

Attendance Procedures

The underlying principle is that attendance, including punctuality, must be closely monitored and any failure to be in school or class on time as well as absenteeism from school (or classes) must be followed up and acted on promptly. The role of the Pastoral team of the school, and in particular Form Tutors with the support of Heads of Year, is to monitor whether students are attending school regularly and are on time to school and classes and to encourage positive attitudes to attendance at school. Students are clear about the consequences of not attending school or classes as well as unjustified absenteeism.

Lateness to school:

FOR YEARS 1-5:

2 or more lates to school in a **week** that is to say, **missed Registration (code N)**: Automatic detention (this applies for the whole school) + 1 behaviour point, to be issued by the Form Tutors.

In the same term, a repeat of the above: a second detention and a warning letter to parents + 1 behaviour point. Form Tutor writes the letter/email and records on SIMS.

If a student continues to miss registration/is late to school for no good reason, the Form Tutors will consult with the Head of Year who will call the parents and warn that the child may face suspended (internal) exclusion if s/he cannot get into school for registration in time.

If there is no improvement, the next step will be an internal exclusion – placed on their school record. Continual lateness will lead to home suspension and meetings with parents with the involvement of the Headmaster, who with Assistant Head and Head of Year will decide on the future of the student.

Late to lesson:

The 5 minute grace period still applies for lessons starting after Registration/Assembly and between lessons.

The 5 minute grace period does NOT apply after Breaks. There are two bells. By the ring of the second bell students and staff should be in classes after Breaks.

FOR YEARS 1-5:

If a student is recorded as unjustifiably late to any period 3 times in a week, s/he will receive 1 behaviour point, a detention + parents will be informed by email. A repetition of such behaviour in a term will incur a second detention, a warning of more serious consequences and a behaviour point. A third occurrence: Internal suspension and a letter home.

In all cases above, consequences may include other unspecified sets of sanctions.

How to view lates and other attendance data for students in a form group in a week

NOTE: An Internal Suspension is equivalent to a home suspension. If a student is suspended from school internally, s/he will sit in the Library or in any other room the Pastoral Team decide to use, from 7.40 to 1.30pm with two breaks at different times from the rest of the school. Work will be set by his or her class teachers for that day. Any suspension is to be viewed as a serious sanction. Repeated suspensions in a single school year can put a student's future at the school at risk. Normally, a member of the SLT will be authorised to issue a suspension.

Absences:

Absence notes must be followed up by Form Tutors. Heads of Year will monitor their own Form Tutors to ensure any absences from school are accounted for. All absence notes will be filed by the Main Office. It must be made clear to all students that ANY absence from school must be followed by a note from home or the doctor. For absences that are planned, students normally need to obtain permission from an Assistant Head and/or Headmaster.

Any suspected truancy (including from Games) will be investigated by the class teacher. If it appears that a student has indeed truanted, 5 Behaviour Points will be issued by the class teacher + a detention and a report should be made to the Head of Year via email. The Head of Year with the Assistant Head may take appropriate further action depending on the case and circumstances.

FOR YEARS 6-7 ONLY:

Students in Years 6 and 7 must be reminded that punctuality and regular attendance at school are essential for students to achieve the highest results at A Level.

We regard students in Years 6 and 7 as being responsible for being punctual to school and for regular attendance.

We expect students to be in registration between 7.40 and 7.50.

Lateness to Registration 2 or more times in a week will result in a behaviour point being imposed by the Form Tutor.

We expect regular attendance:

We will record total attendance for each student. For the purposes of reports for outside agencies we will refer to the guide below. Attendance data can be accessed via the Parental Portal

97% and above	Outstanding
93% – 96%	Very good
90% – 92%	Reasonable
85% - 89%	Worrying level of attendance
84% and below	Very poor level of attendance

We expect regular punctuality:

We will keep records of punctuality in the mornings and we will issue a report to parents and students regarding attendance at registration in the mornings:

97% and above	Outstanding
93% – 96%	Quite Good
90% – 92%	Average, causing concern
85% – 89%	Worrying level of lateness to class
84% and below	Very poor level of punctuality to class

We reserve the right to issue a statement on Attendance at school to be placed on the Leaving Certificate and Graduation Certificate of students.