



ATTENDANCE AND PUNCTUALITY STRATEGY.

Name of school	Scoil Phobail Bhéara
Address	Castletownbere, Co Cork
Roll Number	91387q
The school's vision and values in relation to attendance	Our vision and values relating to attendance are ones that promote high attendance levels as being paramount to achieving the full potential of all. This embodies not just the academic but the holistic development of each student in all aspects of school life. This ethos is embedded in our mission statement. If a student does not have a good attendance record it will have a negative impact on his/her connectedness and sense of belonging to school both academically and socially. All school partners play a part in the successful implementation of this vision. We are guided in particular by the Education (Welfare) Act 2000, Code of Behaviour, Homework policy and Child Protection Procedures.
The school's high expectations around attendance	Scoil Phobail Bhéara expects students to attend school every day while acknowledging that "there is rarely a single factor at work when students miss school persistently or for lengthy periods" (TUSLA, Statement of Strategy, p6). High expectations of attendance for all students from all staff are the norm. We also expect that attendance is a high priority for parents/guardians and students themselves. Students should attend for the entirety of the school day unless there are exceptional circumstances which may require a student to 'sign out' from school during the school day. In such circumstances a parent/guardian must collect the student from school. In order to support full attendance we will endeavour to continue to make school a happy and welcoming place for all students, teachers and parents/guardians and all of our partners in education.
How attendance will be monitored	All students should arrive at school by 08.45 and five minutes before the end of lunch , i.e. 1.45 p.m . Roll call takes place at 08.55. It is expected that students will be on time for school and for each class. Students arriving late to school should 'sign in' at the library office (a.m) and at the main office (p.m.). A record of lateness is recorded in the student's journal in the punctuality log section. This section is monitored weekly at the tutorial class by the class teacher. Persistent lateness is sanctioned. Parents/guardians should ensure that their

	<p>son/daughter arrives on time as late arrival may disrupt the learning and teaching of others. If a student is absent from school a parent/guardian must telephone 027 70177 ext 1 giving the reason for absence. Parents are expected to fill in the absence note at the back of the student journal. This is monitored by the class teacher in tutorial class. Each teacher will take a roll during his/her class and follow up on any unexplained absences with the class teacher. The class teacher/year head should contact home if a pattern of absences occurs. Students who leave school during the day due to illness or appointments must be collected by a parent/guardian at school reception. They must be then signed out. If a student becomes ill during the school day he/she should be sent to the library office (a.m.) and the main office (p.m) accompanied by another student. Contact will then be made to home through the office. Under no circumstances should a student leave school without permission. If a student is absent from school on school related activities a list of students should be posted on the staffroom board and also left in the library office. If a student who has been listed is absent this information should be forwarded to the library office.</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>A whole school approach is taken to promote good attendance. This approach includes:</p> <p>A welcoming atmosphere which is supported by a positive code of conduct, respectful staff/student relationships, a continuum of student support and a promotion of wellbeing for all our partners in education.</p> <p>A high level of expectation regarding attendance and punctuality which is clearly communicated to parents/guardians and students and which is consistently implemented and which is modelled by school staff.</p> <p>An early intervention system for students who may have difficulty attending or who are persistently late or who may be suspended.</p> <p>Attendance is on the agenda at the weekly Care Team meeting. Year Heads and Class Teachers link to monitor attendance and lateness.</p> <p>The curriculum is as wide and varied as resources allow and extra support may be given to students who may be having difficulty particularly if this is a barrier to attendance.</p> <p>Attendance awards are given to students at awards night. Parents receive a call and or text to alert them to a student's non-attendance in the event of a student leaving school without permission.</p> <p>The number of days absent and/or lateness may be noted on reports sent to parents/guardians.</p>

	<p>The legal obligations of parents/guardians regarding attendance are outlined to parents when enrolling a student.</p> <p>The pastoral care system within the school supports student attendance.</p> <p>A phone call home to parents/guardians may be required when a student has been absent. A parent/guardian is informed of the school's obligation to report absences of 20 days or more to TUSLA. A letter will also be forwarded to a parent/guardian regarding this action.</p> <p>Target for September 2018- June 2019 – To reduce the number of signing out periods that students may take during a school year. We will communicate this to parents/guardians and students outlining the reasons for this target. A whole school approach to supporting this intervention will be taken supported by the areas outlined above.</p>
<p>School roles in relation to attendance</p>	<p>Roles and Responsibilities:</p> <p>Parents/Guardians</p> <p>To support the school's attendance strategy in compliance with their legal responsibilities (Education Welfare Act, 2000)</p> <p>Parents/Guardians have the primary responsibility for ensuring their son/daughter attend school regularly, on time and remain for the entirety of the school day. Where possible parents/guardians should arrange any appointments outside of school time.</p> <p>It is necessary to provide a written explanation for student's absence. Space for this is provided in the student's journal. If an explanation is not forthcoming then this is inputted under the unexplained category in the daily records.</p> <p>Parents/Guardians should phone the school 027 70177 ext 1 if a student is absent</p> <p>If a parent/guardian is aware of planned absences this information should be given to school.</p> <p>Should contact details previously given change then this must be communicated to school in writing.</p> <p>It is school policy that students remain in school for the entirety of the school day however in the event of an emergency or extraordinary circumstances occurring then parents/guardians should follow the signing out procedure detailed in the student journal. Under no circumstances should students leave school without following these procedures. Please do not leave messages on the school phone regarding signing out.</p> <p>Parent/Guardians should collect students if leaving the school during the school day.</p>

Parents/Guardians are asked not to take students on holidays during the school term. If this does happen a letter from the parent/guardian to the school has to be presented .

