

Lucan Community College

Coláiste Phobail Leamhcáin
Lucan Community College



Attendance and Punctuality Policy Ratified by the Board of Management 16 June 2025

Signed: 

Dr Rose Dolan (Chairperson)

Attendance and Punctuality Policy

Resources

- Useful information for parents/guardians and students is available on the Tusla Education Support Service website: <https://www.tusla.ie/tess/>
- Parent access to VShare is available through our school app. Access support is available here: <https://lucancc.ie/app/>

Policy and Procedure:

All students are encouraged to attend punctually for school each day. Our attendance and punctuality system is explained to students by their class tutor and/or year head at the start of each school year. We use our pastoral care system to outline the importance of regular and consistent attendance, emphasising the responsibility on each student to take ownership of their attendance and punctuality to ensure they can reach their full potential by being present and an active participant in each class.

Introduction:

In Lucan Community College, we are committed to fostering an inclusive and supportive learning environment where every child thrives based on our core values of Excellence in Education, Care, Community, Equality and Respect. Central to achieving this goal is maintaining high standards of attendance and punctuality. Our attendance and punctuality policy is rooted in the principles of restorative practice and care, community, equality, respect, and excellence in education. We believe that regular attendance and punctuality are vital for academic success, social development, and the overall wellbeing of our students. We have a whole-school approach to fostering good attendance which is achieved through maintaining a culture of high expectations and encouraging each student to take responsibility for their own learning and achieve their full potential through regular presence in class.

Objectives:

1. To promote a culture of attendance and punctuality that values every student's contribution to the school community at a whole school level.
2. To ensure that all students have equal access to educational opportunities by minimising absences and punctuality issues.
3. To provide support and assistance to students and families facing challenges that may impact attendance and punctuality.
4. To foster a sense of belonging and accountability within the school community through restorative practices.
5. To celebrate and recognise achievements in attendance and punctuality.

Policy Guidelines:

1. **Attendance:**

- a. All students are expected to attend school regularly and punctually, arriving on time for the start of the school day.
- b. Parents/guardians are responsible for ensuring that their child attends school regularly and promptly. Any absences must be reported via the school app by the parent/guardian on the day of/day prior to absence.
- c. At a whole school level, the school will monitor attendance regularly, and any patterns of absence or lateness will be addressed promptly.
- d. In cases of prolonged or frequent absences, the school will work collaboratively with parents/guardians to identify and address underlying issues and provide appropriate support.
- e. Excused absences may be granted for valid reasons such as illness, medical appointments, or family emergencies. However, it is encouraged to schedule appointments outside of school hours whenever possible.

2. Punctuality:

- a. Students are expected to arrive at school on time, ready to start the day. Persistent lateness disrupts learning and will be addressed in accordance with this policy.
- b. Parents/guardians are encouraged to support their child's punctuality by ensuring they leave home with sufficient time to reach school before the start of the day.
- c. Students who arrive late must sign in on the attendance tablet in the front reception area before going to class.

3. Attendance Monitoring:

- a. All students are registered for each class by their teacher with VSware.
- b. Parents have access to this attendance record through our school app under the VSware section.
- c. One or more tutors are assigned to each tutor class and they carefully monitor student's attendance/punctuality on a regular basis.
- d. Tutors follow up on student absences/punctuality by checking absences on VSware and requesting notes from parents for any absences.
- e. If the tutor has any ongoing concerns regarding student attendance or punctuality they will raise these with their relevant Year Head as a referral.
- f. The Year Head monitors trends or issues regarding student attendance/punctuality

4. Attendance Monitoring Procedures:

- a. The school Attendance and Punctuality Officer is responsible for monitoring student attendance and punctuality and reporting to Tulsa in conjunction with the school leadership and management team.
- b. The Attendance and Punctuality Officer, on a weekly basis, monitors punctuality of students and applies a sanction in relation to poor punctuality.

c. On a monthly basis the Attendance and Punctuality Officer collates information regarding student absences and forwards this to the relevant Year Head. On foot of this information the Attendance and Punctuality Officer sends letters home to parents of students who have missed 20 or more days absent. Year Heads follow up on this to create a plan for improvement.

d. The Attendance and Punctuality Officer submits a report to Tusla, sanctioned by the Principal as per the school's statutory responsibility, in relation to a student who is absent for 20 days or more and 6 days or more suspension days.

5. Restorative Practices:

a. In cases of poor attendance or punctuality, restorative approaches will be used to address the underlying issues and repair any harm caused to the school community.

b. Restorative conversations may involve the student, parents/guardians, teachers, and other relevant stakeholders to explore the reasons for the absence or lateness and identify solutions to prevent recurrence.

c. The focus of restorative interventions will be on building positive relationships, fostering empathy and understanding, and supporting the student in reintegrating into the school community.

6. Support and Assistance:

a. The school will provide support and assistance to students and families facing challenges that may impact attendance and punctuality, including access to counselling services, academic support, and referrals to external agencies if necessary.

b. Individualised attendance plans may be developed in collaboration with students and families to address specific needs and barriers to attendance.

7. Celebrating Achievements:

a. The school will recognise and celebrate achievements in attendance and punctuality through various incentives and rewards, such as certificates and awards etc.

b. Positive reinforcement will be used to encourage and motivate students to maintain good attendance and punctuality habits.

Conclusion:

Our school attendance and punctuality policy reflects our commitment to nurturing a supportive and inclusive learning environment where every student feels valued and respected. By embracing restorative practices and upholding our core values of care, community, equality, respect, and excellence in education, we aim to empower our students to achieve their full potential academically, socially, and emotionally.