



## Template for the Statement of Strategy for School Attendance

<b>Name of school</b>	Coláiste Pobail Acla
<b>Address</b>	Polranny, Achill, Co. Mayo
<b>Roll Number</b>	76150V
<b>The school's vision and values in relation to attendance</b>	Full attendance, and good habits of punctuality and participation, are important for the overall development of our students to which our school community aspires as set out in our mission statement.
<b>The school's high expectations around attendance</b>	<p>Attendance is crucial to effective learning and around attendance the continuity of learning experiences the school places great emphasis on regular attendance in communications with parents and students. The Board of Management wishes to promote and encourage regular attendance as an essential factor in our students learning.</p> <p>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.</p>
<b>How attendance will be monitored</b>	<p>Each class teacher records attendance daily on VSWARE and attendance is monitored centrally on VSWARE.</p> <p>The Principal and Deputy Principal regularly review attendance figures. Notes are requested from parents explaining why their child was absent from school. A letter informing parents that their child has been absent from school in excess of 9 days and again at 15 days is sent by the Attendance Coordinator/HSCLO. If a student is absent on 20 occasions a letter is sent by the <b>Deputy Principal</b>. Pupils who have been absent from school on 20 occasions are reported to TUSLA and parents. Parents are contacted by phone when pupils do not return to school as expected. There is an <b>Assistant Principal</b> who monitors attendance along with the <b>HSCLO</b>.</p>
<b>Summary of the main elements of the school's approach to attendance:</b> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> </ul>	<p>Our annual attendance in the school year 2020 – 2021 was 86%. We would like to maintain our attendance at least at this level for the coming year.</p> <p>The importance of school attendance is promoted throughout the school.</p> <ul style="list-style-type: none"> <li>• Pupils are registered accurately and efficiently.</li> <li>• Pupil attendance is recorded daily.</li> <li>• Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Promoting good attendance</b></li> <li>• <b>Responding to poor attendance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pupil attendance and lateness is monitored by the class teacher and the Principal.</li> <li>• School attendance statistics are reported as appropriate to: <ul style="list-style-type: none"> <li>➤ Tusla</li> <li>➤ The Education Welfare Officer</li> <li>➤ The Board of Management</li> </ul> </li> </ul> <p><b>Punctuality</b></p> <p>School is open from 8.20 a.m. and children are required to be in their classrooms not later than 9 a.m. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Education Welfare Act (2000), to report children who are persistently late, to the Education Welfare Board. Guidance for Parents Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements. Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. If a child is absent, when the child returns to school s/he should give/send a written note to the class tutor which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.</p>
<p><b>School roles in relation to attendance</b></p>	<p><b>Each class Teacher/Tutor</b></p> <ul style="list-style-type: none"> <li>• Encourages and commends good attendance.</li> <li>• Implements any whole school plan to promote good attendance.</li> <li>• Calls the roll electronically on a daily basis, using the VSWARE system.</li> <li>• Collects any notes/medical certs regarding absence.</li> <li>• Notes any queries or concerns re absence.</li> <li>• Records individual patterns of attendance.</li> <li>• Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.</li> </ul> <p><b>Assistant Principal (Attendance as a part of post)</b></p> <ul style="list-style-type: none"> <li>• Monitors attendance</li> <li>• Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.</li> <li>• Makes Principal / HSCLO aware of concerns with regard to the attendance of individual children, specifically when a pupil’s absences approaches or exceeds 9, 15 and 20 days.</li> </ul> <p><b>HSCLO</b></p> <ul style="list-style-type: none"> <li>• Follows up on any issues regarding attendance.</li> <li>• Makes the quarterly and annual statistical return to Tusla.</li> <li>• Makes referrals to Tusla when deemed necessary.</li> </ul>

	<p><b>The Principal / Deputy Principal</b></p> <ul style="list-style-type: none"> <li>• Promotes good attendance at school assemblies, meetings with parents, end of year events.</li> <li>• Updates the BOM about attendance in the school</li> <li>• Ensures that the electronic version of the Daily Attendance Book VSWARE - records summary information in relation to monthly and annual attendance of pupils.</li> <li>• Keeps in regular contact with parents where attendance is a concern.</li> </ul> <p><b>Board of Management</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>Partnership arrangements (parents, students, other schools, youth and community groups)</b></p>	<p><b>Parents/Guardians can promote good school attendance by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring regular and punctual school attendance.</li> <li>• Notifying the School if their children cannot attend for any reason.</li> <li>• Working with the School and education welfare service to resolve any attendance problems</li> <li>• Making sure their children understand that parents support approve of school attendance;</li> <li>• Discussing planned absences with the school.</li> <li>• Refraining, if at all possible, from taking holidays during school time</li> <li>• Showing an interest in their children's school day and their children's homework.</li> <li>• Encouraging them to participate in school activities.</li> <li>• Praising and encouraging their children's achievements.</li> <li>• Instilling in their children, a positive self-concept and a positive sense of self-worth.</li> </ul> <p><b>Pupils</b></p> <p>Pupils have the clear responsibility to attend school regularly and punctually.</p> <p>Pupils should inform staff if there is a problem that may lead to their absence.</p> <p>Pupils are responsible for promptly passing on absence notes from parents to their class teacher.</p> <p>Pupils are responsible for passing school correspondence to their parents, on the specified day</p> <p><b>School Completion Programme (SCP)</b></p> <p>The school completion programme operates in the school to target pupils who are considered to be at risk of leaving education early. Programmes such as homework club, Induction Programmes for 1<sup>st</sup></p>

	and 5 <sup>th</sup> year students, study skills and wellbeing are some of the initiatives used.
<b>How the Statement of Strategy will be monitored</b>	The Statement of Strategy will be monitored by the Board of Management
<b>Review process and date for review</b>	The Statement of Strategy will be reviewed when necessary or within three years. (2020- 2021)
<b>Date the Statement of Strategy was approved by the Board of Management</b>	06/02/18
<b>Date the Statement of Strategy submitted to Tusla</b>	07/02/18

## Declaration

This document was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: \_\_\_\_\_

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

Mr. Pat Kilbane

Chairperson of the Board of Management

Signed: \_\_\_\_\_

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

Mr. Paul Fahy

Board Secretary & School Principal (Acting)