



Clonakilty Community College
Colaiste Phobail Chloch na gCoillte

“As a college we wish to empower our pupils to become independent and confident young adults enabling them to reach their full potential”

Attendance and Punctuality Policy

GOAL: *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. Parent/Guardian can email office@clonakiltycc.ie when they are aware of a student absence or phone directly on 023-8833877 if possible.

SANCTION:

- A student who has been absent must present a signed note to their Tutor when they return to school.
- Tutors can discuss attendance issues with students and follow up on missed notes.
- Where a student is not producing a note regarding an absence the Tutor may email or phone the parent or if it's a repeat offence the Tutor may pass this to the Year Head.
- Parent/Guardian of students who have an unacceptable number of monthly absences will be requested to meet with Year Head/Deputy Principal to discuss and correct same.
- Under current legislation any student under 16 years who has missed 20 days or more (regardless of the reason) in the current year must be reported to the TUSLA regarding Attendance.
- Any student over 16 who has missed 20 days will be asked at a meeting with parent to sign an Attendance Contract. A student's place in the college will be reviewed should the agreed conditions of this contract not be honoured.

GOAL: *To Be Punctual at all Times*

[Any student arriving late in the morning or afternoon must report to reception to be marked in on VSWare.](#)

Morning:

Pupils must present at their class for the start of the school day at 8.55am in preparation for the start of class at 9.00am.



After lunch:

Students must present after lunch at 1.50am in preparation for class starting back at 1.55pm.

During the day:

Student must present on time at all other classes as per the timetable – except when given specific permission by a member of staff to be elsewhere.

Attendance is taken at the beginning of each lesson. Teachers are expected to note on VSWare when a student arrives late to class with no prior permission.

SANCTION:

- Tutors identify when a student has been late three times and escalate this issue to the Year Head.
- The Year Head will issue a lunchtime detention and notify parent/guardian.
- Students who are a late for a further three times will receive a second detention (procedures as before) but this time parent/guardian will be invited into school by the relevant Year Head to discuss.
- Where this behaviour continues the College deems this to a behavioural issue and will be guided by the Behaviour for Learning Policy.

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

Parent/Guardian must provide a written request in the student journal/via email/phonecall 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 early on the same day so the information can be inputted on VSWare. The pupil will then be marked as an explained absence on Vsware.

All First & Second Year Pupils remain on school grounds at lunch time (1.15pm to 1.55pm) and are not allowed to leave the college without permission.

SANCTION: Should students leave the college without our knowledge they could face suspension for one day. Where this misbehaviour continues the College deems this to a behavioural issue and will be guided by the Behaviour for Learning Policy.

Stakeholder consultation:	Date:
Last review	Oct 2023
Staff	Oct 2023
Students	Oct 2023
Parents	Oct 2023
Ratified by BOM	Oct 2023