

27 MAY 2026

ST OLIVER POST PRIMARY
OLDCASTLE



ST. OLIVER POST PRIMARY SCHOOL

**ATTENDANCE
AND
PARTICIPATION POLICY**

May 2026

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SCOPE

Whole school

RATIONALE

This policy aims to provide clear guidelines on how attendance is encouraged and monitored in St Oliver Post Primary School.

It also details how students access the various programmes on offer in our school i.e. Transition Year and Leaving Certificate Applied.

GOALS/OBJECTIVES OF THIS POLICY

In terms of attendance, the goal is for all students to attend school every day in order to achieve:

- Better results;
- Better career opportunities;
- Better understanding of material being taught in class;
- Increased confidence and self-esteem;
- To promote a spirit of partnership involving Senior Management, parents, teachers, students, and community; and
- To promote a good attendance record and active participation in school. This develops a good work ethic and prepares students to be responsible employees/employers for the future.
- To develop time-keeping and attendance skills in line with skills like managing myself as outlined in Junior Cycle.
- To foster and develop a strong sense of school community and belonging, which in turn impacts upon wellbeing and performance in school.

In terms of access to school programmes, the goal is to have clear guidelines to inform all stakeholders regarding the school's approach to selection of pupils.

ATTENDANCE

A register of all students who have been admitted to the school will be maintained.

School attendance/absenteeism/lateness will be monitored carefully as follows:

- A roll is called at 8.52am daily by each class tutor;
- This is recorded on Compass;
- Compass alerts issue every school day to alert parents re absent pupils;
- Year Head contacts parents if a pattern of absence is causing concern;
- Each teacher also submits a class registration on Compass at the beginning of every individual class;
- Our school will be particularly mindful of students with different needs and will encourage those students to attend;
- To encourage good attendance, every effort will be made to make school a happy and welcoming place for students, teachers, and parents. Our positive discipline, pastoral care and extra-curricular structures will contribute towards this; and

- Primary and Post Primary will liaise as closely as possible especially in school absenteeism/lateness. Our induction programme assists 1st year pupils with transitioning into post-primary school.
- Passport programme from Primary school will aim to highlight at risk students to encourage early intervention and promotion of good attendance

Daily Routine

Students must be in attendance by 8.45am each day, have visited lockers / toilets and must go to their designated classrooms for registration with their tutor.

- Students who are late to school with no good reason will be subject to school sanctions – written punishment work, detention, report, loss of privileges etc.
- If a student is late more than 3 times per term, school sanctions will start to be applied.

On a daily basis, late attendance to class is not acceptable – students should use their locker before school starts and during both break times.

- If a student is delayed due to working with a teacher, the student must ensure they get a note in their journal to explain the situation.
- Students who are late to class with no good reason will be subject to school sanctions – written punishment work, detention, report, loss of privileges etc.
- If a student is late more than 3 times to a particular teacher's class, school sanctions will start to be applied.

Supporting Good Attendance

The school will utilise some or all of the following measures to support good attendance:

- Acknowledgement of good school attendance at year group assemblies and award ceremonies;
- Communication (telephone call/ letter/email) with parents;
- Early identification of 'at risk' students;
- Establishing reasons/ factors behind failure to attend and applying solution focused strategies
- Reasoning with the student and advice on how to improve
- Working with both student and home in order to set targets to increase attendance and participation
- Supporting students dealing with attendance difficulties with recommended strategies by NEPS
- Sanctions including loss of privileges and detention.

Roles and Responsibilities

Principal/Deputy Principal

- To ensure that adequate systems are in place to record attendances and absences of students;
- To liaise with Attendance Officer to monitor attendance records regularly and notify concerns;
- To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000 To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School;
- To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress; and
- To receive reports from Attendance Officer relating to attendance.

