

Plean Scoile

St. Fiacc's

## Attendance Policy



St. Fiacc's N.S.  
Fírinne le Misneach

Formulated/Ratified/Reviewed	By
Formulated 13/1/2016	Staff
Ratified 26/1/2016	BOM
Reviewed 25/08/2021	Staff
Reviewed 28/09/2021	BOM
Reviewed 30/08/2022	Staff
Ratified 07/09/2022	BOM

Signed Chairperson BOM

*Lia Doocey*

## St Fiacc's NS Statement of Strategy for School Attendance 2022-2023

Name of School	St Fiacc's NS
Address	Killeshin Road, Graiguecullen, Carlow
Roll Number	19958C
The School's vision and values in relation to attendance	St Fiacc's embodies values which emphasises a good work ethos and striving for excellence.
The School's high expectations around attendance	We expect that every child comes to school unless there is a genuine reason. We expect that pupils come to school on time.
How attendance will be monitored	<p>Attendance will be monitored using <i>Aladdin</i> - an electronic roll. The roll is called by 10.10am daily.</p> <p>The following checklist applies:</p> <ul style="list-style-type: none"> <li>• After 6 days unexplained absence the class teacher phones the parent (see script)</li> <li>• After 6 latenesses the class teacher phones the parent (see script) with a view to improvement.</li> <li>• The class teacher will discuss the issue with the pupil where appropriate.</li> <li>• At <b>10 days absence</b>, a standard text is sent to the parent by the Secretary. (Agreed with Miss Kavanagh)</li> <li>• At <b>15 days absence</b>, a standard text is sent to the parent by the Secretary. (Agreed with Miss Kavanagh)</li> <li>• After a school attendance meeting with SCP, Sharon is informed which students, who have missed <b>20 school days</b>, are to be sent a letter</li> <li>• Appropriate In-school measures will be implemented and logged ie SCP involvement (brief referral or long referral form)/SET Support/care needs team involvement</li> <li>• Specific meetings will be arranged with parents/guardians to identify problems and agree solutions following monthly meetings with SCP, APII and Principal</li> <li>• Appropriate pupil interventions will be used and logged ie attendance improvement charts/certificates/Every School Day Counts Campaign.</li> <li>• If further concerns remain and the pupil has a poor attendance history a referral will be made to the Education Welfare Officer.</li> </ul>
<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 <i>To improve attendance &amp; punctuality.</i></li> </ul>	<p>Attendance rate 2021- 2022: 85.8%</p> <p>Target rate for 2022 - 2023: 90%</p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• All pupils will participate in the following <b>Universal in-school</b> programmes to improve participation and attendance: <i>Friends for Life/Fun Friends/Zippy's Friends; Transition programme</i></li> <li>• Targeted pupils will participate in the following activities where appropriate; <i>SCP Programme; Breakfast and lunch provision; Social skills programme; One to one meetings; Internet Safety; Sporting activities;</i></li> </ul> <p><b>After schools</b> programmes: CRYs afterschools programmes;</p>

