

Attendance Policy



Scoil Bhride Shantalla

Introduction

Scoil Bhride endeavors to create a safe, welcoming environment for our pupils and their parents/guardians. Parents/guardians are consulted in drafting and reviewing policies with the aim of promoting a high-level of co-operation among the school community. The teaching staff collaborates in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils.

There has been a significant change in Attendance patterns since the outbreak of Covid-19 and the advice given at the time had a huge effect on the level of Attendance in our school. As a school we recognised the importance of the strategy recommended during Covid however in the post Covid era it is important to recognise and reiterate the importance of regular attendance at school. In the school year 2022-2023 the school decided to reexamine the attendance and make amendments to the existing policy. A lot of work had been undertaken in the whole area of Attendance so redrafting the policy was a concerted effort to draw all this together in a coordinated way.

Rationale¹

The main factors contributing to the formulation of a revised policy can be summarised as follows:

1. To promote and encourage regular attendance as an essential factor in our pupils' learning
2. Legislative requirements such as the Education Welfare Act 2000 and the Education Act, 1998

¹ In 2023-2024 there is a national governmental strategy to address Attendance.

3. The role of the EWO continues to be important but the policy also needed to reflect the changes made at national level with the abolition of the NEWB and the role created within TUSLA and TESS for Educational Welfare Officers
4. The level of disadvantage and the increase in the number of children coming from homeless families.
5. The increasing growth of technology and the change of School Management Systems.
6. To address the increasing problem of latecomers and time lost in school due to this form of tardiness.

Aims and Objectives

The revised policy is geared towards:

- To encourage pupils to attend school every day and punctually
- To share the promotion of school attendance amongst all in the school community and to raising awareness of the importance of school attendance
- To work closely with parents to ensure our pupils attend regularly and in time, thus enabling the children to fully avail of the holistic educational opportunities available to them
- To foster a positive, welcoming, caring environment where the well-being and education of the child is paramount.
- To foster an appreciation of learning and raise awareness of the importance of school attendance
- To promote positive attitudes to attendance in the school environment posters, charts, rewards, announcements, prizes, targeted fun events
- To raise awareness of the importance of regular school attendance
- Utilise Early intervention detecting to identify pupils who may be at risk of developing school attendance problems. and acknowledging the increasing level of homelessness within our school population and the consequences of this on our Attendance levels.
- Addressing issues at Infant level with Attendance.
- To ensure that the school has procedures in place to promote attendance and participation
- Developing, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems
- Identifying and removing, insofar as is practicable, obstacles to school attendance.
- To work closely with other schools, outside agencies to promote good attendance outcomes
- To identify ways in which this policy or practice could be used to promote good attendance or address poor attendance
- To inform the school community of its role and responsibility as outlined in the Education Act 1998 and to comply with requirements as outlined in the Education Welfare Act 2000²
- That ' At risk' students of Early School Leaving are identified early.³

² See Appendix 1

³ At Risk students can be categorised as those who miss more than 5 days in a 20-day period without an accompanying note of explanation from parents/guardians.

Compliance with School Ethos

This policy complements the school mission statement where Scoil Bhride is a happy, caring and welcoming place where pupils' confidence, behaviour and academic achievement are developed to the full.

Roles and Responsibilities

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance and have responsibility for monitoring, encouraging, liaising with Attendance Committee personnel and other key factors that promote attendance. The school makes regular returns to TUSLA.

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's Board of Management.

The Parents have a responsibility to send the child to school everyday unless there is a genuine reason for the absence and to be fully aware of the school policies and strategies for Attendance.

Role of the Parent/Guardian⁴

- Parents/guardians have an obligation to send their children to a recognised school and engage in full time education between the ages of 6 and 16.
- Parents/guardians are encouraged to get to know the Principal and the teachers and to communicate any concerns that they may have regarding their child's education and welfare.
- Parents/guardians are expected to pass on the notion of the importance of getting a good education and the importance of attending school every day
- Parents/guardians are expected to have their children in school every day, for the full day and on time.
- Show an interest in their child's school day and their child's homework.
- Encourage their children to participate in school activities.
- Instill in their children a positive self-concept and a positive sense of self worth.
- Parents/guardians are expected to let the school know if their child is absent and why.
- If an absence is known beforehand (eg. dental or eye appointment) the school should be notified of the intended absence. If possible children should be in school before and

⁴ See Appendix 1 for further details.

after appointments. Where possible appointments for children should be made outside of school times.