Teachers:

- To call a roll for each class;
- To ensure accuracy – the names of each student must be called aloud and reply heard;
- To submit this information on Compass;
- To notify any discrepancies in class registration list to the school office;
- To create a welcoming atmosphere in class for returning students;
- To impress on students the importance of regular attendance and ensure the understanding of the links between academic achievement and regular attendance;
- To monitor non-attendance during the day and to alert the Tutor/Year Head if necessary;
- Teachers of extra-curricular activities to create events on Compass so that all staff effected are aware;
- Tutors are to call a roll every morning and to submit this on Compass; and
- Tutors are to alert their year head if/when a student has missed 3 days in a row.

Note for Teachers:

- It is the responsibility of students who are absent from class/school for any reason to find out details of work missed. This applies also to students who miss class due to sporting or other extra-curricular activities;
- It is also the responsibility of students to notify the teacher beforehand that they will be absent from class due to extra-curricular activities; and
- Teachers organising extra-curricular activities etc. need to remind students of the above points and provide staff will a list of all students involved in the event in a timely fashion.

Year head:

- To contact home in cases of concern regarding poor attendance;
- To contact parents and/or meet when in consultation with Class Tutor when attendance has been identified as issue; and
- To contact parents/guardians meet where unauthorised absences occur or are suspected and to notify the Deputy Principal/Attendance Officer of same.

Students:

It is the responsibility of each student to:

- Attend every day unless for a valid reason;
- Be punctual for all classes;
- Sign in via the Compass Kiosk; and sign in and out where necessary;
- Get notes signed by tutor or year head;
- Excuse themselves from classes missed due to extra-curricular activities;
- Find out details of work missed; and
- Notify the teacher beforehand that they will be absent from class due to sporting or other extra-curricular activities.

Parents:

St. Oliver Post Primary School affirms that parents/guardians have the primary responsibility for ensuring that children of compulsory school going age attend school regularly once they are enrolled at school and bearing in mind that they are obliged to complete three years of post-primary education up to their sixteenth birthday.

St. Oliver Post Primary School affirms that parents/guardians have a social responsibility to ensure that their children attend school regularly regardless of age or status and they should ensure that their children complete their education.

To provide St. Oliver Post Primary with reliable contact telephone numbers and alternative 'emergency' numbers so that the school may contact parents/guardians or other authorised parties if necessary.

St. Oliver Post Primary School affirms that parents/guardians have a statutory obligation (Welfare Act 2000) to notify the school Senior Management or his/her nominee, providing explanation or a doctor's certificate, explaining the reason for each absence and date of absence. These explanations can be provided in Compass.

Parents need to be aware of the negative impact of work /part-time jobs on attendance and participation in school and involvement in extracurricular activities.

Parents:

- Ensure regular attendance of students and avoid unwarranted absences.
- Explain all absences in Compass.
- Provide doctor's cert where relevant.
- Provide to the school reliable contact telephone numbers and alternative 'emergency' numbers so that the school may contact parents/guardians or other authorised parties if necessary.
- Adhere to the procedures set out in this policy for the withdrawal of students from school during the school day.
- Acknowledge and, where necessary, reply to communications from the School in relation to attendance issues.

Senior Management:

The Senior Management of St. Oliver Post Primary School will maintain a register of all students who have been admitted to the school. Students will be taken off the roll in accordance with appropriate legislation. For example:

- a) For inter-school transfer and then only after all details regarding attendance and educational progress have been issued to the new school;
- b) In the case of an expulsion;
- c) Where for whatever reason a student is removed from the school under the Education (Welfare) Act 2000 Section 20 (4);
- d) Short term pupils when their time at the school has finished; and
- e) Pupils who pass away while in attendance at the school.

St. Oliver Post Primary School affirms that Senior Management shall, after admitting a student from another second level school, notify the principal of said school that he/she has registered said student.

St. Oliver Post Primary School affirms that Senior Management must maintain a record of attendance and non-attendance on each school day or part thereof of each student registered at the school.

