

**STATEMENT OF STRATEGY FOR SCHOOL  
ATTENDANCE**

**ST TIERNAN'S COMMUNITY SCHOOL  
PARKVALE, BALALLY, DUBLIN 16**



**ROLL NUMBER: 91343T**

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## Scope

This strategy applies to the students, staff and parents of St Tiernan's Community School and relates to all aspects of school attendance and punctuality. This strategy is drawn up in consultation with all the school partners, including the Board of Management, staff, parents and students.

Progress at school requires the highest level of attendance and punctuality because both are essential to optimise educational outcomes.

## Aim

St Tiernan's Community School Attendance Policy supports our aim to foster the academic, social, moral and intellectual development of each boy and girl. Regular school attendance is fundamental to the realisation of the aims outlined in our mission statement.

Through a caring and collective approach St Tiernan's Community School aims to:

- Encourage academic success promoting quality in everything we do
- Develop a well-rounded individual with a healthy physical, social and spiritual outlook on life
- Nurture a sense of respect and pride in each individual in the school and in the community
- Maintain a positive, caring and disciplined environment
- Provide a joyful educational experience for all

The student is at the centre of all that we do in St Tiernan's Community School and their Parents as their primary educators are our partners in their education. Our Attendance Policy recognises the importance of full and regular attendance in the realisation of each student's full potential, both socially and academically.

## Rationale

This policy is necessary to fulfil our obligation to:

- The educational interests of our students
- Meet the legislative requirements arising from the Education Welfare Act 2000
- Meet the requirements of the Department of Education and Skills
- Meet and realise our aims and vision as outlined in our Mission Statement
- To work to protect, in conjunction with all other aspects of school life, the care and welfare of the students.
- To facilitate continuity and progression in the learning process.
- To ensure that students benefit fully from opportunities that this school offers them.
- To ensure all parents/guardians, students and teachers are aware of their responsibilities to ensure high levels of attendance.

## Goals

- To promote and encourage full and regular school attendance in St Tiernan's Community School
- To define and outline procedures and strategies to support full and regular attendance
- To foster an appreciation of learning and full engagement in school life.
- To develop a positive approach to attendance and punctuality.
- Keep accurate records of students' whereabouts at all times during school hours.
- Students learn to take responsibility for their own punctuality and attendance.
- Parents appreciate the vital role they play in their child's school attendance.
- Reduce the rate of absenteeism and encourage full attendance where possible.

## Positive Approach to Attendance and Punctuality

Good attendance is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for his or her own learning and achieve full potential through regular and punctual presence in class. Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance. A strong focus is placed on the link between attendance and attainment at the assessment intervals throughout the school year where students reflect on their results. This is also promoted through the Pastoral Care programme who support our many efforts for incorporating incentives and rewards for both good and improved attendance .

### **Incentives/Awards For Good Attendance in St Tiernan's Community School**

- Certificates at year-group and whole school assemblies
- Vouchers/Prizes
- Class Outings/Trips
- Communication with Parents/Guardians
- House System Points

The school's reward system acknowledges excellent attendance and punctuality and recognises students who show significant improvements in attendance and punctuality. A sense of belonging and connectedness in school is developed through participation in school life and/or extra-curricular activities.

# Monitoring Attendance

Recording and reporting procedures to promote Attendance and Retention

1. Class tutors take a register of attendance (between 8.48am and 9.00am) every morning. In the event of VSware being unavailable class tutors will be expected to take a handwritten register and submit it to the main office before 9am.
2. A text will be sent to parents by 10:30 a.m. approximately if a student is marked absent on VSware.
3. Roll call will be taken on VSware in every class.
4. If any teacher is taking students out of their normal class for any activity they will mark that student as being on a school activity on VSware system. This means that when a teacher takes the roll call on VSware they will see who has a legitimate reason to be out.
5. If a student arrives late into school in the morning before 9:40 am they must sign in at the student door with the member of staff. If a student arrives after this time they must sign in at the front office using the late book. The attendance coordinator will update the attendance at 9:40, 11 and end of the day. Parents also can add a late note to the school app which automatically updates the students attendance.
6. If a student leaves school early they must notify their year head and/or tutor and a note should be added to the student on VSware. Parents can also put permission to leave consent on the school app and this is automatically updated on the VSware system
7. In the event of absences a note of explanation should be added to the school app by the parents/guardians. The attendance coordinator will keep year heads informed of outstanding notes and they will remind students of the procedure. Written notes can also be given to the year head who will update the attendance code of VSware for that student.
8. Year heads and the attendance coordinator will work with the HSCL teacher as to the pattern emerging and concerns regarding attendance.
9. The attendance coordinator will compile a report at the end of each month showing the number of late mornings, attendance and the number of times they left early for every student. This will be shared with Principal, deputy principal, HSCL and AP1 holders and reviewed and monitored at the weekly AP1 meeting.
10. Once students have missed ten days in school the attendance coordinator/year head/HSCL will make contact with home.
11. Once students have missed 15 days the attendance coordinator in consultation with HSCL will send home a standard warning letter that students will soon have missed 20 days and the Education Welfare Officer (EWO) will need to be informed if this occurs.
12. If any student misses 20 days the year head will arrange a meeting with parents in conjunction with the HSCL teacher. The Education Welfare Officer (EWO) may be informed.
13. Attendance is monitored and reviewed taking into account the individual circumstances of families and key personnel decide on the appropriate interventions to improve attendance.

