



Scoil Mhuire Statement of Strategy for School Attendance

Name of school	Scoil Mhuire, Leixlip
Address	Green Lane, Leixlip
Roll Number	19459H
The school's vision and values in relation to attendance	<p>Scoil Mhuire endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils. The school strives to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.</p> <p>We aim:</p> <ul style="list-style-type: none"> • To ensure and maintain a high level of attendance at school by all pupils. • To raise parental and pupil awareness of the importance of regular school attendance • To identify pupils who have poor attendance • To promote and to foster positive attitudes to school and learning • To ensure compliance by all parties with the requirements of the relevant legislation.
The school's high expectations around attendance	The Staff and Management of ScoilMhuireexpect that every pupil comes to school every day unless there is a genuine reason. We expect that pupils come to school on time
How attendance will be monitored	<ul style="list-style-type: none"> • The school attendance of individual pupils is recorded on Aladdin (Register) together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations). • The roll call is taken at 10.20am each morning. Any pupil not present will be marked absent for the day. • A note from parents/guardians is required to explain each absence. Such notes will be retained by the class teacher for the year. • Parents/guardians must also provide a note if a child departs early during the school day. They must also sign out in the Secretary's Office. • Late arrivals are recorded by the class teacher. • Parents/guardians are informed in writing on the end of year report of the total number of absences during the school year.

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

Setting targets

- To improve Children's attitudes to attendance
- To raise attendance levels to the 95th%
- To improve punctuality

The Whole-School approach

All teachers must call the roll by 10.20

All teachers will record lateness

Principal will receive notification through Aladdin if a child misses 12 days.

Promoting Good Attendance - Rewards

Half termly

Class Based approach is used where individual children rewarded for 100% attendance.

-Junior classes: certificate

-Senior classes: raffle

-Photo of children in each class with full attendance displayed in hallway.

Whole School approach - the class with the best attendance will be rewarded with a certificate on their door. The class with the most certificates at the end of the year will receive a class prize.

End of year

-Medal for children who miss no days

-Certificate for children who miss one day

-Trophy for children who miss no days in 8 years.

Responding to Poor Attendance

-If a child is absent for **7 days, a text** will be sent to the child's parents informing them their child has missed 7 days. It is hoped that when parents receive this text, it may reduce the likelihood of further absences.

-If a child is absent for **12 days, a text** will be sent to the child's parents informing them that their child has missed 12 days.

-If a child is absent for **15 days**, the Principal will send a **letter** to the child's parents informing them of the absences. This will be **followed by a discussion** with the parent to agree a strategy to improve the child's attendance. The Principal will fill a **pre referral form** at this stage.

-If a child is absent for **20 days, a text** will be sent to the child's

	<p>parents. The school will inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.</p> <p>A text will be sent after every 5 days missed thereafter.</p>
School roles in relation to attendance	<p>Pupils: To make an effort to come to school every day and get involved in various aspects of school life</p> <p>Parents: To ensure pupils are in school every day unless there is a genuine reason To provide a note when a pupil returns to school after an absence. Attach a doctor's cert where necessary. To write a letter of explanation to the school if pupil goes on holidays during term time. To ensure pupil is in school by 9.20am (Roll is called at 10.20am)</p> <p>Teachers: To call the roll on time (10.20) To record lateness To keep all notes of explanation on file. To accurately record reasons for absence. To alert management of concerns re attendance/lateness/child protection (when a child misses 12 days)</p> <p>Principal: To monitor attendance data and identify trends and patterns in attendance. To follow up on poor attendance/punctuality To monitor attendance of pupils on priority list and follow up where necessary with phonecalls and meetings To liaise with Education Welfare Officer where applicable To ensure quarterly returns are made to Tusla.</p>
Partnership arrangements	Children, Parents, Staff, Board of Management, Education Welfare Officer
Monitoring Statement of Strategy	Periodically with alterations made where required
Review process	Reviewed annually by staff in September and BOM in Oct
Date the Statement of Strategy was approved by the BOM	24 th October 2017
Date the Statement of Strategy submitted to Tusla	10 th November 2017

