

MONASTERY NATIONAL SCHOOL

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SCOIL NA MAINISTREACH

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Monastery NS Attendance Strategy

School attendance has always been and remains high among our pupils. It has not been adversely affected by social and economic changes in our society. Weekly, monthly and annual attendance rates remain high averaging around the 94% mark. A number of school strategies and procedures contribute to this statistic;

Recording Attendance

- All attendance is recorded in class electronically on student management software, **NS Admin** each day. Teachers also record all *latecomers* and *early leavers* on the software.
- NS Admin is also configured to highlight absences over 15 days by any pupil. An alarm is triggered via the software to the principal. It also tracks all communications by letter, from the principal to the parents, regarding attendance.
- NS Admin also allows the administrator (principal) to monitor when the roll in any class is called.
- All pupil absences require the completion of a note to the class teacher. Note templates are available in the class diary and teachers input the “reason for absence” into NS Admin in accordance with NEWB guidelines.
- Attendance is also recorded where teachers are operating a *Child Protection Folder* on a specific child in their class.

Promoting Attendance

- Monastery NS will promote the development of good self esteem and self worth in its pupils (see Code of Behaviour, Anti-Bullying and Anti-cyberbullying Policies).
- The school curriculum, insofar as is practicable, will be flexible and relevant to the needs of the individual pupil.
- The school will use newsletters and texts to promote attendance and punctuality.
- Attendance promotion is targeted in class with pupils who begin to or have in the past year shown a pattern of absences.

- We annually promote attendance among our pupils at September Assembly by awarding Tusla certificates. A certificate is awarded to any pupil who has not missed a single day the previous school year. Another certificate is awarded to any pupil who only missed one or two days the previous school year. See September Assembly on our website.
- We provide a positive school culture in a safe and welcoming environment.
- We ensure children are happy in school and work with “anxious” pupils through our *Friends* programme.
- We are vigilant so that risks to good attendance such as disadvantage, bullying etc are identified at an early stage.
- Extra-curricular activities, such as Gaelic football, rugby, soccer and choir will be encouraged for all pupils, specifically those at risk of non-attendance.

Communications

- Absences of more than 20 days for unexplained reasons are referred to Tusla in compliance with legislative requirements. This is also communicated to parents who are made aware of their legal obligations regarding the school attendance of their son.
- Tusla is also informed if a child is suspended or expelled.
- A meeting between the principal and parents will be scheduled if deemed necessary.
- When a child transfers from Monastery NS to another school, his records on attendance, academic progresses etc are forwarded on receipt of a notification of transfer.
- When a pupil transfers to Monastery NS, confirmation of transfer is sent to the child’s previous school by letter and appropriate records are sought.

Support Agencies

- **Ardee School Completion programme** work with the school in the promotion of attendance.
 - They also provide workshops with individual and groups of children at risk. This work promotes a positive attitude towards the school among the pupils. E.g. B.O.B. club.
 - They work with parents through the provision of the Incredible Years programme.
- Community Gardaí and JLO, Vincent de Paul, NEWB, NEPS etc.

Ratification of Policy

This policy was adopted by the Board of Management on _____

Signed: _____

Chairperson of Board of Management