

ATTENDANCE and PUNCTUALITY POLICY



- School Start time is **9:00 am** – First Bell sounds.
- Students must enter through designated **School entrance only** – no access through Convent Gate or Convent Grounds permitted.
- **Class start time is 9:10 am** – Second Bell sounds
- **Morning Roll** to be taken by class teacher at 9:10 – students not present at 9:10 to be deemed ‘absent’ and recorded as such at that time. As these morning rolls inform regular reports to the EWB (Education Welfare Board) it is essential that students are in class at this time, and if they have been recently absent must present written explanations for such absences stating the exact reason for such - (**Illness, Urgent Family Reasons, Other** [e.g. Religious Observance, Death, Emigration] **Suspended, Expelled, Transfer to another school**)
- **Students arriving after 9:10** (with or without a note) to be sent to Office
 - Principal or Deputy Principal will record late arrival and issue a ‘**late slip**’.
 - Students must then re-present at class and on receipt of ‘late slip’ (and note if relevant) teacher admits them and now records student as ‘present but late’
 - All ‘late slips’ will be recorded in Office and information passed to relevant Year Head
 - On accumulation of **3 ‘late slips’** Student and Parents will be contacted.
 - The receipt of a further **4th ‘late slip’** warrants detention – both Student and Parents will be informed by letter of date and time of this sanction, which must be fulfilled.
- **Students arriving between 9:50 and 10:15** must also present at office to ‘sign in’ in dedicated ‘late book’, and on presentation of written explanation will be registered as ‘present but late’.
- **Attendance and punctuality** for the remainder of the day will be determined by the Bell System and recorded by individual class teachers.
 - **Long Bell** signals the end of class – no student to be released from class before this
 - **Short Bell** signals start of next class –attendance and punctuality to be checked and recorded at beginning of each class by individual teacher’s roll call.
 - **Class Tutor** to be informed once any student has recorded 3 ‘lates’ **or** 3 unexplained absences from any individual class. Tutor to engage with student regarding this.
 - **Year Head** to be informed if Tutor receives reports of further ‘lates’ or absences.
 - Students may not ‘**go to the library**’ of their own volition at any time, they must be either sent or taken there.
- **Morning Break is from 10:30 to 10:45** –students must vacate all classrooms.
- **Lunch Break is from 1:15 to 1:50** – students must vacate all classrooms.
 - Senior Students stay in Senior School /environs, Junior Students go to PE Hall /environs.
 - St. Anne’s, St. Mary’s and Pre. Fabs will be locked during lunchtime.
- **No student** may leave school grounds during **lunchtime** except by arrangement.
- **Afternoon Roll** will be taken by Year Heads during first class after lunch every day.
- Students wishing to leave school **with permission** at any time during the day :
 - Must present at the office with a Permission slip signed by Parent/Guardian and counter signed by Class Tutor /Year Head. They are then required to ‘**sign out**’.
 - Should student wish to return to school that day they must ‘**sign in**’ again.
- Students wishing to leave the school **without prior permission or due to illness** :
 - Must contact home through the Office and arrange to be collected from there **or**
 - Parents may make alternative arrangements with Principal/Deputy Principal by phone
- **School day ends with 3:45 Bell** –students may not be released before this.
- All students must leave school grounds by designated **school exit** only.
- Reporting of all Student Absences is required by the **Education (Welfare) Act 2000** as this facilitates early identification of attendance difficulties and enables appropriate interventions to be made by the Education and Welfare Board.