## **Procedures for student absences**

When a student is absent from school, the following actions must be followed

1. If a student is marked absent on the roll first thing in the morning parents/guardians will receive a text from the school noting that he/she is absent. If a parent/guardian believes that their student/child is actually in school they are asked to inform the school via the school app option or contact the office immediately.
2. Parents/guardians should put a note of explanation up on the school app. Doing so automatically adjusts the students' attendance.
3. Parents/guardians can ring the school office to inform of absence, the office will inform the relevant year head who will update the students record on VSware
4. Students can bring a written note of explanation in their journal and give it to their class tutor on return. The class tutor will update the students attendance record and will keep the note on file in the year head folder.
5. Target parents may contact HSCL directly if above procedures are not followed.

## **Procedures for students coming late**

When a student is late to school, the following actions must be followed

1. Students who arrive late to school have their names taken at the door by a member of staff up to 9:40am.
2. Students who arrive after 9.40am must report to the office and sign in the late book. Failure to do so may result in the student being marked absent for the day.
3. The attendance coordinator will update the attendance system with lates at 9:40am, between 11-11:15 am and again at the end of the day
4. Parents/guardians are encouraged to submit a late note explaining the students reasoning to the school app
5. Lateness is dealt with at year head level in line with the code of behaviour. Parents are updated regularly.

## **Procedures for students leaving early**

It is essential that wherever possible appointments are made for outside of school time and students should only leave early in unavoidable circumstances. Should a student need to leave school early the following actions must be followed

1. The parent/guardian should submit a permission to leave note on the school app which will alert the students year head and automatically update the students attendance. If the school app is not used the student must present written consent from a parent/guardian to the class tutor at tutorial. The tutor will sign the note.
2. Parents must collect students from the office if they are leaving early. The student will present the note to the admin staff and they will sign them out.

3. A student who leaves school without permission will be dealt with in line with the school's code of behaviour.
4. On return from an appointment the student must sign in at the office again.

## **Procedures for Communication to Parents**

1. If a student is marked absent on the roll first thing in the morning parents/guardians will receive a text from the school noting that he/she is absent. If a parent/guardian believes that their son/daughter is actually in school they are asked to inform the school via the school app option or contact the office immediately.
2. When a student reaches 10 days of absence contact will be made with parents by either the attendance coordinator, year head or HSCL
3. When a student has missed 15 days the attendance coordinator will send home a standard warning letter that students will soon have missed 20 days and the Education Welfare Officer (EWO) will be informed.
4. If any student misses 20 days the year head will arrange a meeting with parents in conjunction with the HSCL teacher. The Education Welfare Officer (EWO) will be informed.
5. If any student misses 25 days or more the attendance coordinator, HSCL and principal will look at the most appropriate actions individualised to the students' circumstances and inform parents/guardians of the same.

## **Attendance Interventions**

The school provides universal interventions to all students and targeted interventions to certain students. The school recognises that certain groups or individuals may need additional support with attendance and this is provided through targeted and intensive interventions.

