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## **Policy on Absences From School / Late Arrivals**

### **Absences from School**

If your child is not in school he / she will be marked absent.

If any child has been absent from school, they should bring in a note briefly explaining why they were absent. This ensures that their absence may be given the correct code e.g. illness, medical appointment, unexplained absence etc...

Class registers are reconciled at the end of every week. If a child does not supply a note explaining their absence it is recorded as an unexplained absence.

**If your child is going to be absent from school for the entire day please call Mrs Ennis after 9.30 am.**

### **Approved Activities / Medical or Dental appointments**

Where possible all medical / dental appointments should be made outside normal school hours.

Irish dancing, swimming competitions, Feile etc can be classified as approved activities, but pupils are still recorded as absent.

### **Late Attendance**

In St Mary's school starts at 8.45 am each morning with assembly and prayers in the school hall. Class begins at 8.55am each morning. Registration will close at the beginning of class (9.00 am) each morning and this means that if any child comes to school after this time they will be marked late.

**If any child is late for registration on 3 occasions in any calendar month, a letter will be generated automatically and sent to the child's parents.**



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### **Holidays in Term Time**

Family holidays, trips etc should be arranged during school holidays. However, in very exceptional circumstances schools may authorise a family holiday during term time. Such circumstances may include: A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

The circumstances for taking a family holiday during term time should **not** include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays that overlap the beginning or end of term

**Should parents decide to take pupils on holiday during term time, they should not ask the class teacher for work to take with them.**

**Policy revised May 2015.**