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<ul style="list-style-type: none"> <li>• The whole school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p><b>During Holiday periods:</b> Refer students into local CRYIS Summer camp and sports Camps including <i>Cul Camps</i>. Targeted pupils will be offered a place on Summer Inclusion Programme if it takes place. Parents to be reminded around procedures for notification of student absences in Sept newsletter and by text. Follow up letters will be sent where attendance has improved.</p> <p>All teachers must call the roll and record lateness for the system to work. All teachers feedback concerns around lateness, poor attendance and signs of neglect to the APII for attendance before <i>Care Needs Meetings</i>.</p> <p>Good attendance is encouraged weekly at assembly. End of term certificates are awarded to pupils who achieve 95% attendance or higher. Discussion with Pupil (Where appropriate) - Phonecall – text- letter- house visit/Meeting - SCP phone support – EWO.</p>
<p>School roles in relation to attendance</p> <p><b>Parents</b></p> <p><b>Principal</b> <i>Oversight of Whole School Approach to Attendance and submission of EWO referrals to TESS .</i></p> <p><b>Miss Mary Kavanagh - APII with responsibility for school attendance</b></p> <p><b>Teachers</b> <i>Keep accurate attendance/punctuality records. Report attendance concerns to relevant school personnel.</i></p>	<p><b>Parents:</b> To ring Secretary/Principal on the first day of child's absence or record absence through <i>Aladdin Connect</i> app. To provide a note when the child returns. Attach a doctor's cert where necessary. To write a letter if a pupil goes on holidays during term time. To ensure the child is in school on time. (Roll is called at 10.00am)</p> <p><b>Principal</b> To maintain the school roll To lead and promote whole school attendance To implement attendance policy &amp; statement of strategy of attendance To act as Member of care team To link with appropriate people (SCP/EWO/APII/SEN/ Care team) To ensure accurate rolls are kept/Have system in place to track attendance</p> <p>To monitor whole school attendance (or delegated to post of responsibility) To implement/ oversee Ladder of intervention approach To link in with initiatives that promote attendance To provide a positive learning environment To raise staff awareness about attendance To put attendance as standing item on staff meeting agenda To complete SCP referrals where necessary</p> <p>To promote the Whole School Attendance Approach To maintain/take accurate attendance records (including explanation for absence; calling roll no later than 10:10am; keeping hard copy notes in a ziplock pouch; recording lateness/early collection on <i>Aladdin</i>). To promote the importance of attendance. To welcome children on return to school following absence.</p>



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<p><b>Year Heads/Members of In School Management Team</b>  <b>Oversight of attendance at selected Year Group</b></p> <p><b>School Completion Project Worker</b>  <b>Work with children and young people most at risk of early school leaving</b></p> <p><b>HSCL</b>  <b>Work with the salient adult in a child's life to promote their attendance, participation and retention</b></p>	<p>To provide a positive learning environment.          To get involved in attendance competitions eg 20 Day Challenge.          To identify emerging patterns of attendance issues within their own class group.          To have early (1<sup>st</sup>) contact/ discussion with children and parents re: attendance concerns. (ie initial 6 day unexplained absence phone call/6 day lateness phonecall).          To encourage children/ parents to come to school daily          To refer concerns to APII.          To check in and connect with pupils re attendance/lateness.          To discuss attendance at Parent Teacher meeting          To work in partnership with parents</p> <p>To refer attendance concerns to APII. To liaise with class teachers in a year group prior to monthly care meetings.</p>
	<p>To act as a Member of the care team.          To monitor attendance of target list children only and follow up where necessary with phone calls; meetings; house visits          To provide targeted supports and direct 1:1 and group interventions for children on the target list by SCP project staff.          To provide short-term whole class programmes to support attendance          To provide life skills coaching (e.g. Friends for Life)          To arrange in school/out of school/holiday period activities to improve attendance with priority list pupils          To liaise with the Principal and APII regularly</p>
	<p>Build relationships with parents          Member of care team</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	School Completion Programme (Tusla); Carlow Regional Youth Services; Barnardos; Parents; BOM; GAA; local Secondary schools.
How the Statement of Strategy will be monitored	Periodically with alterations made where required.
Review process and date for review	Reviewed annually by Board and staff in September.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	

## Appendix 1

### Attendance Checklist for class teachers.

1. At 6 days **unexplained**, confer with Miss Kavanagh/Mr Brennan and ring parent seeking an explanation.

Sample wording

"Hello is this \_\_\_\_\_? This is Miss \_\_\_\_\_, \_\_\_\_\_'s teacher. I'm just calling as I've noticed \_\_\_\_\_ has missed 6 days this year and I have received no explanation for these absences. Is there any particular reason why \_\_\_\_\_ has been absent? .....Thank you for clearing that up. It's school policy that we have to make these calls. If you could write a note explaining the absences that would be really helpful or you could log them on Aladdin Connect"

\*If pupil is on SCP list (yellow diamond), message Lorraine Farrell (SCP) before making call.

\*\*Log the phonecall on Aladdin on child's documents and edit reasons given on Aladdin Connect if satisfactory reasons are provided.

\*\*\*If a parent is not on Aladdin Connect invite them to contact Sharon to be registered.

