



**Statement of Strategy for School Attendance
Scoil Choilm CNS**

Name of school	Scoil Choilm Community National School
Address	Porterstown Road, Clonsilla, Dublin 15.
Roll Number	20241K
The school's vision and values in relation to attendance	<p>Scoil Choilm Community National School is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular school attendance.</p> <p>All absences other than sickness or medical appointments are discouraged as they have a direct impact on children's learning. We aim to support children and parents in achieving good attendance.</p>
The school's high expectations around attendance	<ul style="list-style-type: none"> • The school expects that in so far as is possible, all pupils fully attend school in accordance with the Education and Welfare Act 2000. • If a child is ill, or in the case of an "unavoidable" circumstance, the parent/ guardian must provide an explanation for the absence. Parents are encouraged to use the Aladdin app to explain any absences. Alternatively, the parent can phone/email the school or communicate through their child's homework diary. In exceptional circumstances a doctor's note may be required. • Students are punctual each morning, arriving to school at 8:50 am. • Students must remain in school for the entire school day unless they have a valid medical appointment which parents must show to the school secretary upon withdrawing their child early. • The school cannot grant permission for holiday absences during term time. If a parent decides to take their child on holiday during term time, they are required to meet with the HSCL officer. They must state their intentions and that they are aware of the implications this decision will have on their child's education. • Students understand why good attendance and punctuality are important and that is explained and emphasised to them regularly. • The school will contact the parents if no reason is given for student absences after 3 days. • Parents are encouraged to discuss with the school any difficulties around non-attendance and/or lateness with the school so that support can be offered.



<p>How attendance will be monitored</p>	<p>Attendance is monitored electronically on Aladdin each day by the class teacher. Attendances is inputted onto Aladdin before 10.00a.m. daily. If a student arrives later than 9am, they are marked “late” on the Aladdin app. Parents are informed at 10am via the App if their student is not in school.</p> <p>Parents are contacted by the class teacher when pupils do not return to school at the beginning of term or after 3 days of unexplained absences.</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>Target setting:</p> <ul style="list-style-type: none"> • To increase the attendance rate • To ensure good punctuality • To identify and support individuals who may have poor attendance. <p>Whole school approach:</p> <ul style="list-style-type: none"> • The importance of school attendance is promoted throughout the school. • Pupils are registered accurately and efficiently. • Pupil attendance is recorded daily. • Parents or guardians are contacted when reasons for absences are unknown or have not been communicated. • Pupil attendance and late arrivals is monitored by the class teacher and the HSCL. • The school recognises there may be unavoidable circumstances when a student may be absent or arrive late e.g., transport difficulties, living in temporary accommodation etc. As a school we strive to adopt a flexible approach in these instances and to work with the parents and students to support them in any way possible. • The school engages pro-actively with the EWO (Education and Welfare Officer) in relation to children without school places. • School attendance statistics are reported as appropriate to TUSLA, The Education Welfare Officer and The Board of Management <p>Strategies to promote good school attendance:</p> <ul style="list-style-type: none"> • The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. • Punctuality and attendance drive each year will reward whole classes with breakfast mornings/popcorn parties etc. • End of term prizes for full attendance. • End of year special prizes for any student who missed 0 days of school. These prizes are awarded at the Talent Show and Graduation ceremony for 6th class students. • The school recognises that the month of June has the poorest rates of school attendance due to families visiting their home countries. The school has put various initiatives in place to promote good school



	<p>attendance during these months, such as: school tours, the school talent show, handball and soccer tournament, fun days etc.</p> <ul style="list-style-type: none"> • The school will promote a safe and happy school environment by promoting Wellbeing Wednesdays, “Wellbeing Week” and implementing our Anti-bullying and Anti-racism policy. • 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. • One-to-one contact and support will be given to target families to support their child’s attendance. • The assistance of the Education Welfare Officer will be utilised. • Student support and behaviour support services delivered by the SET team will aim to assist students with their wellbeing/school refusal. • The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child. • The school will endeavour to support pupils who have special educational needs in accordance with Department of Education & Skills guidelines.
<p>School roles in relation to attendance</p>	<p><u>The Role of the Parent:</u></p> <p>Parents/guardians can promote good school attendance by:</p> <ul style="list-style-type: none"> • Ensuring regular and punctual school attendance. • Notifying the school if their children cannot attend for any reason. • Accompanying their child to the office and signing the late book if their child arrives to school after 9am. • Making medical/dental appointments outside of school hours whenever possible and present a letter of appointment upon withdrawing their children early from school. • Refraining, if at all possible, from taking holidays during school time. • Discussing planned absences with the school. • Completing a Notification of Child’s Leave of Absence Form with the HSCL for planned absences. • Working with the school and education welfare service to resolve any attendance problems. • Making sure each child understands the importance of school attendance. • Showing an interest in their children’s school day and their children’s homework. • Encouraging their children 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.