These groups include but are not limited to:

- Students with special educational needs
- Students with health needs
- Students who have experienced bullying
- Students experiencing emotional or behavioural difficulties
- Students disengaged from the curriculum
- Students from the Traveller or Roma communities
- Students who are experiencing homelessness
- Students who are asylum seekers or living in direct provision centres
- Lesbian, gay, bisexual and transgender students
- Students in foster care
- Young carers or young parents
- Students whose parents have not had a positive school experience
- Students from families where there has been a history of poor school attendance
- Students from socio-economically deprived family or community

## **Universal Interventions**

- The school will endeavour to provide a safe and orderly environment for students in accordance with the Code of Behaviour.
- The school will deal with all bullying related matters in accordance with the anti bullying policy.
- First years parent and students participate in a comprehensive transition and induction programme.
- Students who have excellent attendance are presented with awards at the annual awards night.
- Awards on attendance are also presented throughout the year both at whole school assemblies and year specific gatherings
- All students are provided with a wellbeing programme to assist them throughout their schooling.
- All students are offered the support of a class tutor and year head every morning as part of the pastoral care system.
- A breakfast club is offered to all students each morning by the SCP.
- The school offers a wide range of extra-curricular activities to all students in sport, music, drama, art etc.
- All parents will receive details on days absent and days late in reports home four times a year.
- Students are provided with a broad curriculum with subjects that suit the talents of all students.
- Comprehensive support for programme and subject choice
- All parents get a text home if their child is absent
- Awarding of house points for each day a student attends
- Every student is given a hot lunch
- Termly year group awards to support the link between attendance and attainment
- All 1st and 2nd year students have access to homework club
- 3rd and senior cycle students have access to evening study facilities

## **Targeted Interventions**

- The school funds the homework club and evening study facilities for targeted students.
- JCSP students are offered rewards for good attendance.
- The guidance counsellor works with targeted students who are having anxiety or mental health based absenteeism.
- Parents/Families are supported by the Home School Community Liaison Teacher.
- Meetings are held with the year head, HSCL, the deputy principal, the parents/guardians and the student(s) concerned.
- The HSCL provides activities/courses for the parents of targeted children.
- The SCP co ordinator funds project workers to implement attendance incentive programmes for targeted students.
- The school works closely with projects such as the Youth Diversion Projects, Foroige, disability organisations, support groups, Drugs Awareness groups etc. to assist targeted students.



- A differentiated curriculum is implemented as appropriate to address particular educational needs.
- The school works with National Educational Psychological Service (NEPS), the National Council for Special Education (NCSE), the Health Service Executive (HSE), the Child and Adolescent Mental Health Services (CAMHS), Barnardos, Tusla – The Child and Family Agency etc.

### **Intensive Interventions**

- When appropriate students will be referred to the Education Welfare Service.
- HSCL works closely with the EWS to implement appropriate interventions
- Students who are out of school are supported through the interventions of SCP and HSCL.

## **Roles and Responsibilities**

All stakeholders in St Tiernan's Community School have a specific role in the implementation of and adherence to this Attendance Policy. The Board of Management, through the Principal and Deputy Principal, have a responsibility to set and oversee the implementation of the Attendance Policy.

### **Principal**

- Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance;
- Leads the review and implementation of the school's Attendance Strategy;
- Puts arrangements in place for monitoring and evaluating the implementation of the school's Attendance Strategy;
- Initiates links with other schools and relevant bodies on school attendance issues;
- Notifies Tusla's Education Welfare Services and the EWO of particular problems in relation to attendance and ensures support for the work of the EWO with students who have chronic attendance difficulties.
- Fulfils the legislative requirements as outlined in this policy
- Support staff in maintaining a daily record of attendance and non-attendance and to record reasons for failure to attend
- Takes overall responsibility for the implementation of the school's Attendance Policy inline with their responsibilities as outlined in the related policies i.e. Admissions Policy, Code of Behaviour and Anti-Bullying.

### **Deputy Principal**

- Fulfils the legislative requirements as outlined above
- Supports staff in maintaining a daily record of attendance and non-attendance and to record reasons for failure to attend
- Takes overall responsibility for the implementation of the school's Attendance Policy in line with their responsibilities as outlined in the related policies i.e. Admissions Policy, Code of Behaviour and Anti-Bullying.

- To work in cooperation with the Principal, Year Heads, Class Teachers, Class Tutors, Administration Staff and to implement the School Policy.
- To liaise with the Year Head and School Support Team to address the difficulties surrounding a particular student's attendance.
- To meet, along with the Year Head, the students who had 20+ unauthorised absence from class.
- To inform new teachers of their obligations with regard to recording attendance.