2. At 6 days **lateness**, confer with Miss Kavanagh/Mr Brennan and ring parent seeking an explanation.

Sample wording

"Hello is this \_\_\_\_\_? This is Miss \_\_\_\_\_, \_\_\_\_\_'s teacher. I'm just calling as I've noticed \_\_\_\_\_ has been late on 6 occasions and I have received no explanation for this lateness. Is there any particular reason why \_\_\_\_\_ has been late? .....Thank you for clearing that up. It's school policy that we have to make these calls. If you could write a note explaining the lateness that would be really helpful or you could log them on Aladdin Connect. Class starts at \_\_ sharp and the fact that \_\_\_\_\_ arrives late means that he is missing quite a lot of important work. \_\_\_\_\_ has missed at least \_\_ minutes to date. Your support is greatly appreciated. Let's monitor the situation and I will keep you informed"

\*If pupil is on SCP list (yellow diamond), message Lorraine Farrell (SCP) before making call.

\*\*Log the phonecall on Aladdin on child's documents and edit reasons given on Aladdin Connect if satisfactory reasons are provided.

\*\*\*If a parent is not on Aladdin Connect invite them to contact Sharon to be registered.

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3. At **10 days absence**, a standard text is sent to the parent by the Secretary. (Agreed with Miss Kavanagh)

TEXT Wording

"Dear \_\_\_\_\_, Please note your child has missed 10 days or more this year. This is a standard text, we understand you may have given notes. If not please provide notes. Thank you. Miss Mary Kavanagh. Attendance Coordinator.

Sharon will log that the 10 day text was sent on Aladdin Connect.

4. At **15 days absence**, a standard text is sent to the parent by the Secretary. (Agreed with Miss Kavanagh)

TEXT Wording

"Dear \_\_\_\_\_, Please note your child has missed 15 days or more this year. This is a standard text, we understand you may have given notes. If not please provide notes. Thank you. Miss Mary Kavanagh. Attendance Coordinator.

Sharon will log that the 15 day text was sent on Aladdin Connect.

5. After a school attendance meeting with SCP, Sharon is informed which students, who have missed **20 school days**, are to be sent a letter

LETTER WORDING

Dear \_\_\_\_\_,

As you are aware, your child \_\_\_\_\_, has been absent from school for 20 days since the start of the school year. In accordance with the education welfare act 2000, I am obliged to notify the Education Welfare Officer of same. Please contact the school secretary if you wish to discuss the matter further with the Principal.

Yours sincerely,

Mr Brennan

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## Appendix 7: Roles and Responsibilities for Attendance within the School Community

Position	Key Responsibilities	Recommended Tasks	Strength	Ok for now	Could be better	Urgent Gap	Don't Know
Board of management	Ensure all relevant policies are ratified and reviewed regularly	<ul style="list-style-type: none"> <li>• Submit Statement of Strategy of Attendance</li> <li>• Implement and review DEIS Action Plan for Improvement – Attendance</li> <li>• Request and review attendance statistics via Principal's Report</li> <li>• Report all suspensions/ expulsions/ reduced timetables</li> <li>• Provide funding for attendance initiatives</li> <li>• Oversight of the school roll</li> <li>• Comply with all circulars and directives from Department of Education and TESS EWS in relation to attendance</li> </ul>					
Principal	Oversight of DEIS plans and whole school approach to attendance Submission of EWO referrals and AAR to Tusla EWS	<ul style="list-style-type: none"> <li>• Maintain the school roll</li> <li>• Lead and promote whole school attendance</li> <li>• Provide rewards for attendance</li> <li>• Implement attendance policy &amp; statement of strategy of attendance</li> <li>• Member of care team/ support team/ attendance meeting with HSCL/ SCP</li> <li>• Link with appropriate people (SCP/ HSCL/EWO/SEN/ Care team)</li> <li>• Ensure accurate rolls are kept/Have system in place to track attendance</li> <li>• Monitor whole school attendance (or delegated to post of responsibility)</li> <li>• Implement/ oversee Ladder of intervention approach (<i>sample below</i>)</li> <li>• Link in with initiatives that promote attendance (e.g. DCU awards)</li> <li>• Provide a positive learning environment</li> <li>• Raise staff awareness about attendance</li> <li>• Put attendance as standing item on staff meeting agenda</li> </ul>					
Class teacher/ subject teacher	Keep accurate attendance/ punctuality records Report attendance concerns to relevant school	<ul style="list-style-type: none"> <li>• Promote the whole school attendance approach</li> <li>• Maintain/ take accurate attendance records</li> <li>• Promote the importance of attendance</li> <li>• Welcome children on return to school following absence</li> <li>• Provide a positive learning environment</li> <li>• Get involved in attendance competitions</li> <li>• Identify emerging patterns of attendance issues within own class group</li> </ul>					