Students:

Should be in school every day.

Should be on time for assembly and all classes.

If absent from school students should ensure that a written explanation is recorded in his/her journal.

Students should get work that was missed due to the absence. This also applies to absences due to school events.

Students should be in full uniform daily as time taken to deal with this could result in absence from class contact time. (Details of school uniform are found in the school code of conduct and in the student journal).

Students should not engage in any behaviour which would result in loss of class time.

Students should not engage in any behaviour which would result in suspension. Should this happen students are obliged to carry out school work during the suspension period. (see Code of Behaviour and homework policy)

Principal:

To ensure that systems are in place to record and monitor attendance

To develop strategies in a whole school capacity that will encourage full attendance

To register students each year and forward the details to the department as part of the October returns.

Should notify a student's previous school in the event of a transfer

Should notify the Education Welfare Board if a student is suspended for a period of not less than 6 days

Should notify the Education Welfare Board if a student is absent during the school year for 20 days or more

Should notify the Education Welfare Officer if a student's name is removed from the register

To communicate effectively with parent/guardians and students school expectations and legal requirements around attendance and the procedures that parents/guardians and students should follow if absent or wishing to absent themselves from school.

To outline the negative impact of poor attendance on student attainment to parents/guardians and students

To promote a positive disciplinary system

To have high expectations for all

To facilitate timetabling that will take into account student choice and promote mixed ability in so far as possible.

To promote extra and co-curricular activities

To monitor attendance and report absences to the Education Welfare Officer as required by the Education Welfare Act, 2000.

The principal may delegate duties regarding school attendance to other school personnel

Deputy Principal:

To work in co-operation with the Principal with regards to her duties in carrying out the attendance strategy.

To liaise with the Principal, Year Heads, Chaplain, SEN co-ordinator and Guidance counsellor at the care team meeting regarding issues around attendance

To follow up with Year Heads and other relevant personnel should issues around attendance arise.

To link with parents/guardians if and when necessary.

To link with TUSLA and other agencies if and when necessary.

To send attendance returns in conjunction with the Principal and administrative staff to TUSLA.

To ensure that all teachers are aware of their obligations regarding monitoring attendance.

Year Head

To monitor attendance of the Year Group and to report on any issues at the care team meeting.

To link with class and subject teachers regarding attendance.

To link with administrative staff regarding attendance.

To inform parents/guardians of unauthorised absences.

To be aware of any previous issues regarding attendance of newly enrolled students.

To promote a positive award system to encourage full attendance.

To note any absences and issues around punctuality on reports.

To alert the Deputy Principal of any issues of concern around attendance.

To remind students about the importance of attendance and punctuality during tutorial class.

To submit absence slips to the office and to follow up on any absences that may not have been explained.

Class teacher

To remind students of the importance of attendance and punctuality at the tutorial class.

	<p>To make sure that students understand the procedures for leaving the school during the school day.</p> <p>To collect absence slips from students and to put them in the library office after tutorial.</p> <p>To follow up on any students who is not in a designated class.</p> <p>To make the Year Head aware if there are on-going issues around attendance and punctuality.</p> <p>To liaise with subject teachers regarding the attendance strategy.</p> <p>All staff</p> <p>Be aware of obligations under the Education Welfare Act 2000.</p> <p>To be diligent in taking attendance rolls.</p> <p>To take a roll at assembly if teaching during period one and to be present beside that class group at the start of assembly.</p> <p>To take a class roll in every subject class and to make reference to such rolls at parent/teacher meetings.</p> <p>To follow up on any unexplained absences from class.</p> <p>To be aware of the reason for absences by linking with the class teacher.</p> <p>Administrative staff</p> <p>To facilitate the signing in and out of students who may have appointments during the school day or who may be ill during the school day.</p> <p>To contact home via text/phone call should the need arise regarding absences.</p> <p>To work in conjunction with the Principal/Deputy Principal in returning absences to TUSLA.</p> <p>To contact parent/guardian about non-attendance at morning assembly.</p> <p>To input data regarding non attendance.</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents will be informed of non-attendance and punctuality issues.</p> <p>The Parents' Association, Board of Management, Student Council, students and staff are all made aware of the strategy and updates will be given when required.</p> <p>Links with our feeder schools will continue to be developed .</p> <p>Links developed with our local Education Welfare Officer.</p> <p>Foige work with students in school on an on-going basis</p> <p>Links with other support agencies – CAMHS, NEPS, Garda Youth Liaison Officer, SENO.</p>
How the Statement of Strategy will be monitored	An annual review of the strategy will be carried out at the Care Team meeting.

	<p>Attendance will be on the agenda at whole school staff meeting at the beginning and end of year and in other meetings should the need arise.</p> <p>The BOM will be made aware of any on-going attendance issues. A final report of attendance will be given to the BOM at the end of the school year.</p> <p>All school staff will carry out the functions listed above in order to monitor attendance and to alleviate any issues at an early stage.</p> <p>One target is chosen for the next academic year and this will be monitored at the Care Team meeting.</p>
Review process and date for review	September 2018
Date the Statement of Strategy was approved by the Board of Management	24 th January 2018
Date the Statement of Strategy submitted to Tusla	31 st January 2018