- Parents/guardians are encouraged not to take holidays during school time.
- Work with the school and the Education Welfare Officer (where applicable) to resolve any attendance issues.

Punctuality

School begins at 8.50am. All pupils and teachers are expected to be on time. Time lost is now recorded on Aladdin, the SMS for the school. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under the Education Welfare Act, to report children who are persistently late, to the Education Welfare Board.

Recording and Reporting Attendance⁵

The school attendance of individual pupils is recorded on the school's **Aladdin** system on a daily basis. Class attendance data is recorded daily on the school's **Aladdin** system. The annual attendance of each individual pupil is also available from the school's **Aladdin** system together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations). All information is also transferred to the Department of Education's Primary Online Database (POD).

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken by 10.30 a.m. 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 explanations must now be recorded on Aladdin and the record will be included on the system. Parents/guardians must also use Aladdin to record children departing early during the school day. It is also important for everyone in the school community to realise that late arrivals and early departures are recorded on Aladdin.

Parents/guardians are made aware of the requirements of the TUSLA particularly the by-law relating to absences of more than 20 days per school year.

⁵ See Appendix 3 for the updated strategy.

Parents/Guardians are informed in the end of year report of the total number of absences during the school year and Parents/Guardians receive notifications from the SMS of Absences on a regular abscess once they go over a 5 day cumulative absence threshold.

Attendance is addressed with parents/guardians at Parent/Teacher meetings and are informed of the school's concerns.

The school must 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.

Promoting Attendance

The school promotes good attendance by:

- Creating a safe, supportive, positive and welcoming environment based on mutual trust and respect, by displaying kindness, consideration, compassion and understanding, and by being vigilant in regard to issues that may affect attendance such as bullying etc.
- Registered pupils accurately and efficiently⁶
- Rewarding good attendance with certificates and medals on a regular basis.
- By encouraging children to stay in school for the full day. Children are only permitted to leave the school if they are collected by parent/guardian, or a known adult that has permission to collect the child, who has been authorised by the parents/guardian and the Principal. Older children are permitted to leave the school if there is a notification on Aladdin. Permission for this must also be sought from the Principal. If a parent/guardian is taking a child from school during school hours he/she must call the office, get permission from the Principal and sign the child out. If this becomes a regular occurrence or if there is not a valid reason for the child's removal the Principal will talk to the Parent/guardian and will encourage them to leave the child in school the full school day
- Attendance is monitored closely and the school gets in touch with parents/guardians if there are concerns

⁶ See Appendix 4

- Communicating to parents the school's policy in line with the requirements of the Education Act on procedures regarding absences and notifications of absences (i.e on the first day of absence or on the day of return and who to notify)

Whole School Strategies to Promote Attendance

- Fostering an environment that encourages children to attend school and to participate fully in the life of the school.⁷
- Encourage the children to engage in school activities, both curricular and extra curricular.
- Promotes the development of a positive self-concept and self worth in the children.
- Ensuring the school curriculum in so far as is practical is flexible, relevant and meets the educational needs of the individual child.
- Supporting pupils who have special educational needs in accordance with Department Guidelines. Ensuring internal communication procedures are in place to inform teachers of pupils with additional needs and special needs.
- Utilising the assistance of the Education Welfare Officer.
- The HSCL teacher works closely with parents who may experience difficulty in getting their children to school.
- Pupils with poor attendance will be supported insofar as is practical to improve their attendance. Attendance rates will be monitored by the class teacher and the Attendance Committee.
- **A certificate of congratulations is sent to parents of the children who attend school for a month without missing a day.** Our EWO **Paul McCavera** awards certificates to pupils who have full attendance during the school year.. Certificates are also available to pupils who improve their attendance over a short period of time, and to pupils who improve their overall attendance.
- **Homework Off' vouchers are given to children who attend school for a month without missing a day. Children are congratulated and receive a cert at Assembly when they attend school for a full month without missing a day.**
- At the end of each term a class prize is given to the class with the best overall attendance.

⁷ See Appendix 5 for "Every Day Counts" Scoil Bhríde strategy for Promoting Attendance.

- At the end of every term (a time where we have noted attendance tends to drop) extra incentives are put in place to encourage the children to come to school every day. This applies particularly at Infant level.
- Special awards are given to children who do not miss a single day at the end of every term and at the end of the school year.
- Appropriate contact takes place between the school and parents/guardians either via home visit **HSLO**
- New entrants and their parents/guardians are invited to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.
- The calendar for the coming school year is published annually in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.
- The question of equality of access is addressed through the school's policy on Equal Opportunity and Gender Equity.

