

## 1.5 Statement of Strategy for School Attendance Scoil Choilm CNS

<b>Name of school</b>	<b>Scoil Choilm Community National School</b>
<b>Address</b>	Porterstown Road, Clonsilla, Dublin 15.
<b>Roll Number</b>	20241K
<b>The school's vision and values in relation to attendance</b>	The pupils, parents and staff of Scoil Choilm CNS endeavour to develop a supportive, positive and welcoming school environment where the needs of every individual child are met. Our holistic approach to the development of our students as individuals underpins all our actions. To this end, Scoil Choilm CNS aims to be a safe, caring and stimulating place of education for all students. As a school community, we recognise the importance of school attendance. Casual absences (for whatever reason) are discouraged as they have a direct impact on children's learning. We aim to support children and parents in achieving good attendance.
<b>The school's high expectations around attendance</b>	<p>The school expects that in so far as is possible, all pupils fully attend school in accordance with the Education and Welfare Act 2000. Section [(21) (9)] of this 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". Therefore, the school cannot give permission for holiday absences during term time. If a parent decides to do so, they are required to meet with the HSCL officer stating their intentions and that they are aware of the implications this decision will have on their child's education.</p> <p>Children who are unwell are not expected to attend school. However, the parents/ guardians must provide an explanation on the Aladdin app (this is the school's data base for recording attendance), or telephone/email the school. In exceptional circumstances a doctor's note may be required.</p> <p>The school expects that children remain in school for the entire school day unless they have a valid medical appointment. Parents are required to show this appointment letter when they are withdrawing their child early from school. Parents are discouraged from taking their children out of school for any other reason.</p> <p>In Scoil Choilm CNS we want to commend children who have excellent attendance. This is done through attendance awards at the end of each term. Children who maintain a perfect school attendance throughout their time in our school are commended at the end of 6<sup>th</sup> class.</p>
<b>How attendance will be monitored</b>	<p>Attendance is monitored electronically on Aladdin each day by the class teachers. Attendances and absences are inputted into the Aladdin system before 10.00a.m. daily.</p> <p>Pupils that are absent at the time of roll-call are marked absent for the day.</p>

	<p>Parents are contacted by phone when pupils do not return to school at the beginning of term or after 3 days of unexplained absences.</p>
<p><b>Summary of the main elements of the school's approach to attendance:</b></p> <ul style="list-style-type: none"> <li>• <b>Target setting and targets</b></li> <li>• <b>The whole-school approach</b></li> <li>• <b>Promoting good attendance</b></li> <li>• <b>Responding to poor attendance</b></li> </ul>	<p>The school will ensure that:</p> <ul style="list-style-type: none"> <li>• The importance of school attendance is promoted throughout the school.</li> <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> <li>• Pupil attendance and late arrivals is monitored by the class teacher and the HSCL.</li> <li>• Parents are alerted at 10am in the case that their child has been marked absent on Aladdin.</li> <li>• The school accepts children from newcomer backgrounds/ refugees/ families in need.</li> </ul> <p>School attendance statistics are reported as appropriate to: TUSLA The Education Welfare Officer The Board of Management</p> <p><b>A strategy for promoting good school attendance</b></p> <ul style="list-style-type: none"> <li>• The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance.</li> <li>• The school recognises that the months of June and September have the poorest rates of school attendance. This is largely due to parents taking children out of school to visit their home countries. The school has put various initiatives in place to promote good school attendance during these months, such as: the school talent show, handball and soccer tournament, fun days etc.</li> <li>• The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.</li> <li>• The school will promote a safe school environment by promoting our Anti-bullying and Anti-racism policy.</li> <li>• As part of our school ethos we at all times seek to promote positive mental health in our pupils. As part of this school-wide strategy we use the programmes 'Fun Friends' in the junior school and the 'Friends for Life' programme in the senior school, and we celebrate World Mental Health day in October.</li> <li>• The school will endeavour to support pupils who have special educational needs in accordance with Department of Education &amp; Skills guidelines.</li> <li>• Internal communication procedures are in place to inform teachers of the special needs of pupils.</li> <li>• The assistance of the Education Welfare Officer will be utilised.</li> </ul>

	<ul style="list-style-type: none"> <li>• The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the HSCL and principal of any concerns regarding the attendance of any child.</li> <li>• Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.</li> <li>• Punctuality and attendance will be promoted through school initiatives/drives.</li> </ul>
<p><b>School roles in relation to attendance</b></p>	<p><b><u>The Role of the Parent:</u></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 via the Aladdin app 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 the importance 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>• Medical/dental appointments should be made outside school hours whenever possible and to present a letter of appointment upon withdrawing their children from school.</li> <li>• Showing an interest in their children’s school day and their children’s homework.</li> <li>• Encouraging their children 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> <li>• Contacting the school immediately if they have concerns about absence or other related school matters.</li> <li>• Notifying the school in writing if their child/children, are to be collected by someone other than the adult listed on the Emergency Information Form.</li> </ul> <p>A student should attend school every day. It is the responsibility of the parent to ensure that their son/daughter only miss school due to illness or an “unavoidable” circumstance. If a child misses a day from school, it is the responsibility of the parent to notify the school of this absence.</p> <p>This can be done in the following ways:</p> <ul style="list-style-type: none"> <li>• A message on the Aladdin app.</li> <li>• A telephone call/email to the school.</li> <li>• A note in the student’s homework diary.</li> </ul> <p><b>School Principal/Board of Management</b></p>

