



Attendance/Non Attendance Guidelines

Attendance

The principal, Mr. Adrian Harkin, here at St. Paul's Special School keeps a record of the actual attendance or non-attendance on each school day of each student registered at the school in a particular school year. The attendance is inputted daily by the Class Teachers. In the event that a Class Teacher is absent the attendance will be inputted by the Office Staff. It is the substitute teacher / SNA's responsibility to inform the Office Staff of the attendance / non-attendance of the children in their care.

The children in the main school here in St. Paul's Special School attend class from 9am until 2.40pm and in the Early Intervention Class / children attending for the first 2 years of their Primary Education shall attend class from 9am until 1.40pm. If there is any change to these times or usual days of operation for any reason, parents or guardians will receive prior notice of adjusted times.

Each child's individual time-table varies. The time-tables are available from each child's individual teacher.

Non-Attendance

Where a child is absent from St. Paul's Special School whether for a whole day, part of a day or more than a day, the child's parents must notify the principal/ Class Teacher of the reasons for the absence.

Where there is an unexplained absence the child's attendance shall be recorded as 'Unexplained'.

Failure to attend school regularly may give rise to a number of consequences including Attendance Report to TUSLA

School Calendar

The school calendar is drawn up at the beginning of each school year/term, in line with the national standardised school year. Parents or guardians will be supplied with a copy of the calendar. If the calendar has to be adjusted for any reason, parents or guardians will be informed.

Signed : Paul Burke

Date: 30th March 2022

Chairperson, Board of Management

Signed : 
Principal

Date: 30th March 2022