## **Attendance Coordinator**

- Daily recording of lates and absences
- Liaises with Year Heads, SCP Co-ordinator, HSCL Teacher, Principal and Deputy Principal
- Preparation of monthly and termly attendance reports
- Monthly reports listing total number of absences to Year Head to assist in identifying children at risk
- Liaises with EWS
- In consultation with Year Heads, sends letters to parents/guardians of students with 10+ unexplained absences
- In consultation with HSCL, sends letters to parents/guardians for students with over twenty days absence
- Coordinates completion of TUSLA Referral Forms
- Prepares, with Principal, Student Absence Reports and Annual Attendance Reports as required by NEWB legislation
- Provides statistics and analysis of attendance figures and records

## **HSCL**

- Works closely with senior management and year heads to monitor and track attendance
- Works with target families to support them in improving their child's school attendance
- Will engage outside agencies and communities supports to support parents in improving school attendance
- Liaises with EWS
- In consultation with HSCL, sends letters to parents/guardians for students with over twenty days absence
- Coordinates completion of TUSLA Referral Forms
- Prepares, with Principal, Student Absence Reports and Annual Attendance Reports as required by NEWB legislation
- Is a main member of the attendance committee

## Year Head

- Ensures adherence to the attendance procedures outlined by the students in their Year Group.
- Keep accurate records of attendance, in line with school procedures.
- Follow procedures for dealing with absenteeism as outlined in the attendance policy
- Promote good attendance in their Year Group by using the supports/interventions/incentives as outlined in this Policy.
- To monitor regularly the attendance records on the VShare system for the given year.
- To liaise with the Tutors and Care teams to address the difficulties surrounding a particular student's attendance.
- To meet, along with the Deputy Principal, those students for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents/guardians where unauthorised absences occur or are suspected and/ or when patterns of absences are developing and to notify the Deputy Principal of the same.
- To remind the students during the assemblies of the Year Group of the importance of regular attendance and punctuality and emphasise the link existing between attendance and attainment.
- To conduct an attendance and punctuality audit at the end of each term.
- Contact home to acknowledge excellent attendance and punctuality and to raise concerns about patterns of poor attendance and punctuality.

## Tutor

- Works as part of a Year-team to promote good attendance in their tutor group.
- Follows procedures for morning registration of pupils as outlined in the Implementation Programme
- Promotes awareness of the link between attendance and attainment
- To record the attendance of the tutor class at 8.48 am each morning.
- To amend absence notes from parents/guardians and to store these safely for the duration of the year.
- Students who fail to produce reason for absence notes should be reported to Year Head.
- To liaise with the Year Head in the event of absences not being explained or where any other problems may arise in relation to attendance and punctuality.
- Engage with the wellbeing programme as coordinated by the wellbeing coordinator
- Attend weekly DTM meetings and raise any concerns with the years pastoral team

## Class Teacher

- Provide a classroom climate and classroom management that support participation and engagement, especially with students who may be at risk of poor attendance;
- Actively use the school's Attendance Strategy to promote attendance;
- Set high expectations for punctuality and attendance in their classrooms;
- Ensure attendance data are recorded accurately and reviewed in line with school procedures;

- Alert relevant staff if there are concerns about student absences;
- Support the attendance plan for students who have difficulty in attending school on a regular basis; take an attendance record on VSware for every class taught
- Report any discrepancies that occur between their attendance record and morning registration record to Year Head
- Promote awareness of the link between attendance and attainment
- To record the attendance of every class every day. When substituting under the S&S scheme or when providing cover for personal leave, the teacher will complete registration for that class using the VSware system (essential information in the event of an evacuation of the school).
- If there is a technical difficulty the class teacher will record the attendance manually on paper and submit it to the main school office.
- To impress on students the importance of regular attendance and insist on punctuality.
- Set an example by their own punctuality.
- Acknowledge students, welcome them back and support them upon their return to school.
- Teachers need to be made fully aware of their responsibilities regarding the recording of attendance and follow up of any concerns regarding attendance. They need to carry out an initial investigation and refer to Tutor / Year Head if the student does not have a satisfactory explanation for absence from your class. Where a reason for absence is recorded for AM roll call teachers need to submit the same code for PM roll call.