- Ensure that the school register of pupils (both Aladdin and POD- the Department of Education's Pupil on-line database) is maintained in accordance with regulations.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff
- Inform the Education Welfare Officer:
  - 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
  - If a student is persistently late.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.

#### HSCL

- Monitor patterns of attendance and punctuality across the school.
- Liaise with the child's class teacher, working closely with parents and regularly reviewing individual attendance/punctuality strategies that have been put in place
- Distribute letters of attendance throughout each academic year as follows;
  - October: 1<sup>st</sup> letter to be distributed to the parents if their child has missed 5 or more days since the beginning of the school year.
  - January: 2<sup>nd</sup> letter to be distributed to the parents if their child has missed 10 or more days since the beginning of the school year.
  - March: 3<sup>rd</sup> letter to be distributed to the parents if their child has missed 15 or more days since the beginning of the school year.
  - May: 4<sup>th</sup> letter to be distributed to the parents if their child has missed 20 or more days since the beginning of the school year.
- Organise school initiatives such as Punctuality Drive/Attendance drives and awards throughout the year and at the end of term.
- Meet with parents if they intend to take their children out of school for an extended period of time.

#### Class Teacher

The class teacher will:

- Encourage pupils to attend school regularly and punctually.
- Maintain the school's online attendance system, Aladdin, in accordance with school policy and procedure.
- Record attendance by 10:00 am each day
- Record explained and unexplained absences on Aladdin.
- Encourage parents to complete the reason for absence on Aladdin.

	<ul style="list-style-type: none"> <li>• After 3 days of unexplained absences, the class teacher will phone the parent.</li> <li>• Communicate any concerns to a parent through meetings, phone calls or letters. The HSCL Coordinator &amp; Principal should be alerted if no improvements arise after this communication or if the class teacher has concerns regarding the attendance of any pupil.</li> <li>• Notify parents in writing of the total number of absences and late arrivals during the school year through each child's end of year report.</li> </ul> <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• Pupils have a clear responsibility to attend school regularly and punctually.</li> <li>• Pupils should inform staff if there is a problem that may lead to their absence.</li> </ul>
<p><b>Partnership arrangements (parents, students, other schools, youth and community groups)</b></p>	<p>Some of the initiatives used which promote attendance in Scoil Choilm CNS are:</p> <ul style="list-style-type: none"> <li>• The School Completion Programme. This initiative operates in the school to target pupils who are considered to be at risk of leaving education early.</li> <li>• Fingal Athletics, Westmanstown GAA</li> <li>• Neighbourhood Youth Project. The school refers pupils to NYP who are experiencing emotional and social issues.</li> <li>• Students can avail of Phoenix Childcare in Luttrellstown Community Centre.</li> </ul>
<p><b>Punctuality</b></p>	<p>Scoil Choilm CNS is open from 8.50 a.m. each morning. Children are required to be in their classrooms no later than 9 a.m. All pupils and teachers are expected to be on time. The HSCL and the class teacher monitors late comers. The teacher/ HSCL will contact parents/guardians in the event of pupils being consistently late.</p> <p>Parents should ensure that their child arrives to school punctually. If a child is late, parents must accompany their child to the school office and sign the late book. If there are 5 or more entries in the late book, parents will be contacted by the Home School Community Liaison Coordinator. Scoil Choilm CNS recognises that there may be unavoidable circumstances when a student may arrive late e.g. transport difficulties. As a school we strive to adopt a flexible approach in these instances and to work with the parents and students to support in any way possible.</p>
<p><b>Statistics</b></p>	<p>As part of the DEIS plan, we outline our attendance and punctuality goals:</p> <ul style="list-style-type: none"> <li>• To increase attendance by 1.5% from December to January.</li> <li>• To encourage 100% punctuality in each class during our punctuality drive.</li> </ul>
<p><b>How the Statement of Strategy will be monitored</b></p>	<p>The Statement of Strategy will be monitored by the Board of Management and staff.</p>



<b>Review process and date for review</b>	The Statement of Strategy will be reviewed when necessary or within three years.
<b>Date the Statement of Strategy was approved by the Board of Management</b>	April 4 <sup>th</sup> 2022
<b>Date the Statement of Strategy submitted to Tusla</b>	April 4 <sup>th</sup> 2022

**This document will be published on the school's website.**