TUSLA⁸

The Education Welfare Officers are employed throughout the country to offer advice, support and guidance to parents who need support in ensuring that their child attends school regularly. The main work of an Educational Welfare Officer (EWO) is around the welfare of the child and the family and on ensuring that concerns and problems are dealt with before school attendance becomes a crisis issue. However, if a parent fails in his or her duty to ensure that their child attends school, then the EWO has the power to take legal action against the parent under the Education (Welfare) Act, 2000. Taking legal action against a parent or guardian is a very serious matter. Legal action is the very last option and will only be taken in exceptional circumstances, when all other offers of support have failed and the parent has refused to cooperate with the EWO. Legal action will be taken if it is the only way a child's right to education can be safeguarded

⁸ Currently our EWO is Mr. Paul Mccavera

The Education Welfare Officer is informed if:

- A child is expelled
- A child is suspended
- A child has missed more than 20 days.
- The NEWB is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

SCP

The SCP is one of three strands of Tusla Education Support Service (tess) including the Home School Community Liaison (HSCL) Scheme and the Educational Welfare Service. All three strands share the same national outcomes. The SCP Programme is a programme to support children and young people who are at risk of early school leaving and students of school going age who are not currently attending school. SCP projects provide the following interventions to children and young people including evidence-based informed interventions at universal level to whole class/whole school groups., brief interventions for 8 weeks or less for students identified as needing an immediate short term SCP led intervention, targeted interventions to children and young people with significant support needs who have been identified through the SCP Intake Framework⁹. They support strategies that improve Attendance, Participation Retention. SCP project workers Identify and support students at risk of not reaching their potential in the educational system because of poor attendance, participation and retention that include in school, after school, holiday and out of school initiatives such as self esteem development, student support programmes, attendance monitoring and tracking programme, and therapeutic interventions using evidenced-based programmes. The SCP have a long term relationship with our school and they work in partnership with school management, school staff, HSCL Coordinator, and community agencies to provide best possible outcomes for targeted students and their families. SCP supports Scoil Bhríde with Attendance strategies and the SCP coordinator is on our Attendance Committee.

⁹ Only students in this target group need to be processed through the full Intake Framework referral.

Evaluation

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar Rolla, Records and Statistical Returns
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance.

Implementation/Ratification and Review

This policy has been in operation in the school since September 2010 and was updated in January 2015. It was reviewed in February 2022 and updated in October 2023.

References:

Don't let your Child Miss Out - NEWB 2004

Education Welfare Act 2000

Education Act 1998

Section 29 Education Act

Empty Desks - CDU Mary Immaculate

Ratification

This policy was adopted by the Board of Management on 10/10/23

Signed: Frank Keane, Chairperson of the Board of Management, Principal

Appendix 1: Strategies in the Event of Non-Attendance

Section 17 of the Education (Welfare) Act (2000), states that ‘the parent of a child shall cause the child concerned to attend a recognised school on each school day’.

Section 21 of the Act obliges schools to inform the Education Welfare Officer if a child is absent for more than 20 days in any school year, or if a child does not attend school on a regular basis.

In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child’s parents and the Principal of the school) may serve a ‘School Attendance Notice’ on any parent who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

Reasons for absence are recorded and reported to the EWB during the school year through an online system. An annual report is submitted – not more than six weeks following the end of the school year - detailing the overall level of attendance at the school during that school year. This information will be communicated to the school community through the school's website.

Appendix 2: Communication with Parents

The school informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000*. This information is posted on the school website. Parents of new children are informed on enrolment.

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 good 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 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.

Appendix 3: Strategy for Dealing with Attendance 2023 onwards

All absences must now be recorded on Aladdin by the Parents.

