



## **Statement of Strategy for School Attendance.**

<b>Name of school</b>	Scoil Naomh Seosamh
<b>Address</b>	Laragh, Bandon, Co. Cork
<b>Roll Number</b>	05477G

### **The school's vision and values in relation to attendance**

'In Scoil Naomh Seosamh, we are committed to nurturing the full potential of all who work and learn in our school community in a positive, inclusive, safe and happy environment.'

In Scoil Naomh Seosamh we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive to and leave school on time. It is equally important that children should not be in school if they are unwell.

Scoil Naomh Seosamh is a happy school. Children learn best when they are happy and relaxed. All school personnel are expected to show appropriate concern for each child's welfare and well-being.

Relationship to the characteristic spirit of the school:

To create a pleasant and orderly environment in which children feel happy and secure, in which their self-esteem is fostered and in which children make progress at their school work and where the uniqueness of each child is respected and valued.

To provide a general, balanced education dedicated to the development of the whole child so as to prepare him/her for the demands of further education and the rapidly changing society in which we live.

Aims of this Statement of Strategy:

1. To raise awareness of the importance of regular school attendance.
2. To promote and to foster positive attitudes to learning.
3. To ensure compliance with the requirements of relevant legislation.

### **The school's high expectations around attendance.**

As attendance is crucial to effective learning and the continuity of learning experiences the school places great emphasis on regular attendance in communications with parents and pupils. The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.

We expect children to have full attendance at school unless they are ill, incapacitated or have medical appointments. We understand that there may also be urgent family reasons why a child cannot attend school, especially in the case of bereavements.



### **How attendance will be monitored**

- All class teachers take a daily roll call which is recorded on the school's administration software system – 'Aladdin'. If a pupil does not attend on a day when school is open, their absence is recorded on Aladdin by the class teacher. If the teacher has been made aware of the reason for the absence, this is recorded on the Aladdin system.
- The Principal and Deputy Principal regularly review attendance matters. If a teacher is concerned about pupil absences, they alert the Principal or Deputy Principal.
- The annual attendance of each pupil is recorded on Aladdin and printed in each pupil's end of year report.
- Quarterly and annual statistical returns are forwarded to Tusla every year.

### **Summary of the main elements of the school's approach to attendance:**

#### **Target setting and targets**

Our annual attendance in the school year 2018 – 2019 was 96.2%. We would like to maintain our attendance at this high level.

In the 2018-2019 school year, 4 pupils missed 20 days or more. We would like to maintain or improve this level of attendance.

#### **The whole-school approach**

We would like to raise awareness among all members of the school community about school days lost due to holidaying during term time.

#### **Promoting good attendance**

Promoting Good Attendance:

- The first assembly in September will focus on attendance and punctuality.
- Principal will reinforce the importance of attendance and punctuality at Parents Association meetings and in communications with parents.



### **Responding to poor attendance**

- The Principal will keep in regular contact with parents where there is a concern regarding attendance.
- Parents will receive a text from the school, detailing absences from school, once a child has missed 20 days.
- Parents may be invited to a meeting with the class teacher / Principal to discuss concerns regarding attendance.
- If deemed necessary, contact will be made with the Education Welfare Officer in accordance with the Education Welfare Act.

### **School roles in relation to attendance**

#### **Each class teacher:**

- Encourages and commends good attendance.
- Implements any whole school plan to promote good attendance.
- Provides a busy and stimulating classroom where children feel valued.
- Calls the roll electronically on a daily basis, using the Aladdin data system.
- Collects any notes/medical certs regarding absence.
- Notes any queries or concerns re absence.
- Records individual patterns of attendance.
- Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.
- Makes Principal / Deputy Principal aware of concerns with regard to the attendance of individual children, specifically when a pupil's absences approaches or exceeds 20 days.

#### **The Principal / Deputy Principal**

- Promotes good attendance at school assemblies, meetings with parents, end of year events.
- Updates the BOM about attendance in the school
- Ensures that the electronic version of the 'Leabhar Tinrimh Laethúil' (Daily Attendance Book - records summary information in relation to daily, monthly and annual attendance of pupils) is filled, printed and filed on a monthly basis.
- Keeps in regular contact with parents where attendance is a concern.
- Follows up on any issues regarding attendance.
- Makes the quarterly and annual statistical return to Tusla.
- Makes referrals to Tusla when deemed necessary.
- Advises parents of the importance of regular school attendance by means of reminders in Family Notes.



### **Board of Management**

- It is the responsibility of the Principal and staff to implement this strategy under the guidance and authority of the school's Board of Management.
- The Board works to provide and support a positive, welcoming environment by maintaining and resourcing the school to a high standard, which in turn promotes good attendance.

### **Partnership arrangements (parents, students, other schools, youth and community groups)**

#### **Parents / Guardians**

- It is the responsibility of parents/guardians to ensure that children are in school every day, as far as possible.
- It is the responsibility of parents/guardians to ensure that children are on time for school.
- When children are absent from school/late for school, parents should send a written note or email to the school with an explanation for that absence/lateness for school records.

#### **Parents/guardians can promote good school attendance by:**

- Ensuring regular and punctual school attendance.
- Notifying the school if their children cannot attend for any reason.
- Making sure that children understand that parents/guardians support good school attendance.
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time.
- Showing an interest in their children's school day and their children's homework.
- Encouraging their children to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that their children's appointments (with dentists etc.), are arranged for times outside of school hours.
- Contacting the school immediately if they have concerns about absence or other school-related matters.
- Notifying the school, if their children, are to be collected by someone not known to the teacher. This applies particularly to children in junior classes.
- Working with the school and education welfare service to resolve any attendance issues.



**How the Statement of Strategy will be monitored**

- Regular review of attendance records and patterns.
- Review of attendance targets.
- Success of implementation of attendance strategies.
- Communication with class teachers.
- Communication with parents.
- Communication with BOM.
- Communication with pupils.

**Review process and date for review**

Strategy to be reviewed by Staff and Board of Management as necessary.

**Date the Statement of Strategy was reviewed and ratified by the Board of Management.**

Date: \_\_01\_\_ / \_\_Feb\_\_ / \_\_2021\_\_

**Signature of BOM Chairperson**

\_\_\_\_Neilus McCarthy\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_