



Saol Christian School

Saol Christian School Attendance Policy

At Saol Christian School, we believe that consistent, on-time attendance is a vital part of each child's education and discipleship. As Proverbs 22:6 reminds us, *"Train up a child in the way he should go, and when he is old he will not depart from it."* Attending school regularly helps students grow in knowledge, character, and community.

Legal Framework

In line with the **Education (Welfare) Act 2000**, every child in Ireland between the ages of 6 and 16 must attend school or receive an alternative form of approved education. For children enrolled in our school, we must register them with **Tusla** once they turn 6.

- ➡ Children must be **at least 4 years old by August 1st** in the year they begin school.
 - ➡ **Tusla registration** is completed in partnership with parents once a child reaches age 6.
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Recording Absences

- Attendance is taken daily at **8:45am**.
 - Any **absence** must be explained by **email to** office@saolchristianschool.com.
 - All absence emails are printed and stored in the student's file.
 - Absences are logged on our school platform (*Dreamclass.io*) and categorized appropriately.
 - Leaving school early also requires **24 hours' notice by email**.
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If Attendance Becomes a Concern

1. **Initial Conversation:** The class teacher will speak with the parent if patterns of lateness or absence appear.



2. **15-Day Letter:** If a child misses 15 days, a formal letter will be sent home.
3. **20-Day Threshold:** If there's no improvement, the Headteacher will meet with the family. At 20 days' absence, we may **report** the case to **Tusla AEARs**. The Headteacher and Tusla will work together to support the family going forward.

Punctuality

- School starts at **8:45am** with a time of **worship, Scripture, and prayer**.
- Doors close just before this, and **no ringing the doorbell between 8:45–9:00am**, please, to keep this sacred time uninterrupted.
- Children arriving after 8:45am will be marked **late**.

➡ Repeated lateness will result in a meeting with the Headteacher. If punctuality does not improve after support strategies, **enrolment may be reviewed** for the following year.

Early Departures & Appointments

- **Unavoidable appointments:** Please email the office at least **24 hours in advance**.
- If a child falls ill during the day, we will call you to collect them promptly. Make sure all phone numbers are up to date.
- In **emergency pickups**, call the office on the way so we can have your child ready.

Transfers & Removals

- Students are only removed from our register once enrolled elsewhere, or when notified by Tusla.
- When transferring **to another school**, we provide a certificate of attendance and relevant records.



- When transferring **from another school**, we contact the previous school and share relevant academic or attendance concerns if needed.

Thank you for honouring this process and helping us support your child's learning journey—body, mind, and spirit.

Grace and peace,
Saol Christian School Administration