



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Template for the Statement of Strategy for School Attendance

Name of school	Drumacruttin National School
Address	Dunraymond, Co. Monaghan
Roll Number	10282S
The school's vision and values in relation to attendance	Drumacruttin NS endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.
The school's high expectations around attendance	Drumacruttin NS holds high expectations for both attendance and punctuality. Pupils are expected to be in school every day that they are fit and well enough to attend. Pupils are expected to complete a full school day. Pupils are expected to arrive at school on time, between 9.10 and 9.30 am.
How attendance will be monitored	<p>The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) of each class on a daily basis and is recorded daily in the Leabhar Tinrimh (Attendance Book). The annual attendance of each individual pupil is recorded in the Clár Leabhar (Register), together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations). All information is uploaded onto the Primary Online Database. (POD).</p> <p>If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10.55 am each morning. Any pupil not present will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes will be retained by the school. Parents/guardians must also provide a note if a child departs early during the school day.</p>

	<p>Late arrivals and early departures are recorded by the class teacher.</p> <p>Parents/guardians are informed in writing at the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are invited to meet with the Principal/Teacher during Parent/Teacher meetings and are informed of the school's concerns.</p> <p>The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.</p>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<p>Punctuality</p> <ul style="list-style-type: none"> • School opens at 9.10am. Teaching begins at 9.30 am sharp. All pupils are expected to be in school by 9.30 am at the latest. • 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, to report children who are persistently late, to TUSLA Child and Family Agency. <p>Recording Attendance</p> <ul style="list-style-type: none"> • The school attendance of individual pupils is recorded in the Roll Book on a daily basis. If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10.55 am each morning. Any pupil not present will be marked absent for the day. The roll may not be altered once it has been filled in. Late arrivals and early departures are discouraged by the staff unless absolutely necessary. They are monitored by the class teacher and records are kept. • The annual attendance of each individual pupil is recorded in the Roll Book. <p>Promoting Attendance</p> <p>The school promotes good attendance by:</p> <ul style="list-style-type: none"> • creating a safe and welcoming environment • ensuring children are happy • developing mutual trust and respect with students • listening to students' concerns • having high expectations of students' attendance • displaying kindness, compassion and understanding • collaborating in the planning and implementation of

	<p>the primary school curriculum, so as to provide a stimulating learning environment for all pupils</p> <ul style="list-style-type: none"> • being vigilant so that risks to good attendance such as disadvantage, bullying etc., are identified early for individual children • intervening early with personalised support (e.g. curricular incentive, targeted attendance chart, behaviour plan or mentoring) and engagement with families and their children • addressing personal (e.g. parent-child conflicts) and practical issues (e.g. access to health/mental health care) • inviting parents/guardians of new entrants to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained • reminding parents/guardians of the importance of regular school attendance from Junior Infants onwards and the Board's obligations to report absences in the monthly newsletters • publishing the calendar for the coming school year annually in September (it is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term) • involving parents in discussion and reflection about attendance • requesting parents to participate in reviews of attendance strategy • awarding annual prizes for students with full and nearly full attendance • escalating the response by the school in proportion to the complexity of the child's needs • monitoring progress or lack of and noting when the the threshold is met for a referral to TUSLA's Educational Welfare Services.
School roles in relation to attendance	<p>School Principal</p> <p>The school principal will:</p> <ul style="list-style-type: none"> • Maintain the school roll-book in accordance with procedure. • Ensure that the school register of pupils is maintained in accordance with regulations. • Inform the Education Welfare Officer <ul style="list-style-type: none"> * If a pupil is not attending school regularly * When a pupil has been absent for 20 or more days during the course of a school year *When a pupil's name is removed from the school register.

	<ul style="list-style-type: none"> • Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil. • Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff. <p>Class Teacher The class teacher will:</p> <ul style="list-style-type: none"> • Keep a record of explained and unexplained absences. • Promote a reward system for pupils with exceptional attendance. • Encourage pupils to attend regularly and punctually. • Inform the Principal of concerns s/he may have regarding the attendance of any pupils. <p>Success Criteria The following will provide some practical indicators of the success of this policy:</p> <ul style="list-style-type: none"> • An increase in annual attendance rates • Board of Management, Staff and parent/guardian awareness of their legal obligations under the Education (Welfare) Act 2000 <p>Roles and Responsibilities It is the responsibility of the Principal and class teacher to implement this policy under the guidance of the school's Board of Management.</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents/guardians can promote good school attendance by:</p> <ul style="list-style-type: none"> • ensuring regular and punctual school attendance • working with the School and TUSLA Child and Family Agency to resolve any attendance problems • making sure their children understand that parents 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 them 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 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 related school matters.
- notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

TUSLA Child and Family Agency is informed if:

- A child is expelled for 6 days or more
- A child is suspended for 6 days or more
- A child has missed more than 20 days

TUSLA Child and Family Agency is furnished with the total attendances in the school year through the Annual report Form which is completed on-line.

Communication with other schools

- Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school, via P.O.D. (Primary Online Database) that the child is now registered in their school.
- When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

Communication with parents

- Parents/guardians are made aware of the requirements of TUSLA Child and Family Agency particularly the by-law relating to absences of more than 20 days per school year.
- When a pupil has accumulated 10, 15, or 20 absences in any one school year, a standard email informing the pupil's Parents/Guardians is sent automatically. This states the school's obligation to inform TUSLA Child and Family Agency of all pupils who accumulate an aggregate of 20 school days in any one school year.
- Parents are notified in writing on the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are invited to meet with the Principal during Parent/teacher meetings or at other times and are informed of the school's concerns.
- The Principal will have responsibility for all communications with Parents/Guardians re: attendance.

	<ul style="list-style-type: none"> • All pupil absence must be explained by the parents/guardians to the teacher by written note. • When such an explanation is not forthcoming, the class teacher will seek clarification from the parents/guardians. • Parents/guardians must also provide a note if a child departs early during the school day. • These notes are dated and kept in a central location (school office).
How the Statement of Strategy will be monitored	<p>Evaluation</p> <p>The success of this Attendance Policy is measured through:</p> <ul style="list-style-type: none"> • Improved attendance levels as measured through Leabhar rolla records and statistical returns • Happy confident well-adjusted children • Positive parental feedback • Teacher vigilance
Review process and date for review	<p>Implementation/Ratification and Review</p> <p>This policy was ratified by the BOM of Drumacruttin National School on 30th November 2017. It will be reviewed again in the Autumn Term 2018.</p> <p>Signed: _____ Date: _____ Chairperson</p> <p>Signed: _____ Date: _____ Principal</p>
Date the Statement of Strategy was approved by the Board of Management	30 th November 2017
Date the Statement of Strategy submitted to Tusla	9 th January 2018