

St Fiacc's NS Statement of Strategy for School Attendance 2023-2024

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"> • After 6 days unexplained absence the class teacher phones the parent (see script Appendix 1) • After 6 latenesses the class teacher phones the parent (see script Appendix 1) with a view to improvement. • The class teacher will discuss the issue with the pupil where appropriate. • At 10 days absence, a standard text is sent to the parent by Miss Kavanagh) • After a care team meeting, Miss Kavanagh sends a letter to students who have missed 20 school days. • Appropriate In-school measures will be implemented and logged ie SCP involvement (brief referral or long referral form)/SET Support/care needs team involvement • Specific meetings will be arranged with parents/guardians to identify problems and agree solutions following discussions with EWO, SCP, APII and care team. • Appropriate pupil interventions will be used and logged ie attendance improvement charts/certificates/Every School Day Counts Campaign. • If further concerns remain and the pupil has a poor attendance history a referral will be made to the Education Welfare Officer.
<p>Summary of the main elements of the school's approach to attendance</p> <ul style="list-style-type: none"> • Target setting and targets <i>To improve attendance & punctuality.</i> 	<p>Attendance rate 2022-2023: 88.6%</p> <p>Target rate for 2022 - 2023: 90%</p> <p>Activities:</p> <ul style="list-style-type: none"> • All pupils will participate in the following Universal in-school programmes to improve participation and attendance: <i>Friends for Life/Fun Friends/Zippy's Friends; Transition programme</i> • 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> <p>After schools programmes: CRYs afterschools programmes;</p> <p>During Holiday periods: Refer students into local CRYs 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.</p>

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<ul style="list-style-type: none"> ● The whole school approach (For continuum of Support Attendance format see Appendix 3) ● Promoting good attendance ● Responding to poor attendance 	<p>MD-MTSS (Multi-Dimensional Multi Tiered System of Support)</p> <p>Tier 1(>95%) Themes</p> <ul style="list-style-type: none"> - Whole school culture and climate - Tracking/monitoring attendance - Communicating standards and involving parents - Rewarding good/improved attendance <p>Tier 1 approaches</p> <ul style="list-style-type: none"> - School wide Positive Behaviour Supports - Work to have positive relationships with parents and students - School wide trauma- informed practices (Connect before you Correct; Stay Curious not Furious; Behaviour is Communication; Believe in Relationships) - Bullying prevention efforts - Social support (Power of 1 caring adult +1 good friend) or (3 caring adults + 2 good friends + 1 school activity) - *Make sure all pupils have a personal connection with at least 1 adult and 1 peer (survey). - Positive greetings at the door - Learn something personal about your student - Emphasise attendance <i>year round</i>. (2 annual campaigns) - Raise attendance at P/T meeting - Educate parents on the importance of attendance at enrolment & class meetings, display posters/banners; utilise communication vehicles - Plan fun activities on day before/after holidays/3 day weekends - Teach routines for when pupils come late to class/return from an absence & welcome back after an absence - Recognise satisfactory and improved attendance monthly, termly, periodically - Recognise best attending classes monthly (Appendix 2) <p>Goal: at least 80% of pupils reach Tier 1 levels of attendance</p> <p>Tier 2 At risk of chronic absenteeism <95% but >90%</p> <p>Goal: No more than 15% of students</p> <p>Tier 3 Chronic absenteeism <90%</p> <p>Goal: No more than 5% of students</p> <p>Parents to be reminded around procedures for notification of student absences in Sept newsletter and by text.</p> <p>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 APlI for attendance before <i>Care Needs</i> Meetings.</p> <p>Good attendance is encouraged weekly at assembly. Target list pupils will be rewarded for short term attendance improvements. Whole school attendance campaigns will take place periodically..</p> <p>Discussion with Pupil (Where appropriate) - Phonecall – text- letter- house visit/Meeting - SCP phone support – EWO.</p>
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<p>School roles in relation to attendance</p> <p>Parents</p> <p>Principal <i>Oversight of Whole School Approach to Attendance and submission of EWO referrals to TESS.</i></p> <p>Miss Mary Kavanagh - APII with responsibility for school attendance</p> <p>Teachers <i>Keep accurate attendance/punctuality records. Report attendance concerns to relevant school personnel.</i></p>	<p>Parents:</p> <p>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>*Children may not be removed early from class unless for HSE appointment or family emergency. The removal from class causes significant disruption to classes and the running of the school.</p> <p>In the event that a child has a HSE appointment:</p> <ol style="list-style-type: none">1. Inform teacher and Secretary via Aladdin/email2. Teacher arranges for pupil to be at office for collection.3. Pupil is signed out by parent4. All early removals are recorded on Aladdin <p>Yard time (10.50-11.10 & 12.50-1.10) Due to unavailability of staffing during yard times, pupils cannot be removed from yard for early collection so prior notice of HSE appointment is required</p> <p>Principal</p> <p>To maintain the school roll To lead and promote whole school attendance To implement attendance policy & 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 Aladdin). To promote the importance of attendance. To welcome children on return to school following absence. 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.</p>
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<p><i>Year Heads/Members of In School Management Team</i> <i>Oversight of attendance at selected Year Group</i></p> <p><i>School Completion Project Worker</i> <i>Work with children and young people most at risk of early school leaving</i></p> <p><i>HSCL</i> <i>Work with the salient adult in a child's life to promote their attendance, participation and retention</i></p>	<p>To have early (1st) contact/ discussion with children and parents re: attendance concerns. (ie initial 6 day unexplained absence phone call/6 day lateness phonecall).</p> <p>To encourage children/ parents to come to school daily</p> <p>To refer concerns to APII.</p> <p>To check in and connect with pupils re attendance/lateness.</p> <p>To discuss attendance at Parent Teacher meeting</p> <p>To work in partnership with parents</p> <p>To log early collections through Aladdin Connect</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.</p> <p>To monitor attendance of target list children only and follow up where necessary with phone calls; meetings; house visits</p> <p>To provide targeted supports and direct 1:1 and group interventions for children on the target list by SCP project staff.</p> <p>To provide short-term whole class programmes to support attendance</p> <p>To provide life skills coaching (e.g. Friends for Life)</p> <p>To arrange in school/out of school/holiday period activities to improve attendance with priority list pupils</p> <p>To liaise with the Principal and APII regularly</p> <p>Build relationships with parents</p> <p>Member of care team</p>
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p>School Completion Programme (Tusla); Carlow Regional Youth Services; Barnardos; Parents; BOM; GAA; local Secondary schools.</p>
<p>How the Statement of Strategy will be monitored</p>	<p>Periodically with alterations made where required.</p>
<p>Review process and date for review</p>	<p>Reviewed annually by Board and staff in September.</p>
<p>Date the Statement of Strategy was approved by the Board of Management</p>	
<p>Date the Statement of Strategy submitted to Tusla</p>	

