

Mercy Secondary School Kilbeggan

Attendance Policy 2022

- Attendance Officer: Ms Gallen
- All attendances are recorded by the individual teachers on VSWare. This must be done for the 9:00am class before 10:00am, and the 1:50pm class before 2:50pm. Teachers are advised to record all their class rolls on VSWare.
- Students who are late for class in the morning must sign in at the office before admission to class. They will present a “Late Slip” to the class teacher. They will then be recorded as late on VSWare.
- “Absence Notes” are collected at the start of the first class and returned to the box outside the Deputy Principal’s Office before 1000am in the morning.
- Each teacher will record a roll in their journal/VSWare for each of their classes throughout the day.
- Every day a print-out of absent students is also inserted in the Health & Safety folder in the office in case of fire.
- The school day is divided into six class periods from Monday to Thursday and four class periods on Friday. School begins at 9:00am sharp and ends at 3:55pm, 1:15pm on Friday. Morning break is from 11:00am to 11:15am. Lunch break is from 1:15pm to 1:50pm.
- Regular attendance is essential for effective progress at school. If a student is absent from school, it is not essential, but very helpful for the parent/guardian of the student to contact the school by telephone on the day in question, explaining the reason for this absence. Following any absence, students must supply a note of explanation signed by a parent/guardian to explain that absence. It is the responsibility of the student to present this note to their teacher at the 9.00am roll call, on the day of their return. These notes will be kept on file within the school as required by legislation and the TUSLA. Failure to present an absent note will result in the student being placed on detention. If a student absents themselves from school without the consent of their parents/guardians, they will receive an automatic suspension in line with the school’s Code of Behaviour.
- If a student is absent or late, a text message may be sent to the student’s parent/guardian confirming this absence.
- TUSLA will be informed of the names of students who are absent 20 days in any school year or are absent for prolonged periods without a legitimate explanation.
- Punctuality is essential for all members of the school community. It is a very important discipline that is vital to the teaching and learning environment in the school. If a student is late for first class in the morning, they are required to present a note explaining this lateness and they will then collect a late slip from the office, and present this to the teacher of their class. Failure to present a satisfactory note will result in the student being placed on school detention. It is not acceptable for students to be repeatedly late under any circumstances. If a student is late for any other class, this will be recorded by the class teacher, and dealt with through the appropriate disciplinary structures.

- Students must not leave school grounds during school hours without the permission of the Principal or Deputy Principal. If a student has to leave during school hours, then they must be signed out through the school office by a parent or guardian.
- Students who wish to go home for lunch may do so provided their parent/guardian has fully completed, signed and returned to the school a special form available from the school for this purpose. Only Senior Cycle students or students who are returning to their own homes may avail of this facility to leave the school at lunchtime. The school recommends that all 1st Years stay on campus during lunchtime.

Signed: *Paul Daly*
Chairperson of Board of Management

Date: **10th November 2022**

Signed: *Garrett Farrell*
Principal/Secretary to the Board of
Management

Date : **10th November 2022**