**Statement of Strategy for School Attendance**

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| Name of school | **St Cronan’s J.N.S., Swords.** |
| Address | Brackenstown, Swords, Co Dublin |
| Roll Number | 19456B |
| The school’s vision and values in relation to attendance | In St. Cronan’s we are dedicated to helping each child to achieve his/her potential. Ensuring and maintaining a high level of regular attendance throughout the school year is integral to this commitment. To this end St Cronan’s J.N.S. aims to be a safe, welcoming, caring and stimulating place of education for all pupils. |
| The school’s high expectations around attendance | The school expects that in so far as is possible that all pupils fully attend school. Children who are unwell are not expected to attend school. Children who maintain a full school attendance record during the school year are commended in June of that year. |
| How attendance will be monitored | Attendance is monitored daily by the class teachers. The Roll is checked at 10 am each day. Attendances and absences are recorded on the Databiz system daily. Notes are requested from parents explaining why their child was absent from school. Information from these notes are recorded on the Databiz system. A letter informing parents that their child has been absent from school on 15 and then 20 occasions is sent by Frances Mather (Attendance Representative at St Cronans). Pupils who have been absent from school on 20 occasions are reported to TUSLA and parents. Parents are contacted by phone when pupils do not return to school as expected. |
| Summary of the main elements of the school’s approach to attendance:   * Target setting and targets * The whole-school approach * Promoting good attendance * Responding to poor attendance | **The school will ensure that:**  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 lateness is monitored. * School attendance statistics are reported as appropriate to TUSLA, The Education welfare Officer, the Board of Management.   **Punctuality**  School is open from 9 a.m. and children are required to be in their classrooms not later than 9:20 a.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 Act, to report children who are persistently late, to the Education Welfare Board.  **Guidance for Parents**  Section [(21) (9)] of the 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”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements. Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the 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 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 responsible for promptly passing on absence notes from parents to their class teacher. Pupils are responsible for passing school correspondence to their parents, on the specified day.  **A strategy for promoting good school attendance**  The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:   * The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child. * The school will promote development of good self-concept and self-worth in the children. * Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines. * Internal communication procedures are in place to inform teachers of the special needs of pupils. * The assistance of the Education Welfare Officer will be utilised. * The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child. * Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.   **Reports**  Every parent will be provided with details of their child’s total attendance for the year in the child’s school report. (Starting from academic year 2012/2013). Attendance patterns are also discussed at parent-teacher meetings. Attendance figures for each child are recorded from year to year and kept on file in the school.  Certificates and prizes are awarded for good attendance at the end of each school year. |
| School roles in relation to attendance | **School Attendance Coordinator**  The School Attendance Coordinator will ensure   * that the school register of children is maintained in accordance with regulations * insofar as is practicable, promote the importance of good school attendance among children, parents and staff * pupil attendance is recorded daily * pupil attendance and punctuality is monitored * 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 * For seriously irregular absenteeism, the Attendance Coordinator will write to the parents inviting them to a meeting to discuss the problem * For chronic absenteeism the Attendance Coordinator will inform the Education Welfare Officer and notify the parents of this by letter * 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.   **Class Teacher**  The class teacher will   * monitor pupil attendance and punctuality * monitor patterns of absence in respect of individual children about whom they may be concerned * keep a record of explained and unexplained absences (explanatory notes should be retained for the duration of the academic year). These will be recorded on Databiz. * contact parents in instances where absences are not explained in writing * encourage children to attend regularly and punctually * inform the Attendance Coordinator of concerns s/he may have regarding the attendance of any pupil * inform the Attendance Coordinator when an individual child has been absent for **15** **days**. * For irregular absenteeism, the teacher will inform the parents by letter of her/his concerns about the child and seek to meet the parents to discuss the matter |
| Partnership arrangements (parents, students, other schools, youth and community groups) | The school completion programme operates in the school to target pupils who are considered to be at risk of leaving education early. Programmes such as The School Completion Programme will endeavour to lessen the impact of Social and / or economic disadvantage for those children coming from disadvantaged backgrounds. It will achieve this through individual and whole school initiatives such as   1. Fruit Friday 2. School lunches 3. Music classes 4. Dance classes 5. After school clubs 6. Summer camps   Parents are encouraged to help out with activities such as Fruit Friday, Shared reading sessions, Maths for Fun sessions and School libraries.  There is an invitation to all to attend the school Open Day on the first Saturday of March every year in order to see the school and the children’s work. In this way a positive attitude towards school is fostered by all in particular those parents who heretofore may have had negative feelings towards schooling. |
| How the Statement of Strategy will be monitored | All feedback from all partners to be given to school attendance co-ordinator who will liaise with staff and the Principal for any immediate action required and bring all feedback to the review process each October. |
| Review process and date for review | Reviewed annually by Board and staff. |
| Date the Statement of Strategy was approved by the Board of Management | BOM meeting Tuesday October 24th `17.  Reviewed by BOM February 26th `19. |
| Date the Statement of Strategy submitted to Tusla | 25th October 2017. |