

RE: Attendance and Punctuality

Dear parent(s)/guardian(s),

We are writing to you today in relation to attendance and punctuality in school.

The correlation between school attendance and academic attainment is well established. In particular, given the significant amount of in-school time missed because of the pandemic – it is especially important that all students are in attendance at school every day for the full day.

As such, we would like to remind you of the following important points:

- The school building is open from 08.20 every morning and our school day starts at 08.40 sharp.
- We expect all students to be in their base classrooms **before** 08.40 to attend assembly. Morning assembly is a vital component of school life in Ratoath College our Caomhnóirí have the opportunity to meet with the students in their care, monitor their Dialann, assist with planning ahead and in managing challenges. Just as importantly, it is our daily opportunity to celebrate students' achievements and pass on vital information to the whole school community.


In order to better monitor student attendance and punctuality and to assist those students who develop difficulties in these areas, from on Monday 12th September 2022, where a student is late twice or more in a week, we will send a letter home to bring this to your attention. The student will be required to meet with their Caomhnóir and complete a reflection task designed to engage with the reasons behind their difficulties with punctuality and make an improvement plan. This will need to be signed by you the parent(s)/guardian(s). This plan will be reviewed by the student and their Caomhnóir on an agreed date. Where no improvement is evident, the student will be referred to their Moltóir.


We fully understand that there are times that students will be unavoidably late for school on those rare occasions where some unforeseen circumstance or emergency arises and we appreciate your ongoing support in ensuring that, wherever possible, appointments and other planned events that would require students to be absent from school are scheduled outside school time.


We've made an extremely positive start to the school year in terms of attendance and punctuality and we are, as ever, most grateful for your assistance and positivity in this regard.

Wishing you all a very pleasant weekend.

Yours faithfully,


Seamus Meehan
Principal


Colm Connolly
Deputy Principal


Donna Kelly
Deputy Principal


John McCarthy
Deputy Principal