

## Statement for Strategy for Attendance

Date of last review: 28/05/2020

Name of school	Clonroche National School
Address	Clonroche, Enniscorthy, Co. Wexford
Roll Number	06959G
The school's vision and values in relation to attendance	<p><b>School's Vision and Values re. attendance.</b></p> <ul style="list-style-type: none"> <li>• To foster an appreciation of learning.</li> <li>• To raise awareness of the importance of school attendance.</li> <li>• To identify pupils at risk of early school leaving.</li> <li>• To enhance the learning environment where children can make progress in all aspects of their development.</li> <li>• To promote positive attitudes to learning.</li> <li>• To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner that encourages pupils to attend school.</li> <li>• To comply with requirements under Education Welfare Act 2000/Guidelines from NEWB.</li> </ul>
The school's high expectations around attendance	Clonroche National School values the individuality of all our children and respects their right to access all areas of learning. Therefore it is expected that all students will attend school every day, unless they cannot do so due to illness or exceptional circumstances.
How attendance will be monitored	<p><b>Attendance Monitoring</b></p> <ol style="list-style-type: none"> <li>1. A roll call is taken every day and should a child be absent, they are required to have an explanatory note from their parents. This may be recorded in the home school diary. The Education and Welfare act 'obliges the parents of an absent child to notify the school of the cause of absence not later than the third day of absence'. Notes or record of non-attendances are duly dated and need to be kept(<i>The cut off time for roll call is 10.30am daily</i>)</li> <li>2. Parent/Guardians receive a text-a-parent at 10/15/20 days absence, through the Aladdin School Management System.</li> <li>3. When a child has missed 20 days, the absence is reported to Tusla, as required by the Education Welfare Act.</li> <li>4. After 20 days of unexplained absences a phone call will be made between school and</li> </ol>

	<p>parent to express concern and to identify problems, agree interventions etc.</p> <ol style="list-style-type: none"> <li>5. If situation has not improved, a meeting may take place with parents/guardian to identify problems and agree interventions.</li> <li>6. If unexplained absences reach 30-35 days, concerns will be communicated to parents in writing and a Pre-Referral Checklist will be completed by the class teacher.</li> <li>7. If and when a pupil reaches 40 days of unexplained absences, parents will be informed by letter that a pre-referral and a referral form will be forwarded to Educational Welfare Services, Tusla. (It is the responsibility of all class teachers to ensure that that the pre-referral checklist, referral form and the letter to parents are completed and given to the Deputy Principal).</li> <li>8. It is the responsibility of the Deputy Principal to forward all correspondence to the relevant recipients.</li> <li>9. As the promotion of good attendance and the responding to poor attendance involves a whole-school approach, all staff members will be familiar with the contents of this statement. All need to be vigilant in the monitoring process.</li> </ol>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p><b>Targets</b></p> <ul style="list-style-type: none"> <li>*To analyse attendance over past three years and improve the current attendance by 8% - especially among the travelling community.</li> <li>*To continue to improve on morning punctuality by timetabling preferred activities first thing in the morning e.g. physical activities, music, assembly etc.</li> <li>*To continue to discourage parents from the early "signing out" of students by highlighting the exact amount of teaching and learning minutes/hours lost.</li> <li>*To continue to raise awareness among parents and pupils as to the importance of good attendance. This issue is to be included on the parent-teacher meeting agenda, end-of year report and during induction of all new pupils.</li> </ul> <p><b>Whole School Approach</b></p> <ul style="list-style-type: none"> <li>*Certificates for excellent, good and improved attendance will be awarded twice yearly - at Christmas and before Summer holidays. Recipient's photographs will be posted on school website and Facebook page.</li> <li>*The importance of good attendance will be highlighted regularly in the school newsletter.</li> <li>*The importance of good school attendance will be reinforced regularly at twice-weekly assemblies.</li> <li>* At staff meetings poor attenders and school refusers will be discussed and reviewed from a whole-child</li> </ul>

perspective (Student, School, Family and Community), with a view to resolving any issues.

\* The Whole staff will look at aspects of school life that may impact negatively on attendance such as uniform, homework policy etc.

