

Pupil Absences during the school day Policy

Introduction

This policy outlines procedures to be followed in the event of a pupil's absence or illness. Making sure a child attends school is the legal responsibility of parents/guardians. It is also crucial for every child's education and future. Full attendance lets a child make the most of their education. Children who miss days at school risk not understanding classes and performing poorly in exams. It is important to keep the school informed if your child is going to be absent.

1. Scheduled appointments:

Where possible, parents inform the school in writing as to the circumstances of the absence.

2. Unexpected illness during the school day:

When a teacher has deemed it necessary for a child to have to go home due to illness or an accident:

- A member of staff will contact parent/guardian by telephone.
- The child will remain in the classroom until they are collected by their parent/guardian.
- The parent/guardian signs the office book recording the name of the child, the time, the reason for school withdrawal and their signature.

Procedure if an ill child has not been collected during break-time:

- The child sits on the couch in the main corridor until their parent/guardian arrives.
- A member of staff will supervise this child.

Procedure when parent/guardian arrives to the school outside of break-times:

- The parent/guardian will ring the doorbell.
- A member of staff will allow them entry and will inform the relevant teacher of their arrival.
- The parent will go to the office and sign the book.
- The parent/guardian will proceed to the classroom door to collect their child.

Procedure when parent/guardian arrives to the school during break-times:

- The parent/guardian will come into the main corridor where the supervising member of staff will meet them.
- They will collect their child.
- They will go the office and sign the book.

Ratification and Implementation

This policy was ratified by the Board of Management on

Date: _____

Review

The policy will be reviewed by the Board when and if deemed necessary

Signed: _____

Chairperson BOM