers

Subject teachers should model good attendance and punctuality. VSware is used to control attendance and punctuality. All teaching staff should implement the following procedures;

- It is school policy that the attendance roll is recorded on VSware in every class.
- To liaise with class tutor and/or year head if they notice a pattern of poor attendance/punctuality emerging.
- When covering classes, teachers are to go into the timetable of the absent teacher and record the class attendance.
- In the case of any technical difficulties, teachers are asked to record the attendance on paper.
- If a student is late to class and does not have a late stamp showing that they signed in at the main office, teachers are to send the student to the main office to sign in on the ipad and to receive a late stamp in the journal.

School tours/sports events/meetings with staff

The teacher organising the trip must ensure that all students who will miss classes are marked as 'GS' before leaving the school. It is the responsibility of the teacher organising the trip/sports event/meeting to ensure that this procedure is followed.

5.6 The Student's role

- All students must be in time and organised for each class. It is recommended that they are at school by 8.20 in the morning in order to prepare for classes.
- Absences must be recorded by parent/guardian on the school app.

Arriving late or leaving early during the day;

- Students should bring a note in their journal/school app to their class tutor's attention.
- Students should scan in, log in on the ipad and get a late stamp at the main office.
- If a student is sick during the day, they should speak to their class tutor/year head/SNA. Their parents/guardians will be contacted by the office if necessary. Students are not allowed to make direct contact with their parent/guardian.
- Students must log out on the ipad at the main office if they are leaving early during the day.

5.7 Parents/Guardians

- Parents/guardians are responsible for encouraging their child's education and ensuring that they attend school regularly and should monitor their child's attendance/punctuality on vsware.
- Give a written explanation of an absence in the journal/school app when the student returns to school.
- Parents/guardians are asked where possible to make appointments outside of school time.
- To provide the school with reliable phone numbers/email addresses so that the school can contact them during the school day if necessary.
- To reply, when necessary to communication from the school regarding attendance/punctuality matters.
- To arrange for holidays outside of the 166 school days in the year.

5.7 School administrative staff

- To input data received on the app regarding late notes from parents.
- To ensure that students arriving in late log in on the ipad at the front door of the school and that students receive a late stamp in their journals.
- Record students as 'FÁG' at the appropriate time on VSware if they are leaving early.

6. Punctuality and Attendance

The students use an attendance card each morning coming in the main school door. They will be given a card when they begin in the Coláiste, but if they misplace it a replacement card will cost €12.00.

6.1 Punctuality

- If a student is late in the morning he/she must sign in at the office and have his/her journal stamped.
- If a student is late for the second time in a month without a note from home on that day he/she will be given detention on the following Friday from 13.15 – 14.15. The attendance officer will manage such a detention.
- On each subsequent occasion following the first occasion the student will have detention for two hours after school on the following Friday.
- If a student is continually coming late to school with a note, only two notes in any one week will be accepted. After that a meeting will be arranged with the parent/guardian and the year head to discuss the problem.
- If a problem persists with punctuality the year head will discuss the situation with the student and/or the parent/guardian. The student may be placed on an internal suspension if the punctuality does not improve or if the student refuses to engage with the process.

6.2 Tinreamh

- Parents/guardians of students with an unexplained absence will receive a notification text each morning.
- A bad note will be given to any student not using their attendance swipe in card on two consecutive days.
- According to the Child Welfare Act (2000) the school is obliged to report any student who is absent for 20 days or more to the National Educational Welfare Board regardless of the reason for the absence.
- Besides the law it is very important for students to have continuous good attendance in the interest of progress and of fostering good attendance habits.
- If a student is absent for an excessive number of days, the student, with the parent/guardian, will have to meet with the Principal/Deputy Principal to discuss the situation before being allowed to register for the following year. In certain circumstances this case will be brought before the Board of Management for consideration.

- Parents/guardians will be notified if there is a concern regarding a student's attendance and again when the student's name is sent to the Education Welfare Officer.
- If a student leaves the school or school grounds without permission they will be given detention. The student will have to make up the lost time x 2.

7 Success Criteria

- The policy will be effective if the students have good attendance and punctuality.
- Attendance and punctuality statistics will be reviewed annually.

8 Monitoring

It is recommended that this policy is reviewed every three years, or when the Board of Management deems it necessary.

This policy was adopted by the Board of Management on the 24th of November 2025.