



NORD ANGLIA
INTERNATIONAL SCHOOL
DUBLIN

ATTENDANCE POLICY

02 February 2024

Introduction

The law in Ireland requires NAIS Dublin, and all educational establishments, to ensure all students attend lessons and that absence is monitored. The legislation governing school attendance in Ireland is the Education (Welfare) Act 2000. Schools in Ireland are obliged to keep a register of the students attending school.

Schools must also maintain attendance records for all students and inform Tusla - Child and Family Agency, educational welfare services, if a child is absent for more than 20 days in a school year for children aged 6 - 16. At NAIS Dublin, we send a bi-annual register of students with more than 20 days of absence to the Alternative Education Assessment and Registration Service (AEARS) in January and June of each year.

Attendance is compulsory for all students on all scheduled school days. Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. NAIS Dublin will strive to promote an ethos and culture which encourages good attendance and where each student will feel valued and secure. There is a strong correlation between attendance, punctuality and student outcomes both holistic and academic. For this reason, the management of attendance is of paramount importance by both parents and the school.

Aims

1. To foster a culture of regular attendance and punctuality at NAIS Dublin.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and students.

The Heads of School liaise systematically with the Front of School Team and monitor attendance through the Form Tutors and Class Teachers. At the Pastoral Meeting attendance targets and recidivists are reviewed and actions discussed and effected.

Role of the School

The Principal at NAIS Dublin has overall responsibility for school attendance; Heads of School should bring any concerns regarding school attendance to the Principal's attention. The Heads of School provide support by reviewing school attendance figures. Faculty staff regularly monitor the attendance and punctuality of students by ensuring that attendance is recorded promptly and accurately. iSAMS is used for this purpose. NAIS Dublin is committed to working with parents to encourage regular and punctual attendance. Authorised absence for a maximum of two school days will be given for illness, university/college visits, attendance at close family funerals, an emergency situation, participation in school sporting events, and observation of a family's religious commitments. Any absence longer than two days, including future absence requests, are deemed and logged as 'unauthorised' by the HOS or the HOP.

Role of Parent/Guardian

Parents have a legal duty to ensure:

Every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

It is the responsibility of parents to ensure that their child is punctual on a daily basis. They must also complete all the TUSLA R1 Application Form necessary for the registration of their children in NAIS Dublin as an independent school. Frequent absences, early departures and late arrivals before/after school holidays can have a serious effect on the academic progress of a student; parents are expected to follow the school calendar when planning their holidays.

Casual and holiday absence is discouraged and is recorded as an unauthorised absence. All absences, illness and appointments should be sent via email to the Form or Class Tutor, please also

c.c. reception@naisdublin.com . If your child avails of the school bus service, transport@naisdublin.com should also be informed. All absences should be notified no later than 8:30am of the day of the absence with a clear reason for the absence. Only absences notified through this channel will be considered.

Without any notification or valid reason, the absences will be recorded as 'unauthorised'. Should there be no communication from home by 8:30am on the first day of absence, the school will make contact with the parents.

The school will follow HSE guidelines, and your attention is drawn to the recommended period of absence from school following infectious illnesses (vomiting and diarrhoea), which is 48 hours after symptoms have ceased in students.

If the absence is likely to be prolonged, this information should be provided to enable the school to assist with learning done at home or any other necessary arrangements which may be required.

If your child appears reluctant to attend school, please discuss the matter promptly with the Heads of School in the first instance to ensure that both you and your child receive maximum support.

Role of Students

Each student at NAIS Dublin has a duty to ensure that they attend school punctually and regularly. Students are expected to be in school at 8:30am for registration. Lateness is recorded at registration and recorded on the student's attendance record.

Procedures for Managing Non-attendance

Recidivism and non-attendance are followed up by the Form or Class Teachers in the first instance. Persistent cases who do not respond to the intervention of the Head of School are referred to the Principal. Parents are consulted. All absences are recorded and compared with academic achievement.

This policy was adopted by Nord Anglia International School Dublin on

Date: 2nd February 2024

This policy/statement will be reviewed annually.

Person in Charge: **Paul Crute**

Signature:



Date:

2nd February 2024