

St. Joseph's NS



Attendance & Punctuality: A Parent's Guide

Welcome!

At St. Joseph's NS, we are committed to giving every child the best possible start. Regular attendance helps your child learn, grow in confidence, build friendships, and feel part of our school community. This leaflet explains how we can work together to support your child's attendance.



School Times

School Opens: 9:00am | Classes Begin: 9:10am

Junior & Senior Infants finish: 1:50pm | 1st & 2nd Classes finish: 2:50pm



#AnseoSchool
#StJosephsNS

Why Attendance Matters

Benefits of Regular Attendance

- ✓ Better learning and academic progress
- ✓ Stronger friendships and social skills
- ✓ Consistent routines and good habits
- ✓ Greater confidence and self-esteem
- ✓ Feeling part of the school community



Impact of Missing School

- × Falling behind in lessons
- × Difficulty keeping up with classmates
- × Loss of confidence
- × Missed social connections
- × Harder to settle back into routines



Every school day matters — even one day a week adds up to missing 2 months per year!

When to Stay Home & Reporting Absences

When Should My Child Stay Home?

Keep your child at home if they:

- Have a temperature above 38°C
- Have a contagious illness (e.g. chicken pox)
- Are too unwell to take part in class
- Could pose a health risk to others



If your child is well enough to participate, please send them to school.

Reporting Absences

If your child is absent, please let us know the reason via:

- Aladdin Connect App (preferred)
- Contact the school directly

Common reasons include:

- Illness
- Urgent family reasons
- Holiday
- Other (please add a note)

The school is required to record all absences.



Please always let us know — communication helps us support your child.

Holidays & How Parents Can Help

Holidays During Term Time



- We encourage families to plan holidays during school breaks where possible.
- If your child will be absent due to a holiday or travel abroad, please let the school know in advance by completing a **Holiday Notification Form** (available from the office). This form records the dates of absence and helps us keep accurate attendance records and know where pupils are during school time.
- Schoolwork is not usually provided during absences – if your child is absent due to illness, the focus should be on rest and recovery.

How Parents Can Help

- Set a regular bedtime routine
- Prepare bags and uniforms the night before
- Help your child arrive on time each day
- Talk positively about school
- Communicate with the school if there are any difficulties
- Arrange appointments outside school hours where possible



If you are worried about your child's attendance, please talk to us. We will work with you to support your child and help them attend school regularly.

Punctuality & Early Collections

Arriving on Time

Why it matters:

- Children settle better when on time
- Late arrivals miss key instructions
- It can cause anxiety and frustration



If your child is late **(after 9:10am)**:

- Ring the bell at the main entrance
- A member of staff will welcome them & bring them to class

Please still send your child– even if late, it's better than missing the whole day. A warm welcome will be waiting whenever they arrive!

The school monitors lateness patterns and will work with families to help.

Collecting Your Child Early

Children can feel disappointed when they have to leave activities unfinished or miss out on experiences they enjoy.

If you need to collect early:

- Notify via Aladdin, teacher, or phone
- Sign out at the office with:
 - Date and time
 - Collector's name
 - Reason for collection



Frequent early collections:

- Mean missed learning opportunities & play or special activities.
- Are monitored like attendance and teachers will follow up if a pattern is noticed.

A full school day gives your child the best chance to learn and thrive.

Attendance Reporting

School Monitoring & Support

- Teachers take attendance every morning. This is recorded daily on Aladdin.
- Where concerns arise, parents/guardians will be contacted in a supportive manner.
- The school works closely with the Education Welfare Officer (EWO) to promote positive attendance.
- The school submits Student Absent Reports (SAR) bi-annually and an Annual Attendance Report (AAR) to TESS.



When the School Will Contact You

3 consecutive days absent (unexplained):

Class teacher will contact parents/guardians to check in & offer support.

5 days absent:

Class teacher contacts parents with number of days missed and offers support if needed.

10 days absent:

Attendance notification issued via Aladdin to keep you informed.

15-19 days absent:

Further Aladdin message sent. A meeting with the School Attendance Team may be requested to discuss any concerns and identify appropriate supports.

20+ days absent:

The school is required to notify the Education Welfare Service (Tusla/TESS) in accordance with statutory requirements, who can provide additional support to families.



We monitor attendance to support your child — not to judge. We're here to help.

We Are Here to Help

Thank you for helping your child attend school regularly, arrive on time and stay for the full school day whenever possible.

If you are worried about your child's attendance, please talk to us. We will work with you to support your child and help them attend school regularly.

By working together, we can help your child get the most from their time in school.



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St. Joseph's NS — Every Child, Every Chance, Every Day