



St. Kilian's German School Dublin
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Attendance Policy

1. Introduction

- St. Kilian's promotes regular attendance at school for all stages of education. Kindergarten and Primary school will have their own policies developed.
- Upon enrolment, parents, on behalf of their children, accept the obligation stated in the Education Welfare Act (2000) to ensure regular and full attendance in class and at mandatory school events like class trips, sports days and other organised undertakings. It is St. Kilian's school policy to expect Senior Cycle students over the age of 16 to attend all classes for the duration of the school day (i.e. 8.30 am to 4.05 pm).
- All classes are mandatory, except where an official exemption has been granted to students not required to take Irish.
- All absences must be excused by written note in the Schülerheft, or must be applied to, and approved by, the school management so that a pupil's whereabouts is known at all times in order to ensure the health and safety of all pupils.
- Requests for Exceptional Absences must: A. be submitted to the school management in writing outlining the details of the absences, B. be sanctioned by school management prior to the absence, C. the absences must be covered by a note in the Schülerheft on return to school and presented to the class teacher.

2. Policy Rationale

- St. Kilian's Deutsche Schule/Eurocampus aims to create a positive working and learning environment for all the staff, students and parents in the school.
- This environment allows students to be educated safely within an atmosphere of support.
- There are various avenues of support for students including the class teachers, year heads and school counsellor all of whom are available to students should they encounter difficulties in coming to school.
- While we attempt to decrease the level of absenteeism and lateness, the school also aims to promote a collaborative working environment as a result of which students will be happy to come to school.

- Research shows that irregular school attendance alters student performance within school and reduces their chances of success and inhibits social development. For this reason St. Kilian's Deutsche Schule/Eurocampus places an emphasis on punctuality and full attendance

3. Promotion of Compliance

- In a notice attached to the School Reports (October, January, June) the school will state whether a student has been compliant, and to what extent s/he has been absent. This notice is given to students who have missed more than 10 days of school.
- In accordance with the Education Welfare Act (2000), the school will report regularly on attendance to the National Education Welfare Board.
- It will comply fully with regulations implemented by the NEWB for this purpose.
- When a student has been absent for a period of 20 days or greater the attendance post-holder will inform the NEWB and inform them of the reasons for the students absence.
- When a student has been reported a letter will be sent home to parents/guardian informing them of the report made. Students are regularly reminded of the benefits accruing from full participation of school life.
- Where a student encounters difficulties which may potentially impact on school attendance, the support of class teachers, year heads and the guidance counsellor are activated in full consultation with the parents to encourage full attendance.

4. Procedure in case of a student's absence

- In case of a student being unable to attend school, parents or guardians are requested to inform the school by telephone or by e-mail as soon as possible, but no later than 9 a.m.
- The school secretary will then inform the class teacher and the post-holder responsible for attendance (the record-keeper).
- The school should be informed in writing of the student's absence and the reason for this (removable notes and NEWB excuses provided in the back of the schulerheft).
- In the case where a student is recorded as absent and the parents/guardians have not informed the school a text message will be sent home to parents/guardians indicating that a student is absent. This will occur after 10.30am.

5. Attendance record keeping

- Attendance is recorded through the e-portal system.
- Teachers register their first period attendance by 9.00 am.

- If a student arrives late to class after the attendance is registered and have been marked absent, teacher should change the data in the e-portal system and re-submit their values.
- Attendance for the day is registered in periods one and seven.
- Attendance is registered for each class during the school day.
- If a student is registered absent for a class during the day (when present for other classes) the information is passed onto the class teacher (the chain of command is followed at all times, class teacher/year head/attendance post-holder/deputy principal/principal).
- If a student has been registered as absent in period 1 and is present in period 2 the teacher checks their journal to ensure they have signed in.
- If a student is registered as absent and the school has not been informed, the parents receive a text message from the school after 10.30 am.

6. **Procedure in case of absence**

- Parents and Guardians are expected to furnish the school with a written note stating date / time and reason of the child's absence in accordance with NEWB guidelines.
- Notes for parents to use are at the back of the students' Schülerheft.
- The form will offer parents / guardians three reasons for the child's absence which parents / guardians are requested to tick:
 - I. Illness
 - II. Urgent family reasons
 - III. Other
- The Attendance post-holder classifies pupil absences in accordance with parents' / guardians' notes, other information provided by school management or teachers and with NEWB guidelines as
 - A. Illness
 - B. Urgent family reasons
 - C. Expelled
 - D. Suspended
 - E. Other
 - F. Unexplained
 - G. Transfer to another school
- If a student is absent from school without written note by parents / guardians, parents / guardians are contacted by the school via text message.
- If a note is still not produced, the attendance post-holder will then send an e-mail to the parents/guardian reminding them that they are not complying with school rules and with NEWB procedures.

- Recording school attendance is a legal requirement.

7. **Procedure in case of lateness**

- Children are expected to arrive in time for class.
- Where students and teachers have to change classrooms in between, they make the change as expediently as possible.
- Students who are late for class are entered as latecomers in the e-portal system.
- Persistent late-coming leads to sanctions including but not limited to the following, break and lunch forfeits, contacting parents, card entries and Saturday detentions where other interventions have been unsuccessful.

Secondary Students who come in late in the morning should follow this procedure:

- Students must sign-in in the late book in the office.
- Students must get a stamp in their journal from the school secretary and the time will be recorded in their journal.
- If the student has no journal they will receive a late slip.
- Students will not be allowed entry to class without the stamp or slip.
- If they enter class without one, they must be sent to the office immediately to get one.
- If any student is late they will receive a break detention that day in N23.
- In relation to notes for late students, the school reserves the right to use its discretion on the acceptance of notes.
- For students who are persistently late notes will not be accepted.

If late coming is a persistent issue further sanctions will be put in place.

This policy will be reviewed annually. Its main assessment criterion is the decrease of absenteeism.