



CLONAKILTY COMMUNITY COLLEGE

COLAISTE PHOBAIL CHLOCH NA GCOILLTE

ATTENDANCE & PUNCTUALITY POLICY

Our Code of Behaviour incorporates the following rules with respect to attendance:

RULE: To Attend School on all Days

Each absence must be satisfactorily explained by a note signed and dated by the Parent/Guardians into the student journal. The note must be presented to the Year Head on return.

SANCTION:

- A student who has been absent must present a signed note to the teacher taking roll call at 9am on the day of return to school. Where a student fails to present a note upon return a detention will be imposed. Where this misbehaviour continues the College deems this to a behavioural issue and **Step 3 Code of Behaviour applies.**
- Parents/Guardians of students who have an unacceptable number of monthly absences will be requested to meet with Attendance Officer/Year Head to discuss and correct same.
- Under current legislation any student under 16 years who has missed 20 days or more in the current year must be reported to the National Education Welfare Board (N.E.W.B.).
- Any student over 16 who has missed 20 days or more will be asked to reapply for a place in this College. A contract will be signed by these students, their parents/guardians and the College re: attendance. A student's place in the college will be reviewed should the agreed conditions of this contract not be honoured.

RULE: To Be Punctual at all Times

Pupils must be present in the proper assembly area at five minutes to nine (8.55 am) and at five minutes to two (1.55pm). They must be in time for all other classes during the day. An Attendance check will be taken twice daily.

SANCTION:

- Students who have been late three times will receive a detention. The Year head will inform parents via the student journal of this detention. Subject teachers are asked to note lateness in the pupils’s Vsware account. Please note that being late for any class is regarded as “late “and will incur this sanction.
- Students who are a late for a further three times will receive a second detention. Parents will be invited into school by the relevant Year Head
- The designated Detention time is from 1.15 to 1.50 each Wednesday in a designated room. Detention Procedures are available in the school journal.
- Where this misbehaviour continues the College deems this to a behavioural issue and **STEP 3 Code of Behaviour** applies.

RULE: Pupils must remain within the school grounds during the school day.

Parents/Guardians must provide a written request in the student journal in the event of a need for a pupil to leave school during the school day. This note should be signed by the Tutor/ Year Head or Class Tutor before 11am daily. The pupil will then be marked out as an explained absence EA on Vsware. All First year pupils remain on school grounds at lunch time (1.15 p.m. to 2 p.m. daily.) Should parents wish a first year pupil to go home for lunch with older brothers/sisters a note in the school journal is required at the beginning of the year. First year pupils are not permitted to leave the premises during lunchtime.

SANCTION: Should students leave the college without our knowledge they will face suspension for one day. Where this misbehaviour continues the College deems this to a behavioural issue and **STEP 3 Code of Behaviour** applies.

STAKEHOLDER	DATE:
STAFF	
PUPILS	
PARENTS	
B.O.M.	
RATIFIED BY B.O.M.	2009
Last Review	Nov 2017