- In relation to concerns over the number of days missed the teacher will contact the parents to support the parent and see if the school can help in any way. The teacher will let the parent know of the school supports available such as HSL, SCP etc.
- Once the Teacher has contacted parents to support them around attendance issues and there are further absences the Home- School Teacher can make contact with the parent to see if there are any issues or any support the school can give the parent and child around attending. The Home School teacher will also inform the parent that the child may be referred to the Attendance Committee if there isn't an improvement
- Aladdin automatically flags the numbers of attendances. The system will let parents know when they are absent for 10 days, 15, days, 20 days etc.
- If the child is missing between 11-20 days, the Class teacher makes a referral to the Attendance Committee. The Attendance Committee will then decide at the next meeting whether to place the child on an Attendance Tracking List and/or what further interventions can be put in place. A child on the Tracking list will automatically be placed on the SCP referral Intake list and the form will be completed.
- If there is no Improvement the Principal will set up an Attendance Clinic with the Parent. The Principal will inform the Parent by letter or phone of the date of the Clinic. The EWO may attend the clinic on invite from the school.
- 20+ The matter will be referred to the Educational Welfare Officer. The parents will be informed by post by the Educational Welfare Officer and a meeting will be scheduled to discuss the matter.
- The Parent must inform the teacher of any medical, dental, psychological, Speech and Language, OT etc. appointments on Aladdin. This has to be done on the morning of or before the appointment so the teacher is aware of the appointment and can allow the child to leave. The child still has to be signed out.
- There has to be clear and valid reasons for collecting children before the official closing time of the school. The integrity of the school day is important. parents must have inputted the reason for collection on Aladdin before a child is allowed to leave early. Only parents/guardians or designated persons are allowed to collect the child and they have to be signed out. The parent, guardian has to inform the school on Aladdin of the designated person who is collecting the child.
- The Board of Management can add or amend the policy and any additions or amendments and parents will be informed of any changes.

Appendix 4: Transfer to Another School

Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school. This will come through the POD system and the child will only be removed from the school database when it shows a conflict on the POD system.

When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

Communication with other Schools

- When a child transfers from **Scoil Bhride** to another school, the school's records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer provided once parents have been informed by the new school that such records are being sought.
- When a child transfers into Scoil **Bhride** confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.
- Pupils transferring from **Scoil Bhride** to a post primary school will have their records forwarded on receipt of confirmation of enrolment. The Education Passport form will follow the child to the new school.

Scoil Bhride will assist second level schools by completing the agreed Transfer of Information Form to be forwarded by the second level college or school.

Appendix 5. "Every Day Counts"

"Every Day Counts"

- No young pupil is late intentionally and it is not their responsibility but their parents. Children can be greeted with a smile and 'Better late than never'.
- Remember some student absences are unavoidable. Don't punish students if it is not their fault.
- Don't encourage students to come to school sick or contagious just because you want good attendance.
- Create an atmosphere where students want to come to school.
- The best strategy to improve school attendance is to make your school or classroom a place where children want to come. Plan activities that children look forward to participating in. Greet each student with a smile and show you appreciate their presence.
- Lay down the rules in advance .Be clear with your students and let them know at the beginning of the year that attendance is very important. Don't let it slide and then walk in one day upset that so many students are absent.
- Set a good example.
- Meet with parents at the beginning of the school year to let them know how important attendance is. Give out monthly awards to students who were never absent that month. Give special privileges to children with perfect attendance. Even making mention that a student has not been absent since the beginning of the year when calling roll can make an impact on student's attendance is. Require students to get a note from parents if they are ever absent. If the attendance problem is extreme, you can require parents to call the school secretary as soon as a child is absent (or require that they call if they are absent more than one day).
- Stand United .The entire school should have the same policy regarding absences. It is very confusing for students when one teacher is very lax and does not mind absences and another teacher is very strict.
- Don't let it slide .If students start slacking off with school attendance, deal with the problem right away. Don't wait for the problem to be huge.
- Find out underlying reasons for poor attendance. If one student or a number of students miss classes frequently, find out if there is an underlying problem. For example, is there a bully

students are scared of? Is there a very strict teacher students are trying to avoid? Find out the underlying reason so you can deal with the real problem.

- When a pupil has been late or absent it is important to positively welcome them into the class on their return.
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Attendance and Punctuality Infant Strategy

The issue of punctuality and attendance is an issue which affects the educational progress of the children in the Infants section of Scoil Bhríde. This has been a source of frustration for the whole staff and has been raised at Senior Management Meetings, Literacy/Numeracy and Strategy Review Meetings at SEN meeting in November 2011.

Ms. Mulgannon and Ms. Divilly organised a campaign to improve the situation and the strategies decided on were piloted between January and June 2012.

The campaign made a significant impact and will be continued for 2012-2013 and reviewed at the end of the school year.