School Office:

- To amend the school database to reflect changes to parent contact details

Co-ordinator of Attendance and Participation (Attendance Officer):

Plan for, organise and lead interventions to improve attendance and participation on a school wide basis:

- Promote improved attendance and participation through school-based initiatives;
 - To send quarterly (Halloween; Christmas; Mid-March; and Summer) absence letters to parents/guardians where frequent absences occur
 - To contact parents when student reaches 15 days absent
 - To send out standard letter to parents regarding notification to Túsła and notify Educational Welfare officer of same (20 days letter with/without concern)
 - To liaise with SEN teachers and Guidance Counselling Service in implementing strategies for supporting at risk students
 - To recommend students to Guidance Counselling Service who are displaying at risk behaviours with regard attendance
- Promote improved attendance and participation through national initiatives such as Túsła's 'Every School Day Counts';
- To collect data on attendance in order to assess success of strategies
- Support chronically poor attending pupils (will be referred by SMT) with structured interventions which involves pupil, year head, and parents and guardians;
- Liaise with Educational Welfare Services on possible cases for referral;
- Reviewing and amending the attendance and participation strategy (in line with Túsła's Guidelines for Schools on developing a statement of strategy of attendance) every 2 years;

Board of Management:

The Board of Management of St. Oliver Post Primary School shall ensure that the statutory obligations of the school with regard to school attendance and participation are adhered to.

St. Oliver Post Primary School shall ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

St. Oliver Post Primary School shall ensure that all information is collected and issued in accordance with Data Protection.

Success Criteria

1. Improved attendance over a sustained period.
2. Reduced disruption to class.
3. In line with the stated goals and objectives of this policy:
 - a. Better results;
 - b. Better career opportunities; and
 - c. Better understanding of material being taught in class.
4. Senior Management to provide statistics on lates and absences regularly.
5. Improved participation in school and school activities.

ACCESS TO PROGRAMMES

Access to the Transition Year Programme

Transition Year Participation Policy:

- **St. Oliver Post Primary's Admissions Policy dictates admission to the school in the first instance. This attendance and participation policy does not override any provisions made in our Admissions Policy.**
- St. Oliver Post Primary's Transition Year Programme is a highly structured one-year optional programme aimed at developing a more mature student with a wide range of transferable skills.
- It allows students to partake in a range of subjects and educational experiences, many of which involving trips away, therefore, enhancing their personal development while maintaining a very academic tone.
- Our Transition Year Programme facilitates young people to become familiar with adult and working life through the provision of weekly work experience opportunities and career guidance.
- St. Oliver Post Primary acknowledges its duty to promote equality of access to and participation in the Transition Year Programme subject to the procedures and criteria outlined in this policy.

Application Procedures:

- Early in the third year, the TY Coordinator will visit all third year classes. The co-ordinator will make it clear to all prospective applicants that knowledge of and research into Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. The criteria for participation to the programme will also be fully outlined to students.
- During the Second Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The criteria for participation to the programme will again be fully outlined to students as well as informing students of the qualities that are essential for successful participation in Transition Year.
- In the Spring-time, initial interest in Transition Year is expressed via the Fifth Year Options Form where students can indicate whether or not that they would like to do Transition Year.
- A formal evening presentation on the Senior Cycle Options will be delivered to parents/guardians. After this, application forms are shared with pupils.
- Applications are completed online.
- The final submission date for applications will be indicated on the form (but it is normally 1 week after the parental information session)
- Any application received subsequent to the stated deadline may be considered only after students whose applications were submitted on time have been processed.

Criteria for Participation:

- Each application will be considered on its own merit. However, the following criteria will apply in assessing a prospective Transition Year student's application:
- The number of students that can be accommodated in Transition Year will be decided by the school's Board of Management.
- The student's compliance with the schools Code of Behaviour Policy:
- The student's homework, project, and classwork record.
- The student's attendance and punctuality record.
- The Application Form must be completed to a high standard and include evidence of knowledge of the Transition Year Programme based on individual research.