## **Admin Staff**

- To input attendance data from Class Teachers when required, generally in the case of VSware system being unavailable.
- To work in conjunction with the Attendance Officer to submit the four reports to the NEWB.
- To administer the signing in and out of students.
- Establish and maintain a register of all students attending St Tiernan's Community School

## **Students**

- Attend school every day
- Submit in an explanatory note for absence in via the school app or via Homework Journal on day of return to school
- Engage fully in their education in St Tiernan's Community School
- To be in class on time

## Parents

- Protect their child's right to an education
- Send their child to school every day
- Explain in writing in Homework Journal or via the school app reasons for absence for school
- Promote and encourage full attendance and engagement in school life
- Communicate to the school any challenges in relation to school attendance
- Set high standards of their child in relation to attendance and punctuality;
- Engage with the school if there is a problem about their child's attendance and support plans to address the problem;
- Avoid taking their child out of class unless there is a serious reason;
- Avoid taking their child on holidays during term time;
- To support the school's Attendance Strategy in compliance with their legal responsibilities. (Education Welfare Act 2000)
- To inform the school in advance of any planned absences from school.
- To provide to the school reliable contact telephone numbers and alternative 'emergency' numbers.
- To adhere to the procedures set out in this Strategy for the withdrawal of students from school during the school day.
- To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.
- To arrange, where possible, all elective appointments for after school or during school holidays.

## Statement of Strategy for School Attendance



Name of school	St Tiernan's Community School
Address	Parkvale, Balally, Dublin 16
Roll Number	91343T
The school's vision and values in relation to attendance	<p>St Tiernan's Community School Attendance Policy supports our aim to foster the academic, social, moral and intellectual development of each boy and girl. Regular school attendance is fundamental to the realisation of the aims outlined in our mission statement.</p> <p>Through a caring and collective approach St Tiernan's Community School aims to:</p> <ul style="list-style-type: none"> <li>● Encourage academic success promoting quality in everything we do</li> <li>● Develop a well-rounded individual with a healthy physical, social and spiritual outlook on life</li> <li>● Nurture a sense of respect and pride in each individual in the school and in the community</li> <li>● Maintain a positive, caring and disciplined environment</li> <li>● Provide a joyful educational experience for all</li> </ul>

	<p>The student is at the centre of all that we do in St Tiernan's Community School and their parents as their primary educators are our partners in their education. Our Attendance Policy recognises the importance of full and regular attendance in the realisation of each students full potential, both socially and academically.</p>
<p>The school's high expectations around attendance</p>	<p>Good attendance is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for his or her own learning and achieve full potential through regular presence in class. Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance. A strong focus is placed on the link between attendance and attainment at the assessment intervals throughout the school year where students reflect on their results. This is also promoted through the Pastoral Care programme who support our many efforts for incorporating incentives and rewards for both good and improved attendance .</p> <p><b>Incentives/Awards For Good Attendance in St Tiernan's Community School</b></p> <ul style="list-style-type: none"> <li>● Certificates at year-group and whole school assemblies</li> <li>● Vouchers/Prizes</li> <li>● Class Outings/Trips</li> <li>● Communication with Parents/Guardians</li> </ul> <p>The school's reward system acknowledges excellent attendance and punctuality and recognises students who show significant improvements in attendance and punctuality. A sense of belonging and connectedness in school is developed through participation in school life and/or extra-curricular activities.</p>
<p>How attendance will be monitored</p>	<ul style="list-style-type: none"> <li>● Class tutors take a register of attendance (between 8.48am and 9.00am) every morning. In the event of VSware being unavailable class tutors will be expected to take a handwritten register and submit it to the main office before 9am.</li> </ul>

- A text will be sent to parents by 10:30 a.m. approximately if a student is marked absent on VSware.
- Roll call will be taken on VSware in every class.
- If any teacher is taking students out of their normal class for any activity they will mark that student as being on a school activity on VSware system. This means that when a teacher takes the roll call on VSware they will see who has a legitimate reason to be out.
- If a student arrives late into school in the morning before 9:40 am they must sign in at the student door with the member of staff. If a student arrives after this time they must sign in at the front office using the late book. The attendance coordinator will update the attendance at 9:40, 11 and end of the day. Parents also can add a late note to the school app which automatically updates the students attendance.
- If a student leaves school early they must notify their year head and/or tutor and a note should be added to the student on VSware. Parents can also put permission to leave consent on the school app and this is automatically updated on the VSware system
- In the event of absences a note of explanation should be added to the school app by the parents/guardians. The attendance coordinator will keep year heads informed of outstanding notes and they will remind students of the procedure. Written notes can also be given to the year head who will update the attendance code of VSware for that student.
- Year heads and the attendance coordinator will work with the HSCL teacher as to the pattern emerging and concerns regarding attendance.
- The attendance coordinator will compile a report at the end of each month showing the number of late mornings, attendance and the number of times they left early for every student. This will be shared with Principal, deputy principal, HSCL and AP1 holders and



