Policy on Absenteeism

St. Dympna's N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

This policy was researched and compiled in March of 2023.

Rationale:

- The Department has made the school aware that Tusla will be monitoring school attendance and anyone who has missed more than 20 days will be under scrutiny and must be reported on the Tusla portal.
- The increasing prevalence of going on seasonal holidays before the official school holidays due to cheaper rates from travel companies.
- The safety concerns over a child leaving school early i.e. who is collecting him/her.
- Children being marked absent even though they may be late for a valid reason.

Relationship with the school's ethos:

- Our aim is to provide a learning environment in which each pupil is encouraged to develop his/her capabilities to the fullest possible extent.

Aims:

- To benefit pupil learning.
- To strengthen links between school and home.
- To maintain the safe environment in the school.
- To develop a full and harmonious expectation of learning and play with peers with regularity in accordance with the attendance policy.

Absences:

- A note must be presented through Aladdin by a parent/guardian in the case of any absences. If a child is absent for more than 20 days, it is mandatory that the school report this to Tusla.

Leaving early:

- In the case of a student leaving early, a note must be written to the teacher, on Aladdin, excusing the child. Also, the child must be collected at the secretary's office. No child should be permitted to leave unless collected from this area and released by a member of staff.

Arriving late:

- If a parent is aware that their child will be late for school for whatever reason, they should send in a note via Aladdin, (the previous school day if possible) so that the child will be marked late and not absent.

Notes:

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- Parents and teachers should survey Aladdin daily, to review messages and post communications. On rare occasions, notes may be put in the school diary where necessary.
- Teachers should ensure that they document and file all notes received from children to verify absences.

References:

Don't Let Your Child Miss Out – TUSLA 2004
Education Welfare Act 2000
Education Act 1998 Section 29
Education Act Empty Desks – CDU Mary Immaculate

Ratification by the Board of Management:

The Board of Management of Kildalkey National School re-ratified this policy on 23rd October 2025

Signed on behalf of the Board of Management:

Chairperson: *Mary Reidy* **Date: 23/10/25**

Principal: *Nodlag O'Neill-Forde* **Date: 23/10/25**

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Log of Actions:

Reviewed by staff in April 2023

Consulted with Parents' Association in May 2023

Ratified by BOM on 23rd May 2023

Reviewed by Staff on 7th October 2025

Re-ratified by BOM on 23rd October 2025