



SCOIL NÁISIÚNTA AN DROMA

Ag Fás le Chéile

Drom National School, Drom, Templemore, Co. Tipperary, E41PC86
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DROM NATIONAL SCHOOL ATTENDANCE GUIDELINES

Opening Times

- Classes will commence each day at 9.00a.m. Students are encouraged to be punctual. Students who arrive late should be accompanied by an adult to the Parent / Visitor entrance.
- Classes will end each day at 1.40p.m. for Junior and Senior Infants and at 2.40p.m. for all other children. Children from Junior to Second Class must be collected at the school gates and escorted by their parent(s) / guardian(s) across the road.
- Children are supervised on the school yard between 8.50a.m. and 9.00a.m. As no supervision is provided prior to 8.50a.m., entry to the school grounds before 8.50a.m. is not permitted.
- The roll will be called each day at 10:00a.m. Any student not present at 10:00a.m. will be marked late / absent.

Attendance

- Parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open unless there is a genuine reason for him or her not to attend. (Section 17 of Education (Welfare) Act 2000)
- Only absences relating to activities organised by the school or in which the school is involved can be authorised by the principal (Section 21(9) of Education (Welfare) Act 2000). The principal cannot authorise holiday absences during term time and strongly discourages parents / guardians from taking students on holidays during the school year.

Absenteeism

- Please provide your child's / children's class teacher with a note in the back of their Homework Journal following any absence. (See Absence Notes). Alternatively, please submit the reason for your child's absence on the school's Databiz Eolas app.
- **If your child will be absent for a lengthy period, the class teacher or principal should be informed by note or telephone as soon as possible.**
- Section 22(2)(C) of the Education (Welfare) Act 2000 requires that schools make every effort to engage with parents when attendance problems emerge and work collaboratively with them to try to understand the in school and / or out of school factors influencing attendance. Therefore, parents / guardians will be contacted at the end of each term in each of the following cases:
 1. Absent for 10 days or more: A standard letter will be sent to parents / guardians reporting the number of days that the student has been absent to date. It will also outline the parents' / guardians' legal duty to ensure that their child is attending school on every day that the school is open, unless there is a genuine reason for him / her not to attend.
 2. Absent for 15 days or more: A standard letter will be sent to parents / guardians inviting them to contact the school to discuss matters of non-attendance.
 3. Absent for 20 days or more: Parents / guardians will be informed that the school has reported to Tusla's Education Welfare Service that their child was absent for 20 days or more during the school year.

Leaving School Early / Leaving School for an Appointment

- Parents / Guardians should inform their child's / children's class teacher with a note in the back of their Homework Journal should it be necessary for their child / children to leave early or leave for an appointment. (See Notes to / from Teacher). Alternatively, please submit same on the school's Databiz Eolas app.
- Parents / Guardians should collect their child / children from the Parent / Visitor entrance of the school. For safety reasons, we cannot allow children to wait unsupervised at the school gate.
- The student is the responsibility of their parent / guardian while away from the school.