	<p>reviewed and monitored at the weekly AP1 meeting.</p> <ul style="list-style-type: none"> <li>● Once students have missed ten days in school the attendance coordinator/year head/HSCCL will make contact with home.</li> <li>● Once students have missed 15 days the attendance coordinator in consultation with HSCCL will send home a standard warning letter that students will soon have missed 20 days and the Education Welfare Officer (EWO) will need to be informed if this occurs.</li> <li>● If any student misses 20 days the year head will arrange a meeting with parents in conjunction with the HSCCL teacher. The Education Welfare Officer (EWO) may be informed.</li> <li>● Attendance is monitored and reviewed taking into account the individual circumstances of families and key personnel decide on the appropriate interventions to improve attendance.</li> </ul>
<p>Summary of the main elements of the school's approach to attendance:</p> <p>Target setting and targets</p> <p>The whole-school approach</p> <p>Promoting good attendance</p> <p>Responding to poor attendance</p>	<p><b>DEIS Attendance Targets</b></p> <ol style="list-style-type: none"> <li>1. To reduce the number of students in Cohort A who have unexplained absences of 20 days + from <b>100%(29 students) to 40%(14 students) over a 3 Year Period.</b></li> <li>2. To decrease the amount of students in 2nd year who have missed 20+ days from <b>39% (17/44) to 16% (7/44) over a 2 year period</b> to complete junior cycle. A decrease of 5 students in year 1 and a further 5 students in year 2.</li> <li>3. To decrease the 6th year students who remain in cohort C who are more than 7+ days from <b>100% (10 students) to 50% (5 students) by the end of year 2</b></li> <li>4. To increase the number of students on excellent attendance [missed 0 to 5 days] from 9%(29/332) to 15%(52/346) over a 3 year period.</li> </ol> <p>The school provides universal interventions to all students and targeted interventions to certain students. The school recognises that certain</p>

groups or individuals may need additional support with attendance and this is provided through targeted and intensive interventions.

### ***Universal Interventions***

- The school will endeavour to provide a safe and orderly environment for students in accordance with the Code of Behaviour.
- The school will deal with all bullying related matters in accordance with the anti bullying policy.
- First years parent and students participate in a comprehensive transition and induction programme.
- Students who have excellent attendance are presented with awards at the annual awards night.
- Awards on attendance are also presented throughout the year both at whole school assemblies and year specific gatherings
- All students are provided with a wellbeing programme to assist them throughout their schooling.
- All students are offered the support of a class tutor and year head every morning as part of the pastoral care system.
- A breakfast club is offered to all students each morning by the SCP.
- The school offers a wide range of extra-curricular activities to all students in sport, music, drama, art etc.
- All parents will receive details on days absent and days late in reports home four times a year.
- Students are provided with a broad curriculum with subjects that suit the talents of all students.
- Comprehensive support for programme and subject choice
- All parents get a text home if their child is absent
- Awarding of house points for each day a student attends
- Every student is given a hot lunch
- Termly year group awards to support the link between attendance and attainment

- All 1st and 2nd year students have access to homework club
- 3rd and senior cycle students have access to evening study facilities

### ***Targeted Interventions***

- The school funds the homework club and evening study facilities for targeted students.
- JCSP students are offered rewards for good attendance.
- The guidance counsellor works with targeted students who are having anxiety or mental health based absenteeism.
- Parents/Families are supported by the Home School Community Liaison Teacher.
- Meetings are held with the year head, HSCL, the deputy principal, the parents/guardians and the student(s) concerned.
- The HSCL provides activities/courses for the parents of targeted children.
- The SCP co ordinator funds project workers to implement attendance incentive programmes for targeted students.
- The school works closely with projects such as the Youth Diversion Projects, Foroige, disability organisations, support groups, Drugs Awareness groups etc. to assist targeted students.
- A differentiated curriculum is implemented as appropriate to address particular educational needs.
- The school works with National Educational Psychological Service (NEPS), the National Council for Special Education (NCSE), the Health Service Executive (HSE), the Child and Adolescent Mental Health Services (CAMHS), Barnardos, Tusla – The Child and Family Agency etc.