- The school must believe a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

The Transition Year Participation Committee:

- The Transition Year Participation Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable.
- The criteria outlined above and the Application Form will be critical factors in determining a student's participation on to the Transition Year Programme.
- The Transition Year Participation Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- The Transition Year Participation Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

Offer & Acceptance of Places to Transition Year:

- The school will aim to make offers in writing to successful applicants within 20 school days of completion of the application process.
- Unsuccessful applicants will be informed in writing within the same time frame.
- Students may be provisionally accepted, with a view to them demonstrating that they can demonstrate a readiness to enter Transition Year.
- This may involve being monitored on report for several weeks.
- Students accepting a place must complete and return an Acceptance Form within the date specified.
- This form must be signed by the applicant and witnessed by a parent/guardian.
- Failure to return the acceptance form to the school secretary within the specified time frame will result in the place being forfeited.
- At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.
- They will be expected to present definite proposals in writing in relation to these placements before the start of the new academic year.

External Applications to Transition Year:

- External Applicants interested in the TY Programme must follow the procedures detailed in St Oliver Post Primary's Admissions Policy in order to apply to transfer to St Oliver Post Primary School in the first instance;
- As per our Annual Admissions Notice, transfer applications to the ASD Class, First, Second, Third, Fourth, Fifth Year or Sixth Year Group in St Oliver Post Primary School will only be accepted after the 1st May each year and the closing date for receipt of applications is the 31st May each year. Applications received after this date will be considered and processed as late applications in accordance with the school's Admission Policy.
- Following acceptance of an application to transfer, an applicant may then apply to join the TY programme. The application is then subject to the same participation procedures as internal applicants.

Transition Year Programme Fees:

- The cost of the Transition Year programme will be ratified by the Board of Management and the LMETB board. When this figure is confirmed (annually), it will be circulated. On average, Transition Year costs between €400-€500. These fees go towards the costs associated with running the Transition Year programme.

Transition Year Appeals:

- A student who fails to secure a place on the programme may appeal the decision to the Principal.
- **This appeal must be made in writing by the parent(s) / guardian(s) of the student within 10 clear days of the school's decision to refuse entry to Transition Year.**

Access to the Leaving Certificate Applied Programme

LCA Participation Policy:

- **St Oliver Post Primary's Admissions Policy dictates admission to the school in the first instance. This attendance and participation policy does not override any provisions made in our Admissions Policy.**
- The number of places available in Leaving Certificate Applied will be decided by the Board of Management.
- Currently, we offer LCA every 2nd year i.e. 2025-2027, then 2027-2029.

Information Sessions:

- A formal presentation on the Senior Cycle Options will be delivered to parents/guardians and third year students in the springtime of the year of entry. Prior to this, information seminars for Junior Cycle (Third Year) and TY students are held during school time.

Application Forms:

- Applications are completed online.
- Following the information presentation, L.C.A. Application Forms will be shared with students;
- Application Forms must be completed by the Closing Date specified. (Late applications may not be considered); and
- Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.

External Applicants:

- External Applicants interested in the LCA Programme must follow the procedures detailed in St Oliver Post Primary's Admissions Policy in order to apply to transfer to St Oliver Post Primary School in the first instance;
- **As per our Annual Admissions Notice, transfer applications to the ASD Class, First, Second, Third, Fourth, Fifth Year or Sixth Year Group in St Oliver Post Primary School will only be accepted after the 1st May each year and the closing date for receipt of applications is the 31st May each year. Applications received after this date will be considered and processed as late applications in accordance with the school's Admission Policy.**
- Following acceptance of an application to transfer, an applicant may then apply to join the LCA programme. The application is then subject to the same participation procedures as internal applicants.