### **Strategies to promote good attendance:**

- **Caring Environment** – Clonroche National School, at all times, aims to ensure that children are taught in a safe secure and caring environment where their intellectual, physical and spiritual development are catered for.
- **Welcoming Environment** – We try to create a welcoming environment for pupils and parents. Teachers consistently try to encourage good attendance in their respective classrooms.
- **Special Needs** – pupils needing support are identified as early as possible and the appropriate support systems put into place. We emphasise positive achievements and do all we can to enhance self-esteem.
- **School Curriculum** – Insofar as is practicable, will be flexible and relevant to the needs of the individual child.
- **Rewards** –Attendance certificates/rewards are issued for perfect and improved attendance, both at Christmas and at the end of the school year. The pupils are reminded of the importance of good attendance twice weekly at assembly.
- **Lunches** – The School’s Meal Programme is in place to provide all children with a healthy lunch and drink. These measures enhance the school experience for those children who might otherwise be at risk of poor attendance.
- **Regular Communication re. Attendance Concerns** – The school uses regular Newsletters and Text-a-parent to promote attendance and punctuality.

### **Responding to poor attendance**

For groups or individuals who may be particularly at risk of developing attendance problems.

- The class teacher will engage with parents through informal dialogue to ascertain reasons for poor attendance.
- Class teacher will hold discussion with the student and do their utmost to understand and respond to any underlying attendance issues.
- Where necessary, a response may necessitate relevant school staff developing an individualised attendance plan for a student.

[www.tusla.ie/uploads/content/Educational Welfare Service Assessment Framework.docx](http://www.tusla.ie/uploads/content/Educational_Welfare_Service_Assessment_Framework.docx)

	<p>Steps in such a framework include:  Understand  Plan  Do  Review</p>
<p>School roles in relation to attendance</p>	<ul style="list-style-type: none"> <li>• It is responsibility of all teachers to call a daily roll, monitor and encourage good attendance, question reasons for absence, collect explanatory notes and forward to the office.</li> <li>• It is the responsibility of all class teachers to ensure that that the pre-referral checklist, referral form and the letter to parents are completed and given to the Deputy Principal).</li> <li>• It is the responsibility of the Deputy Principal to forward all correspondence to the relevant recipients.</li> <li>• It is the responsibility of the principal to highlight the expectation of good attendance at twice-weekly assemblies.</li> <li>• It is the role of the principal to ensure that the Attendance Policy is regularly reviewed and updated.</li> <li>• It is the role of the of the students and parents to adhere to the attendance policy.</li> </ul>
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p><b>Partnership Arrangements:</b></p> <ul style="list-style-type: none"> <li>• <b>Parental Support</b> - It is the policy of Clonroche National School to encourage and maintain open communication between home and school and to encourage parents in their role as primary educators of their children. The Principal and teachers are likewise available, on an appointment basis, to meet parents.</li> <li>• Attendance is one of the issues addressed at meetings for new parents when their child is enrolled in Clonroche National School.</li> <li>• Involvement of Parent’s Association.</li> <li>• Feedback from children re. the importance of regular school attendance, punctuality etc.</li> <li>• Community associations such as GAA, Soccer Club, Community games and Irish dancing – in partnership with the school, reinforcing the notion of involvement, commitment and their benefits.</li> <li>• It is also covered in the information pack given to all parents of Junior Infant children.</li> <li>• On induction day the Junior Infant teacher holds a general meeting of parents and one of the issues addressed is that of the importance of regular school attendance among a range of other topics.</li> <li>• Parents are made aware of the requirements of the Education Welfare Act at pre-enrolment information meetings. Each family is given a copy of the information leaflet - <b>Don’t Let Your</b></li> </ul>

	<p><b>Child Miss Out</b> (Leaflet for parents NEWB 2004) This leaflet outlines.</p> <ol style="list-style-type: none"> <li>1. The importance of regular attendance</li> <li>2. Parental obligations in relation to attendance under the Education Welfare Act</li> <li>3. Advice to parents on what they can do to help children attend school regularly.</li> </ol> <p>Parents are reminded regularly of the importance of good attendance (i.e. newsletters, parent/teacher meetings etc.). An awareness of the importance of good attendance by the children, is kept to the forefront in the classroom and at assemblies.</p>
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> <li>• At monthly Croke Park meetings, staff will have the opportunity to share experience about how the strategy is working and to review progress towards attendance targets.</li> <li>• The Principal will provide an update on attendance levels at each Board of Management meeting with reference to the school's attendance targets.</li> <li>• A formal end-of-year review of the Statement of Strategy, as part of preparation of the Board of Management's annual report on attendance (as per section (21)(6)(a)(b) of Education Welfare Act 2000) to Tusla's Educational Welfare Services and the Parent Association.</li> </ul>
Review process and date for review	It will be reviewed annually in April
Date the Statement of Strategy was approved by the Board of Management	20 <sup>th</sup> June, 2017
Date the Statement of Strategy submitted to Tusla	23 <sup>rd</sup> June, 2017

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Chairperson

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Principal

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Date