### ***Intensive Interventions***

- When appropriate students will be referred to the Education Welfare Service.

	<ul style="list-style-type: none"> <li>• HSCL works closely with the EWS to implement appropriate interventions</li> <li>• Students who are out of school are supported through the interventions of SCP and HSCL.</li> </ul>
<p>School roles in relation to attendance</p>	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance;</li> <li>• Leads the review and implementation of the school's Attendance Strategy;</li> <li>• Puts arrangements in place for monitoring and evaluating the implementation of the school's Attendance Strategy;</li> <li>• Initiates links with other schools and relevant bodies on school attendance issues;</li> <li>• Notifies Tusla's Education Welfare Services of particular problems in relation to attendance and ensures support for the work of the EWS with students who have chronic attendance difficulties.</li> <li>• Fulfils the legislative requirements as outlined in this policy</li> <li>• Support staff in maintaining a daily record of attendance and non-attendance and to record reasons for failure to attend</li> <li>• Takes overall responsibility for the implementation of the school's Attendance Policy inline with their responsibilities as outlined in the related policies i.e. Admissions Policy, Code of Behaviour and Anti-Bullying.</li> </ul> <p><b>Deputy Principal</b></p> <ul style="list-style-type: none"> <li>• Fulfils the legislative requirements as outlined above</li> <li>• Supports staff in maintaining a daily record of attendance and non-attendance and to record reasons for failure to attend</li> <li>• Takes overall responsibility for the implementation of the school's Attendance Policy in line with their responsibilities as outlined in the related policies i.e.</li> </ul>

Admissions Policy, Code of Behaviour and Anti-Bullying.

- To work in cooperation with the Principal, Year Heads, Class Teachers, Class Tutors, Administration Staff and to implement the School Policy.
- To liaise with the Year Head and School Support Team to address the difficulties surrounding a particular student's attendance.
- To meet, along with the Year Head, the students who had 20+ unauthorised absence from class.
- To inform new teachers of their obligations with regard to recording attendance.

#### **Attendance Coordinator**

- Daily recording of lates and absences
- Liaises with Year Heads, SCP Co-ordinator, HSCL Teacher, Principal and Deputy
- Principal
- Preparation of monthly and termly attendance reports
- Monthly reports listing total number of absences to Year Head to assist in identifying children at risk
- Liaises with EWS
- In consultation with Year Heads, sends letters to parents/guardians of students with 10+ unexplained absences
- In consultation with HSCL, sends letters to parents/guardians for students with over twenty days absence
- Coordinates completion of TUSLA Referral Forms
- Prepares, with Principal, Student Absence Reports and Annual Attendance Reports as required by NEWB legislation
- Provides statistics and analysis of attendance figures and records

#### **HSCL**

- Works closely with senior management and year heads to monitor and track attendance
- Works with target families to support them in improving their child's school attendance

- Will engage outside agencies and communities supports to support parents in improving school attendance
- Liaises with EWS
- In consultation with HSCL, sends letters to parents/guardians for students with over twenty days absence
- Coordinates completion of TUSLA Referral Forms
- Prepares, with Principal, Student Absence Reports and Annual Attendance Reports as required by NEWB legislation
- Is a main member of the attendance committee

#### **Year Head**

- Ensures adherence to the attendance procedures outlined by the students in their Year Group.
- Keep accurate records of attendance, in line with school procedures.
- Follow procedures for dealing with absenteeism as outlined in the attendance policy
- Promote good attendance in their Year Group by using the supports/interventions/incentives as outlined in this Policy.
- To monitor regularly the attendance records on the VShare system for the given year.
- To liaise with the Tutors and Care teams to address the difficulties surrounding a particular student's attendance.
- To meet, along with the Deputy Principal, those students for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents/guardians where unauthorised absences occur or are suspected and/ or when patterns of absences are developing and to notify the Deputy Principal of the same.
- To remind the students during the assemblies of the Year Group of the importance of regular attendance and punctuality and emphasise the link existing between attendance and attainment.

- To conduct an attendance and punctuality audit at the end of each term.
- Contact home to acknowledge excellent attendance and punctuality and to raise concerns about patterns of poor attendance and punctuality.

