



## **Attendance/Non Attendance Policy**

### **Attendance**

The principal Mrs. Angela Leonard here at St. Paul's Special School keeps a specific 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 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 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 of the reasons for the absence.

Where there is an unexplained absence the principal will seek an explanation for the child's parent.

Failure to attend school regularly may give rise to a number of consequences

### **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.