



# CARLOW VOCATIONAL SCHOOL

KILKENNY ROAD  
CARLOW

## Attendance Policy

### Scope

This policy applies to the students, with the support of parents / guardians and teachers, of Carlow Vocational School.

### Relationship to School's Mission / Vision / Aims

Administration, staff and parents at Carlow Vocational School seek to promote a secure and caring community environment and a well-balanced curriculum, which is student centred, with parents recognised as the first educators and teachers as facilitators of the learning process. In partnership, we hope to provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all students to take their place in life and work in the future.

This policy aims to foster in students self-reliance, co-operation and responsibility in relation to their attendance.

### Rationale

The need for regular attendance is necessary from all students in order to meet our responsibilities as outlined in our mission statement.

### Goals

This policy aims:

- To maintain a positive attitude towards full attendance from all students and their parents/guardians.
- To maximise attendance on a daily basis from all students.
- To maintain the students attendance for the entire school day.

## Policy Content

- The relevant Year Head will oversee the calling of the roll at morning and afternoon assemblies.
- Students that miss the morning or afternoon roll call during assembly must sign the 'late book' in reception.
- Subject teachers check class attendance and monitor the students' timekeeping during each class. The subject teachers report non attendance to Year Head, and a 'late slip' is completed for students who arrive late for class and given to the relevant Year Head.
- A 'truancy call' is sent to parents of students that miss assembly, who haven't signed the 'late book' and are not present in the school.
- Students that miss classes, or are persistently late for class, are dealt with by the relevant Year Head.
- A record is kept of poor attendance / timekeeping, and concerns are brought to the attention of the Pastoral Care Committee and the students' parents / guardians.
- The Home School Liaison Officer (HSLO) and School Completion Coordinator (SCL) can be called upon to address and investigate attendance concerns.
- A letter is sent to the parents / guardians of students that are absent from school for ten days, and a second letter is sent on fifteen days absence, by the Attendance Officer.
- Concerns over a student's attendance can be referred to the EWO, after the Pastoral Care Committee, HSLO and SCP have been involved.
- A report is sent to NEWB five times a year, for students that are absent twenty days from school.
- Students that are collected from school during school time are required to sign the 'sign-out book'. The student must be signed out by both a parent / guardian and a teacher.
- The names of students attending extra curricular activities are given to the Principal, and a copy given to the school office, and posted on the staff notice boards at relevant times.
- It is advised that family holidays, part-time work, medical appointments, etc., should be arranged by parents / guardians outside of school hours and should not interfere with the students' attendance at school.

## **Roles and Responsibilities**

- |                          |   |
|--------------------------|---|
| Subject Teacher          | <ul style="list-style-type: none"><li>- Roll call in class, monitoring poor attendance.</li><li>- 'Late slips' filled out for students that are late for class.</li><li>- Provide feedback to Pastoral Care Committee on student attendance and lateness concerns.</li></ul>  |
| Year Heads               | <ul style="list-style-type: none"><li>- Oversee roll call at morning and afternoon assembly,</li><li>- Manage students that miss or are late for class.</li><li>- Provide positive interventions and frameworks for time-keeping and attendance through assemblies, strategies and general advice for students.</li><li>- Receive letters and telephone calls from parents / guardians on matters of student absence.</li><li>- Brief Pastoral Care Committee on student attendance and lateness concerns and issues.</li></ul> |
| Attendance Officer       | <ul style="list-style-type: none"><li>- Record kept of poor attendance.</li><li>- Monitor 'late book' and student absence.</li><li>- Send 'truancy calls' on a daily basis to parents of students that are absent from school.</li><li>- Send letter home re: absenteeism.</li><li>- Attend regular meeting with parents and EWO on student attendance.</li><li>- DES register of all enrolled students completed.</li><li>- Report to NEWB five times a year.</li></ul>  |
| Extra Curricular Teacher | <ul style="list-style-type: none"><li>- Student list of students participating in extra curricular classes given to Principal, and held in school office, and placed on staff room notice board.</li></ul>  |
| Parent/guardian          | <ul style="list-style-type: none"><li>- Note / slip in Student Journal on return from absence.</li><li>- To sign-out the student from the reception office if collecting the student from school during school hours.</li><li>- Arrange family holidays, medical and other appointments outside of school time.</li><li>- Attend meetings as requested on son / daughter's attendance in school.</li></ul>  |
| Student                  | <ul style="list-style-type: none"><li>- To attend on a daily basis and to be on-time for classes.</li><li>- Absence note / slip to be presented to Year Head at Assembly on first day back.</li><li>- To sign the 'late book' if assembly was missed.</li></ul>   |

## Success Criteria

- Full and regular attendance of students attending school.
- Progress reports from student assessments.
- Recognition given to students for full and excellent attendance of 100%.

## Timeframe

This policy was reviewed in December 2013.  
Modifications were made and ratified by Board of Management February 2014.  
Published and circulated February 2014.

The above Policy was ratified by the Board of Management of Carlow Vocational School at a meeting

In: \_\_\_\_\_ (venue)    On: \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson, Board of Management)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Secretary, Board of Management)