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.

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.

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

4. 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

Appendix 2

St Fiacc's Attendance initiatives

September	Ice cream van for best class & improved attenders
October	Best attendance Poster awards
November	20 day challenge
December	Christmas Jumper Day for best classes
January	Classroom movie for best classes
February	Be On Time Poster Campaign
March	Be On Time Campaign Egg Hunt
April	Crazy Hair Day

May	Class picnic for best class
June	Ice cream van for best class & improved attenders

Appendix 3 continuum of support model for attendance at St. Fiacc's NS

For Few

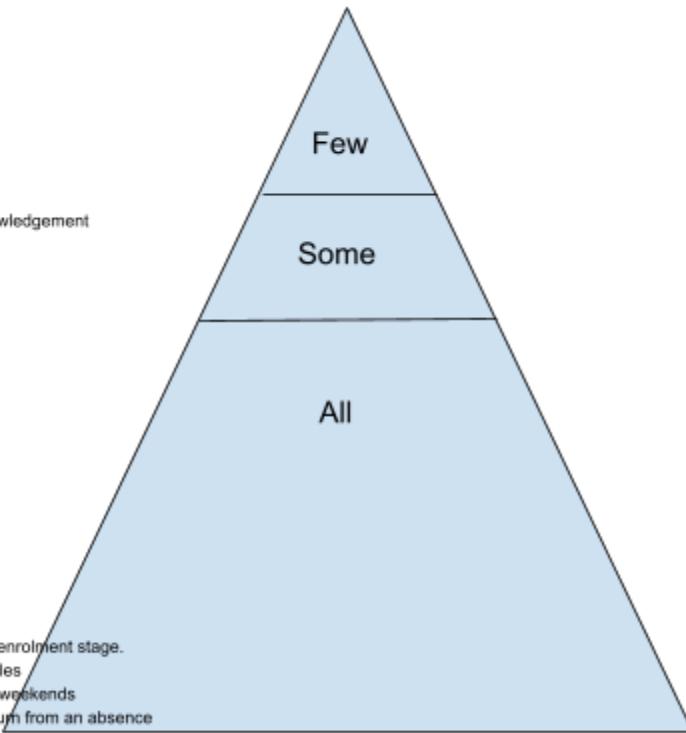
- Referrals
- EWQ/HSCL/Attendance coordinator clinics
- Early resolution clinics
- Meet with parents
- "Check & Connect" mentoring programme
- SCP programme

For Some

- Improved attendance certs, phone calls/public acknowledgement
- Positive behaviour rewards
- Social skills programmes
- Prioritise classes for extra curricular activities

For All

- 6 unexplained absence phone call
- 6 unexplained lateness phone call
- 20 day letter & ph call
- Nov & March campaigns
- Roll call on time
- Early collection monitoring
- Certs for excellent attendance
- School wide Positive Behaviour Supports
- School wide trauma- informed practices
- Social support (1+1; 3+2+1)
- Positive greetings at the door
- Raise attendance at P/T meeting & class meetings
- Educate parents on the importance of attendance at enrolment stage.
- Display posters/banners; utilise communication vehicles
- Plan fun activities on day before/after holidays/3 day weekends
- Teach routines for when pupils come late to class/return from an absence & welcome back after an absence



Appendix 4

Figure 3: Spheres of a child's life that impact on school attendance