#### **Tutor**

- Works as part of a Year-team to promote good attendance in their tutor group.
- Follows procedures for morning registration of pupils as outlined in the Implementation Programme
- Promotes awareness of the link between attendance and attainment
- To record the attendance of the tutor class at 8.48 am each morning.
- To amend absence notes from parents/guardians and to store these safely for the duration of the year.
- Students who fail to produce reason for absence notes should be reported to Year Head.
- To liaise with the Year Head in the event of absences not being explained or where any other problems may arise in relation to attendance and punctuality.
- Engage with the wellbeing programme as coordinated by the wellbeing coordinator
- Attend weekly DTM meetings and raise any concerns with the years pastoral team

#### **Class Teacher**

- Provide a classroom climate and classroom management that support participation and engagement, especially with students who may be at risk of poor attendance;
- Actively use the school's Attendance Strategy to promote attendance;
- Set high expectations for punctuality and attendance in their classrooms;
- Ensure attendance data are recorded accurately and reviewed in line with school procedures;
- Alert relevant staff if there are concerns about student absences;

- Support the attendance plan for students who have difficulty in attending school on a regular basis; take an attendance record on VSware for every class taught
- Report any discrepancies that occur between their attendance record and morning registration record to Year Head
- Promote awareness of the link between attendance and attainment
- To record the attendance of every class every day. When substituting under the S&S scheme or when providing cover for personal leave, the teacher will complete registration for that class using the VSware system (essential information in the event of an evacuation of the school).
- If there is a technical difficulty the class teacher will record the attendance manually on paper and submit it to the main school office.
- To impress on students the importance of regular attendance and insist on punctuality.
- Set an example by their own punctuality.
- Acknowledge students, welcome them back and support them upon their return to school.
- Teachers need to be made fully aware of their responsibilities regarding the recording of attendance and follow up of any concerns regarding attendance. They need to carry out an initial investigation and refer to Tutor / Year Head if the student does not have a satisfactory explanation for absence from your class. Where a reason for absence is recorded for AM roll call teachers need to submit the same code for PM roll call.

**Admin Staff**

- To input attendance data from Class Teachers when required, generally in the case of VSware system being unavailable.
- To work in conjunction with the Attendance Officer to submit the four reports to the NEWB.
- To administer the signing in and out of students.



- Establish and maintain a register of all students attending St Tiernan's Community School

**Students**

- Attend school every day
- Submit in an explanatory note for absence in via the school app or via Homework Journal on day of return to school
- Engage fully in their education in St Tiernan's Community School
- To be in class on time

**Parents**

- Protect their child's right to an education
- Send their child to school every day
- Explain in writing in Homework Journal or via the school app reasons for absence for school
- Promote and encourage full attendance and engagement in school life
- Communicate to the school any challenges in relation to school attendance
- Set high standards of their child in relation to attendance and punctuality;
- Engage with the school if there is a problem about their child's attendance and support plans to address the problem;
- Avoid taking their child out of class unless there is a serious reason;
- Avoid taking their child on holidays during term time;
- To support the school's Attendance Strategy in compliance with their legal responsibilities. (Education Welfare Act 2000)
- To inform the school in advance of any planned absences from school.
- To provide to the school reliable contact telephone numbers and alternative 'emergency' numbers.
- To adhere to the procedures set out in this Strategy for the withdrawal of students from school during the school day.
- To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.

	<ul style="list-style-type: none"> <li>● To arrange, where possible, all elective appointments for after school or during school holidays.</li> </ul>
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<ul style="list-style-type: none"> <li>● Families may be supported by the Home School Community Liaison Teacher.</li> <li>● The HSCL may provide activities/courses for the parents of targeted children.</li> <li>● The SCP project worker and co-ordinator may work with targeted students.</li> <li>● The school works closely with projects such as the Youth Diversion Projects, Foroige, disability organisations, support groups, Drugs Awareness groups etc. to assist targeted students.</li> <li>● The school may seek the assistance of the National Educational Psychological Service (NEPS), the National Council for Special Education (NCSE), the Health Service Executive (HSE), the Child and Adolescent Mental Health Services (CAMHS), Barnardos, Tusla – The Child and Family Agency and any other organisation that may be of assistance.</li> </ul>
<p>How the Statement of Strategy will be monitored</p>	<p>The attendance coordinator will compile a report at the end of each month showing the number of late mornings, attendance and the number of times they left early for every student. This will be analysed by school management, year heads, HSCL teacher, SCP and class tutors.</p>
<p>Review process and date for review</p>	<p>Strategy will be reviewed at the end of each academic year.</p>