

Statement of Strategy for School Attendance



Name of school	Gaelscoil Dr. Uí Shuilleabháin
Address	An Sciobairín, Co. Chorcaí
Roll Number	20009G
The school's vision and values in relation to attendance	<p>'In Gaelscoil Dr. Uí Shuilleabháin, we are committed to nurturing the full potential of all who work and learn in our school community...in a positive, inclusive, safe and happy environment'.</p> <p>We recognise the clear and direct relationship between regular school attendance and pupil progress. Along with children arriving and leaving school on time.</p> <p>Relationship to the characteristic spirit of the school: To create an environment in which children feel happy and secure, in which their self esteem is fostered, where the uniqueness of each child is recognised and valued and in which children make progress at their school work.</p> <p>Aims of this Statement of Strategy:</p> <ul style="list-style-type: none"> • To raise awareness of the importance of regular school attendance. • To promote a positive learning environment and to foster positive attitudes to learning. • To ensure awareness of and compliance with the requirements of relevant legislation Education (Welfare) Act 2000. • To encourage punctuality.
The school's high expectations around attendance	<p>Attendance is very important to effective learning and the continuity of learning experiences the school places great emphasis on regular attendance in communication with parents and pupils. The Board of Management wants to promote and encourage regular attendance as an essential factor in our pupils 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>

<p>How attendance will be monitored</p>	<ul style="list-style-type: none"> • Each class teacher records attendance daily in the Leabhar Rolla which is recorded also in the Leabhar Tinrimh Laethúil. The roll is called at 9:50 each day. • Notes are requested from parents explaining why their child was absent from school. These notes are kept in the teachers attendance folder. • When the school receives a phone call from parent regarding attendance this is recorded in a notebook in the office. • Parents/guardians of pupils arriving late to or leaving early from school should sign their name and reason in a book in the office. • The annual attendance is recorded in the Clár Leabhar at the end of the year. • Bi-annual and annual returns are forwarded to TUSLA. • The principal and deputy principal regularly review attendance matters in discussion with the class teachers.
<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>Targets: In the 2016-2017 school year, 5 pupils missed 20 days or more. We would like to maintain or reduce this figure if possible.</p> <p>Our annual attendance in the school year 2016-2017 was 93.36%. We would like to maintain our attendance at this high level.</p> <p>To reduce the number of children arriving late to school in the morning we have supervision from 9:00-9:20 every morning to entice children to meet their peers and play before class.</p> <p>Whole school approach:</p> <ul style="list-style-type: none"> • We would like to raise awareness among all members of the school community about school days lost due to holidaying during term time. • To encourage punctuality. School is open from 9:10 a.m. and children are required to be in their classrooms not later than 9 :20a.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, to report children who are persistently late, to TUSLA Child and Family Agency. <p>Promoting good attendance:</p> <ul style="list-style-type: none"> • Children with full attendance for a school year

	<p>will be presented with a certificate and a prize.</p> <ul style="list-style-type: none"> • Creating a safe and welcoming environment. • Ensuring children are happy. • Providing morning yard supervision between 9:00-9:20. • Developing mutual trust and respect with students. • Listening to students concerns. • Having high expectations of students attendance. • Intervening early with personalised support (eg. behaviour plan, curricular incentive) and engagement with families and their children. • Reminding parents/guardians of the importance of regular school attendance from Junior Infants onwards and the Board’s obligation to report absences to TUSLA. • Providing parents with the booklet –‘Don’t let your child miss out’ <p>Responding to poor attendance:</p> <ul style="list-style-type: none"> • The principal having consulted with the class teacher will keep in regular contact with parents where there is a concern regarding attendance. • Parents will receive a letter from the school when they have missed 15 days of school and again at the end of the year if they have missed 20 days or more. • Parents are notified in the end of year report of the total number of absences during the school year. Pupils whose non-attendance are a concern are invited to meet with the principal. • Parents may be invited to a meeting with the class teacher/Deputy principal/ principal to discuss concerns regarding attendance. • If it is necessary contact will be made with the Education Welfare Officer in accordance with the Education Welfare Act.
School roles in relation to attendance	<p>Class teachers:</p> <ul style="list-style-type: none"> • Encourages and promotes good attendance and punctuality. • Provides a stimulating classroom where children feel valued. • Calls the role on a daily basis. • Collects any notes regarding absences and fills them into a form noting number of absences and their reasons. These are kept in the class teachers attendance folder. • Notes any queries or concerns re absences. • Consults with parents where there are concerns around attendance or where parents have not

	<p>provided explanations regarding absences.</p> <ul style="list-style-type: none"> • Makes principal/deputy principal aware of concerns with regard to the attendance of individual children, especially when a pupils absences reaches 15 days or exceeds 20 days. <p>Principal/Deputy Principal:</p> <ul style="list-style-type: none"> • Promotes good attendance meeting with parents, discussing it with children while in their lines in the yard and giving out end of year attendance certificates/prizes. • Updates the BOM about attendance in the school. • Ensures that the Leabhar Tinrimh Laethúil (Daily Attendance Book-records summary information in relation to daily, monthly and annual attendance of pupils is filled in. • Follows up any concerns/issues regarding attendance. • Stays in regular contact with parents where attendance is a concern. • Makes the quarterly and annually statistical return to TUSLA. <p>Inform the Education Welfare Officer/ TUSLA</p> <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. • • If a pupil has been suspended for a period of six or more days. • • When a pupil's name is removed from the school register. • Makes referrals to TUSLA when deemed necessary. • Advises parents of the importance of regular school attendance and punctuality. <p>Board Of Management:</p> <ul style="list-style-type: none"> • It is the responsibility of the Principal and staff to implement this strategy under the guidance and authority of the Board of Management. • 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.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents/Guardians</p> <ul style="list-style-type: none"> • 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. • It is the responsibility of parents/guardians to ensure their children are in school every day, as far as possible and are on time for school. • When children are absent from school/late for school parents should provide a note and a phone

call to the school with an explanation for that absence/lateness for school.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- Notifying the School if their children cannot attend for any reason.
- Working with the School and education welfare service to resolve any attendance problems
- Making sure their children understand that parents support approve of 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 person, by phone or in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Pupils

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are encouraged to promptly pass on absence notes from parents to their class teacher.
- Pupils are encouraged to pass school correspondence to their parents, on the specified day.

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

	<p>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.</p> <ul style="list-style-type: none"> • When a child transfers into Gaelscoil Dr. Uí Shúilleabháin, confirmation of transfer will be communicated to the child's previous school via letter and appropriate records sought.
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • Regular review of attendance records. • Review of attendance targets. • Communication with class teachers, parents, pupils. • Communication with the BOM/ Will be monitored by the BOM
Review process and date for review	Strategy will be reviewed by staff and Board of Management annually.
Date the Statement of Strategy was approved by the Board of Management	21 st September 2017
Date the Statement of Strategy submitted to Tusla	29 th September 2017