Evaluation of Applications:

Selection Committee:

- A L.C.A. Selection Committee will be established annually comprising of some or all of the following:
 - L.C.A. Co-Ordinator;
 - Third Year Year head;
 - Transition Year Year head;
 - Guidance Counsellor; and
 - Deputy Principal.

Interview:

- Applicants will be interviewed by at least two members of the Selection Committee.

Evaluation Criteria:

- The following criteria will help ascertain suitability for the Programme:
 - Quality of completed application form;
 - Level of interest indicated by the candidate at interview;
 - Willingness to participate fully in all elements of the L.C.A. Programme;
 - Student's satisfactory attendance record in school;
 - Student's record of adherence to the Code of Behaviour of St Oliver Post Primary School. Or in the case of an external candidate, the student's previous school;
 - Knowledge of the L.C.A. programme;
 - Assessment of the contribution the applicant can make to the L.C.A. Programme;
 - The applicant's age; and
 - The pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

Marking Scheme:

- The Interview will be conducted and marked according to the following Marking Scheme:
 - Attendance/Punctuality 10
 - Application Form 10
 - Interview 20
 - Student Engagement 30
 - Personal Achievements to Date 10
 - Overall Suitability 20
 - Total 100

Offering and Acceptance of LCA places:

- Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter;
- This provisional place on the programme will be subject to their acceptance of the requirement to sign the L.C.A. Contract; and
- Students who return a signed L.C.A. Contract are considered accepted to the L.C.A. Programme of St Oliver Post Primary School.

Review of Places offered:

- A review of students' suitability will be conducted in September of Fifth Year; and
- Should it be deemed that students are not suitable for the programme or the programme is not suitable for the students, they will be removed from LCA and transferred to Fifth Year Leaving Certificate / Fifth Year Leaving Certificate Vocational Programme / Transition Year Programme.

Appeals

- A student who fails to secure a place on the programme may appeal the decision to the Principal.
- **This appeal must be made in writing by the parent(s) / guardian(s) of the student within 10 clear days of the school's decision to refuse entry to LCA.**

MONITORING PROCEDURES

Management (Senior Management, B.O.M., and Assistant Principals) will monitor the implementation of this policy.

REVIEW PROCEDURES

As part of the review procedure, this policy will be circulated to all relevant stakeholders. The policy will be reviewed in light of suggestions received, relevant legislation, resources available to the school, and the best interests of the school community as a whole.

TIMEFRAME

The policy will be reviewed and ratified by the Board of Management every 3 years.

BOM & LMETB Ratification/Resolution Process for This Policy



27 MAY 2026
ST OLIVER POST PRIMARY
OLDCASTLE

Date Ratified by the Board of Management:	27th May 2026.
Proposed By:	LESLEY GLEESON
Seconded By:	DENISE NOLAN
Signed:	<p>Patricia Lynch</p> <p>(Chairperson, BOM)</p>
Signed:	<p>Brendan Borawan</p> <p>(Secretary to the BOM)</p>
Scheduled Date for Review of the Policy:	May 2028.

LMETB Ratification/Resolution of the ETB Board

Date of Resolution of ETB Board	
Signed	(Chairperson)

Board of Management Policy Consultation Log

Please present this form to your BOM when considering the policy at BOM level for ratification

School:	St Oliver Post Primary School
Policy:	Attendance and Participation Policy

Staff Consultation:

Date of Final Consultation:	07th May 2026.
Proposed By:	(Staff Member) Ciara Mc Connell
Seconded By:	(Staff Member) Paul O'Sullivan

Student Consultation:

Date of Final Consultation:	07th May 2026.
Proposed By:	(Student) Kyle Mc Enroe
Seconded By:	(Student) Lorcan Donoghue.

Parents Consultation:

Date of Final Consultation:	07th May 2026
Proposed By:	(Parents Association Member) Lesley Gleeson
Seconded By:	(Parents Association Member) Michael Lennard

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