

# St. Benildus College

MARCH 2014

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## ATTENDANCE STRATEGY

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In St. Benildus College we encourage every student to reach his potential both through regular school attendance and through positive participation in all curricular and extra-curricular activities.

We provide a caring and supportive learning environment for our students and a broad subject choice which encourage regular student attendance and active involvement in school activities. In Year group assemblies and in communication with parents, the importance of regular attendance in the education of students is always emphasized.

We recognize our responsibility under the Education (Welfare) Act 2000 to:

- Establish and maintain a school register and school attendance records.
- Monitor the attendance of all students enrolled.
- Report on student attendance in certain circumstances.

### **Procedures for recording attendance:**

In our College we use the Anseo Attendance Management System to monitor attendance.

Students are issued with personalized swipe-cards on intake in First Year.

Each morning students swipe in on entering the school. If cards are forgotten the student must sign the attendance sheet.

The data collected electronically records the attendance and punctuality of students.

Year Heads in First, Second, Third and Transition Year check attendance in class and collect notes explaining absences / lates. The Deputy Principal takes responsibility for Fifth and Sixth Years.

Spot checks in the afternoon confirm student attendance and by the end of the school day all records are available on the Anseo Attendance Management System.

Moreover, in the third day of absence parents are advised by Year Head and School Secretary and note is recorded.

At the end of each month a Roll is generated for each class and the cumulative total absences for student collated.

**The National Educational Welfare Board Reports are submitted in the case of:**

- Student under sixteen with twenty days cumulative absences.
- For Students over sixteen with unsatisfactory attendance, the Year Head will liaise with parents/guardians and, if necessary, refer them to the School Guidance and Counselling Department in an effort to resolve attendance issues.
- Student suspended for six days or more.
- Students who have been expelled.
- Students about whom there is concern regarding attendance.
- Students who have left the school.