- Contacting the school immediately if they have concerns about absence or other related school matters.
- Being aware that if their child misses more than 20 days of school, their child's name is sent in a report to TESS (Tusla Education Support Service).
- Being aware that the HSCL may make a referral to the Education Welfare Officer where all other efforts to improve attendance have been made.

School Principal/Board of Management

- 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.
- Explain the importance of attendance to parents and promote attendance at coffee mornings and events.
- Oversees the formulation, implementation and review of the school's Attendance Strategy.
- Inform TESS of attendance figures twice a year.
- Inform the Education Welfare Officer:
 - 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

HSCL

- Monitoring patterns of attendance and punctuality across the school and supporting families to overcome difficulties relating to attendance and punctuality.
- Notifying parents of through attendance 4 times a year:
 - October: 1st letter to be distributed to the parents if their child has missed 5 or more days since the beginning of the school year.
 - January: 2nd letter to be distributed to the parents if their child has missed 10 or more days since the beginning of the school year.
 - March: 3rd letter to be distributed to the parents if their child has missed 15 or more days since the beginning of the school year.
 - May: 4th letter to be distributed to the parents if their child has missed 20 or more days since the beginning of the school year.



- Send a report in January and June to TESS (Tusla Education Support Service) identifying all students over 6 years of age who have missed more than 20 days of 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.
- Promote good attendance through whole-school, class and individual levels (target families)
- Organise an attendance drive over 2 weeks in Term 2, and a punctuality drive over 2 weeks in Term 3.
- Distribute prizes at the end of each term, certificates etc.
- HSCL will utilise a grant given to the school by the Department of Education to promote good attendance (€5,198.70).
- After the HSCL/school has made all local efforts to resolve an attendance problem and poor attendance persists, the HSCL will refer the case to the Education Welfare Officer (EWO). For example, students with absences of more than 20 days due in part to holidays during term-time, unexplained absences or patterns of poor attendance in the current and previous academic year(s).
- Set up attendance clinics with the EWO and support parents.
- Monitor the late arrivals sign-in book in both the Junior and Senior school. If there are 5 or more entries in the late book, the HSCL will contact the parents to offer support for the children/family to improve punctuality.
- At the classroom meetings each September, the HSCL will inform parents of the report sent bi-annually to Tulsa (all student who misses more than 20 days) and the option to refer the students' poor attendance to the EWO.

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.
- After 3 days of unexplained absences, the class teacher will phone the parent.



	<ul style="list-style-type: none"> Communicate any concerns to a parent through meetings, phone calls or letters. The HSCL Coordinator & Principal should be alerted if no improvements arise after this communication or if the class teacher has concerns regarding the attendance of any pupil. 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. <p>Pupils:</p> <ul style="list-style-type: none"> Pupils have a clear responsibility to attend school regularly and punctually. Pupils should inform staff if there is a problem that may lead to their absence.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Some of the initiatives used which promote attendance in Scoil Choilm CNS are:</p> <ul style="list-style-type: none"> The School Completion Programme. This initiative operates in the school to target pupils who are considered to be at risk of leaving education early. Fingal Athletics, Westmanstown GAA Neighbourhood Youth Project. The school refers pupils to NYP who are experiencing emotional and social issues. Students can avail of Phoenix Childcare in Luttrellstown Community Centre.
Statistics	<p>As part of the DEIS plan, we outline our attendance and punctuality goals:</p> <ul style="list-style-type: none"> To increase attendance by 1.5% from December to January. To encourage 100% punctuality in each class during our punctuality drive.
How the Statement of Strategy will be monitored	<p>The Statement of Strategy will be monitored by the Board of Management and staff.</p>
Review process and date for review	<p>The Statement of Strategy will be reviewed when necessary or within three years.</p>
Date the Statement of Strategy was approved by the Board of Management	<p>26th February 2024</p>
Date the Statement of Strategy submitted to Tusla	<p>26th February 2024</p>

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