



KILKENNY COLLEGE

SCHOOL ATTENDANCE POLICY

Parents/guardians are responsible for making sure their child/children receive an education. Children aged 6 – 16 years must attend school or otherwise receive an education.

The Education (Welfare) Act 2000 obliges schools to submit reports on school attendance to the Educational Welfare Service of TUSLA, the Child and Family Agency. These reports involve both overall school attendance and attendance of some individual students.

Individual student attendance must be reported in the following circumstances;

- Where a student is absent for 20 days or more in the school year.
- Where a student is suspended for 6 or more school days
- Where a student is expelled
- Where a Principal is concerned about a student's attendance
- Where a student is removed from the school register

In order for every student to fulfil his or her potential, it is very important that he or she establishes an excellent pattern of attendance. To facilitate this, Kilkenny College will notify parents/Guardians of any concerns that the school may have in respect of your child's attendance. Please note the following regarding unexplained absences;

- If a student is absent for 5 days during the first month in the school year parents/guardians will be notified of our concern
- A student's attendance will continue to be monitored and if a student misses 10 school days the school will notify parents/guardians of our concerns again
- If a student pattern of attendance does not improve and if he or she misses 15 days the school will notify parents/guardians of our ongoing concern
- If a student misses 20 school days the school will notify both parents/guardians and the Educational Welfare Services

As well as the school communicating with parent/guardians as outlined above it is also important that parents/guardians communicate with Kilkenny College.

- Parents/Guardians are required to notify the school if a student is or will be absent from school
- If a student has to leave school during the school day parents/guardians are required to notify the school in advance in order for your child to sign out

Kilkenny College will also contact parents/guardians if their child becomes ill during the school day and cannot continue in school. The school nurse will contact parent/guardians.

Parents/Guardians co-operation with this policy is essential.

Punctuality is necessary for the efficient running of our school. It is important that every student is ready to start class at 8:50 a.m., therefore every student must arrive at school no later than 8:40 a.m. Students arriving late to class cause disruption and if a student is repeatedly late to class, parents/guardians will be notified. If a student is late for school they must sign-in at the school office and receive a late note before they will be admitted to class.

Parents/guardians co-operation with this policy is essential.