	personnel	<ul style="list-style-type: none"> <li>• Have early (1<sup>st</sup>) contact/ discussion with children and parents re: attendance concerns</li> <li>• Encourage children/ parents to come to school daily</li> <li>• Refer concerns to HSCL/ year head/ principal (<i>sample HSCL request form below</i>)</li> <li>• Check and Connect</li> <li>• Discuss attendance at Parent Teacher meeting</li> <li>• Work in partnership with parents</li> </ul>				
Year head/ A post (2 <sup>nd</sup> Level)	Oversight of attendance of specified class group	<ul style="list-style-type: none"> <li>• Track attendance and identify emerging trends/ patterns of absence</li> <li>• Send letters to parents re: attendance using Plain English (<a href="http://www.nala.ie">www.nala.ie</a>)</li> <li>• Phone calls to parents</li> <li>• Discuss attendance at Parent Teacher meeting</li> <li>• Refer to care team/ attendance meetings/ HSCL/ SCP</li> </ul>				
HSCL	Work with the salient adult in a child's life to promote their attendance, participation and retention	<ul style="list-style-type: none"> <li>• Build relationships with parents</li> <li>• Member of care team/ support team/ attendance meeting</li> <li>• Promote whole school attendance</li> <li>• Communicate with staff/ SCP/ EWO</li> <li>• Run, support &amp; fund attendance drives/ rewards/ incentives (with parental involvement)</li> <li>• Provide courses for parents to develop parental capacity</li> <li>• Organise welcome meetings/ events for incoming parents, with a focus on attendance</li> <li>• Manage/ review HSCL target list (in consultation with staff, HSCL, SCP, EWO)</li> <li>• Phone calls/ home visits* to parents on HSCL target list</li> <li>• Identify appropriate support and referral to outside agencies for families (e.g. Meitheal, Barnardos etc.)</li> <li>• Complete preventative work pre-EWO referral</li> <li>• Participate in Meitheal process</li> <li>• Support policy development (e.g. DEIS, Statement of Strategy of Attendance)</li> <li>• Identify/ prioritise small group in Senior Cycle, in consultation with care team and principal (2<sup>nd</sup> Level only)</li> </ul>				
SCP	Work with children and young people most at risk of	<ul style="list-style-type: none"> <li>• Member of care team/ support team/ attendance meeting (project worker/ SCP staff normally in the school who has 'local knowledge')</li> <li>• Monitor attendance of target list children only</li> </ul>				

	early school leaving	<ul style="list-style-type: none"> <li>• Provide targeted supports and direct 1:1 and group interventions for children on target list by SCP project staff (examples below)</li> <li>• Provide short-term whole class programmes to support attendance</li> <li>• Provide life skills coaching (e.g. Friends for Life)</li> <li>• Provide therapeutic interventions (up to €5000)</li> <li>• Run school holiday programmes (Mid-term; Easter; summer)</li> <li>• Run breakfast club</li> <li>• Run after-schools clubs/ trips</li> <li>• Work with out-of-school provisions</li> <li>• Complete preventative work pre-EWO referral</li> <li>• Participate in Meitheal process</li> <li>• Home visits (when dealing directly with child)*</li> <li>• Support policy development (e.g. DEIS, Statement of Strategy of Attendance)</li> </ul>					
EWO	Carry out legal functions under Education (Welfare) Act	<ul style="list-style-type: none"> <li>• Give talks to incoming Junior Infant and 1<sup>st</sup> Year parents (depending on capacity)</li> <li>• Give staff talks (depending on capacity)</li> <li>• Receive referrals</li> <li>• Carry out initial assessment</li> <li>• Draft case plan</li> <li>• Implement 24-week practice model</li> <li>• Link with other agencies (SCP / HSCL/ principal etc.)</li> <li>• Work open cases</li> </ul>					