

# Midleton College



## Attendance & Absence Policy

The Board of Management & staff of Midleton College are cognisant of the importance of regular daily attendance by pupils at school. It is in the interests of pupils, staff & parents/guardians that daily attendance is the norm for all pupils. It is also important that pupils, staff & parents/guardians are aware of the structure of the school day and week, as provided in the Annual Calendar and are likewise aware of the sanctions which may be imposed in the event of failure to comply attendance requirements. Midleton College has a mandatory responsibility to make regular attendance returns to the National Education Welfare Board (the NEWB), during the course of each school year. In the event of an Unexplained Absence exceeding 20 school days during the year, the NEWB will investigate the cause of such absence with the school and the parents/guardians concerned

### Attendance

All pupils are required to be in attendance by 8.50 a.m. each morning. Pupils who are late must provide a written explanation on the morning they are late. Any pupil who is late for school must go to the Deputy Principal to sign in before going to class. A pupil who is late more than 3 times in a fortnight without satisfactory explanation is subject to a disciplinary sanction which may include detention.

### Absence

Parents/Guardians must contact the College on the first day of any period of absence, to inform as to the reason for a pupils' absence from school. On the day of return from an absence, a pupil must bring a written explanation and place it in the Absent Notes Box in the main building before going to class. Any pupil whose absence from school is without explanation will have this absence followed up by the College. In the case of a pupil for whom their absence reaches 20 school days, this information will be communicated directly to the NEWB. The parents/guardians of such pupils will be informed in writing that this is being done.

Monitoring of Attendance & Absences is a Post of Responsibility within the In-school management team.

**Ratified by The Board of Governors June 2007**

**Adopted by Board of Management June 2009**

**Revised & Ratified by Board of Management February 2011**