

## Statement of Strategy For School Attendance

Name of school	St.Colman's N.S.
Address	Cloyne, Co.Cork
Roll Number	02452V
The school's vision and values in relation to attendance	<p>The school aims to nurture the potential of each child in a caring environment where the welfare of children is paramount. We believe children will learn effectively if they attend school regularly and arrive at school on time every day.</p> <p>We aim to:</p> <ul style="list-style-type: none"> <li>• Ensure that pupils are registered accurately</li> <li>• Ensure that pupil attendance is recorded daily</li> <li>• Encourage full attendance where possible</li> <li>• Identify pupils at risk</li> <li>• Promote a positive learning environment</li> <li>• Raise awareness of the importance of school attendance</li> <li>• Foster an appreciation of learning</li> <li>• Identify pupils at risk</li> <li>• Ensure compliance with the relevant legislation</li> <li>• Identify and remove, where possible, obstacles to school attendance</li> </ul>
The school's high expectations around attendance	<p>Regular attendance is essential to effective learning. We expect all children to have full attendance at school unless they are ill or have medical appointments. We understand that there may also be urgent family reasons why a child cannot attend school such as bereavements</p>
How attendance will be monitored	<p>Each class teacher records attendance daily on Aladdin. The Principal monitors attendance centrally. Statistical Returns are forwarded to TUSLA when required.</p>

<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Our annual attendance in 2015/2016 was 93.4%. In 2016/2017, it was 94%. We aim to improve on this. Our target for 2017/2018 is 95%.</li> <li>• Through regular communication with parents by letter, meetings, Regular Newsletter and via the school Website, we raise awareness of the importance of attendance and punctuality. We will not encourage family holidays during term time. Teachers will not set extra work for children who are absent due to family holidays.</li> <li>• The school promotes good attendance by – creating a safe and welcoming environment, ensuring children are happy, display kindness, compassion and understanding, being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early, rewarding good attendance</li> </ul> <p>A Gold Cup will be awarded to the classroom with the best cumulative attendance each month. Certificates will be given to children who have full attendance at the half way mark through the school year (In January) and at the end of the school year. Children with full attendance will be honoured at the end of year assembly.</p> <ul style="list-style-type: none"> <li>• Parents will receive a letter from the school once a child has missed 15 days. If necessary, parents may be invited to a meeting with the teacher and/or Principal to discuss concerns regarding attendance If deemed necessary, contact will be made with the Education Welfare Officer in accordance with the Educational Welfare Act.</li> </ul>
<p>School roles in relation to attendance</p>	<p>Class Teacher:</p> <ul style="list-style-type: none"> <li>• Encourages and commends good attendance</li> <li>• Implements any whole school strategies to promote good attendance</li> <li>• Provides a busy and stimulating classroom where children feel valued</li> <li>• Calls and records Rolla electronically on time daily using the Aladdin system</li> <li>• Collects and stores any notes/ medical certs. Regarding absences</li> <li>• Records any individual patterns of attendance</li> <li>• Consults with parents when necessary</li> <li>• Makes Principal aware of concerns regarding attendance</li> </ul> <p>The Principal:</p>

	<ul style="list-style-type: none"> <li>• Promotes good attendance at school assemblies, visits to classrooms, Parent meetings and through Newsletters and letters to Parents.</li> <li>• Updates the Board of Management about attendance</li> <li>• Ensures that the electronic version of the ‘ Leabhar Tinrimh Laethúil’ is completed, printed and filed each month</li> <li>• Keeps in contact with parents of children who have poor attendance</li> <li>• Ensures that the required returns are made to TUSLA</li> <li>• Makes referrals to TUSLA when necessary</li> <li>• When a child transfers from another school, the Principal will inform the previous school in writing. The principal will also communicate to a school to which a student is transferring, any problem relating to school attendance.</li> </ul> <p>The Board of Management:</p> <ul style="list-style-type: none"> <li>• It is the responsibility of the Principal and staff to implement this strategy under the guidance and authority of the school’s Board of Management.</li> <li>• The Board will strive to support a positive, welcoming environment by maintaining and resourcing the school to a high standard.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents:</p> <ul style="list-style-type: none"> <li>• The parent of a child shall be responsible for sending their child to a recognised school each day.</li> <li>• It is the responsibility of parents to ensure that children are on time for school every day.</li> <li>• When a child is absent from school, the parent of the child is required to notify the school of the reason for the absence. Letters from parents regarding absences will be filed and kept for 2 years. Written permission from a parent is necessary for a pupil to leave school for any reason during school hours regardless of the duration.</li> <li>• Parents can show interest in their children’s school day and their children’s homework</li> <li>• Parents should refrain from taking holidays during school time</li> <li>• Parents should work with the school and Education Welfare Service to resolve any attendance issues.</li> </ul>

How the Statement of Strategy will be monitored	<p>Regular reviews of records and patterns of absences</p> <p>Review of targets</p> <p>Communication with class teachers, parents, Board of Management and pupils.</p> <p>Reporting of Attendance Cup Winners each month to the school community</p>
Review process and date for review	To be reviewed by staff and Board of Management annually
Date the Statement of Strategy was approved by the Board of Management	June 2017
Date the Statement of Strategy submitted to Tusla	September 2017