

# *Early Collection & Punctuality Policy*



**Scoil Úna Naofa**

*Scoil Úna Naofa, Armagh Road, Crumlin, Dublin 12*

FINAL: 22.02.2018

**Note:** This policy will be incorporated in to the Statement of Strategy on School Attendance in the school year 2018/19.

### **The School's Vision and Values in Relation to Attendance**

Scoil Úna Naofa recognises the importance of the role that attendance plays in assisting our pupils to successfully reach their educational potential. A positive culture of excellent attendance is promoted throughout our school.

### **The School's High Expectations Around Attendance**

Scoil Úna Naofa has high expectations of its pupils in relation to attendance. Pupils are reminded both in class and at a weekly assembly of the importance of good attendance and punctuality. Targets, actions, rewards and support systems are in place (detailed in the Statement of Strategy) to promote the importance of attendance.

### **Actions**

Recognising the importance of school attendance in assisting our pupils in reaching their educational potential, the following actions should be taken:

#### **Early Collection/Leaving:**

1. Parents/guardians are asked not to collect children before the end of the school day, unless for an appointment or urgent need.
2. Any parent/guardian who needs to collect a child before the end of the school day should first inform the child's class teacher by providing a note in the child's journal or by telephone call.
3. Where no note is written in the journal, or in the case of an emergency (e.g. illness, injury, etc), the school will only release the pupil to a parent/guardian or a nominated person. A nominated person's details should be provided to the school using the Parental Permission form, which is sent to parents at the start of each school year. Any change to a nominated person should be provided to the school secretary in writing so that the database system (Aladdin) can be updated to reflect the change.

4. On collection of the child, the parent/guardian/nominated person must sign the Early Leaving Log Book at reception and note the time before leaving the school.
5. The school will monitor early leavers/collections on the database system (Aladdin), which will assist in making parents - and relevant authorities (e.g. TUSLA) where necessary - aware of how much time is being missed.
6. Pupils going home alone - parent/guardian must provide a written note or telephone the school secretary giving permission and the time of departure. The class teacher will log this on Aladdin.
7. Patterns of early collection/leaving will be monitored and discussed with parents by the class teacher, Deputy Principal and/or Principal.

**Punctuality:**

1. Parents/guardians are asked to ensure that all children are in school on time every morning, unless there is an appointment or urgent need.
2. The school day begins at 8.50am and all children are expected to be in their own class line on the yard at that time so that their teacher can escort them to their classroom.
3. Any child who arrives after 8.50am should have a note in their journal.
4. All late arrivals will be logged on the school database system by the class teacher.
5. The school will monitor late arrivals on the database system (Aladdin), which will assist in making parents - and relevant authorities (e.g. TUSLA) where necessary - aware how much time is being missed.

6. Patterns of late arrival to school will be monitored and discussed with parents by the class teacher, Deputy Principal and/or Principal.

### **Review Process and Date for Review**

This policy will be incorporated in to the Statement of Strategy on School Attendance from the school year 2018/19. Thereafter, it will be reviewed annually as part of the Statement of Strategy.

### **Ratification and Communication**

This policy was ratified by the Board of Management at their meeting on 22<sup>nd</sup> February, 2018. Thereafter it will be shared with the whole school community.