



DROM NATIONAL SCHOOL

Attendance Guidelines

Opening / Closing Times

- School commences each day at 9.00a.m. Pupils are expected to arrive punctually.
- Supervision is provided on the school yard from 8.50a.m. to 9.00a.m. only. Pupils may not enter the school grounds before 8.50a.m.
- School concludes at 1.40p.m. for Junior and Senior Infants and at 2.40p.m. for all other classes.
- Pupils from Junior Infants to Second Class must be collected at the school gates and accompanied across the road by a parent/guardian.

Arriving Late / Leaving Early

- Pupils arriving after 9.00a.m. must enter through the Parent/Visitor Entrance and be accompanied by a parent/guardian.
- The official roll is completed each day at 10.00a.m. Pupils not present at that time will be recorded accordingly.
- The school records and monitors late arrivals, early collections and partial attendance.
- Repeated late arrival, early collection or partial attendance is regarded as an attendance concern and may be referred to Tusla Education Support Services (TESS).
- Where a pupil must leave school early, parents/guardians must notify the class teacher in advance through the Databiz Eolas App where possible or by written note.
- Pupils must be collected from the Parent/Visitor Entrance by a parent/guardian or nominated adult.
- Pupils may not leave the school grounds unaccompanied during the school day.
- Responsibility for the pupil rests with the parent/guardian for the duration of the pupil's absence from school premises.

Attendance

- Under Section 17 of the Education (Welfare) Act 2000, parents/guardians are legally obliged to ensure that their child attends school on every school day unless there is a genuine reason for absence.
- Parents/guardians must provide a reason for all absences.
- The school's preferred method for recording absences is through the Databiz Eolas App. Written notes will also be accepted.
- 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). Therefore, the school cannot give 'permission' for holiday absences during term time.

Attendance Monitoring

- Where a pupil reaches 10 days or 15 days absence, a standard attendance letter will issue to parents/guardians.
- Under the Education (Welfare) Act 2000, the school is required to report to Tusla Education Support Services (TESS) where a pupil has been absent for 20 days or more during the school year.
- The school may also consult with Tusla Education Support Services where there are concerns regarding persistent lateness, irregular attendance patterns or significant loss of instructional time.