Aims:

- o The campaign endeavoured to improve attendance and punctuality in Infants rooms to enable them access the curriculum and reach the Literacy and Numeracy targets set out for them.
- o The campaign established a communication system with parents and set up an accountability procedure for children who are outside the remit of the NEWB.
- o A dual approach was piloted from January to June 2012 and the Junior Infant and Senior Infant classes were targeted. This approach will continue in 2012-2013.

Strategy 1: Targeting Families.

Specific families with a pattern of poor attendance and tardiness will be targeted and meetings called to address the issue.

Step 1.

The class teacher meets with both parents (if possible) re -the pattern of poor attendance or punctuality. The teacher uses her discretion and good judgement in regard to the meetings. The approach should be sensitive and non –confrontational. The importance of good routines and social interaction for the children should be stressed to the parents and improvements sought for the sake of the child's progress. It may be helpful to show the parents the level their child could be at and where they are actually at. This should be done sensitively and taking into account the child's age and level of ability.

Teachers can be supported by the Resource/L.S. prior to these meetings.

Step 2.

Should there be no significant improvement the parents are invited to meet with Teacher and Resource Teacher/ Learning Support Teacher.

The concerns of the staff should be made clear and the impact of the poor time keeping and/or attendance on the child's progress should be addressed.

The attendance of the child should be presented in writing and gone through.
Parents will be asked to sign off on this and this record kept on file.

Step 3.

If there is not an improvement the matter goes to the Principal.

The parents may be advised that there is an issue of neglect involved and the NEWB and/or H.S.E. can be consulted.

Strategy 2: Encouraging Good Attendance and Punctuality.

Good time keeping and attendance will be encouraged and reinforced on a consistent basis.

- Assemblies will be held on a fortnightly basis for Infants. These will be timetabled and regular. Attendance and punctuality will be reinforced, encouraged and rewarded.
- Improved attendees will be acknowledged and highlighted.
- The Golden Book will be introduced.
- A rota of Resource Teachers and L.S.T. will be organised so that the Infant rooms will be visited on a daily basis.

Further ideas to be explored.

- Talk to Teachers of Infant classes for ideas and to identify children.
- Talk to teachers who have completed the Incredible Years programme.
- School Newsletter. Children who did not miss a day will be named.
- Social story-particularly suitable for children with SEN.
- Text to parents reminding them of start time.
- Aim to have everybody in school on time for one day in the half –term. Everybody works towards it. No homework and extra playtime as reward.
- Whiteboard. Picture of each child and child transfers picture from a home to an 'Im in school' section.... A smiley face
- Aim for everyone to arrive on time for one day.
- Useful Websites -Ann has a list.
- Adopt a slogan.... 'Every day counts'?

"Every Day Counts"

- No young pupil is late intentionally and it is not their responsibility but their parents. Children can be greeted with a smile and 'Better late than never'.
 - Remember some student absences are unavoidable. Don't punish students if it is not their fault.
 - Don't encourage students to come to school sick or contagious just because you want good attendance.
 - Create an atmosphere where students want to come to school.
 - The best strategy to improve school attendance is to make your school or classroom a place where children want to come. Plan activities that children look forward to participating in. Greet each student with a smile and show you appreciate their presence.
 - Lay down the rules in advance .Be clear with your students and let them know at the beginning of the year that attendance is very important. Don't let it slide and then walk in one day upset that so many students are absent.
 - Set a good example.
 - Meet with parents at the beginning of the school year to let them know how important attendance is. Give out monthly awards to students who were never absent that month. Give special privileges to children with perfect attendance. Even making mention that a student has not been absent since the beginning of the year when calling roll can make an impact on student's attendance is. Require students to get a note from parents if they are ever absent. If the attendance problem is extreme, you can require parents to call the school secretary as soon as a child is absent (or require that they call if they are absent more than one day).
 - Stand United .The entire school should have the same policy regarding absences. It is very confusing for students when one teacher is very lax and does not mind absences and another teacher is very strict.
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 - Find out underlying reasons for poor attendance. If one student or a number of students miss classes frequently, find out if there is an underlying problem. For example, is there a bully students are scared of? Is there a very strict teacher students are trying to avoid? Find out the underlying reason so you can deal with the real problem.
 - When a pupil has been late or absent it is important to positively welcome them into the class on their return.
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Further Ideas ...some we do already.

- An Early Bird scheme where pupils are encouraged to attend fully and punctually for a week, receiving a sticker for each attendance. Letters go out to parents prior to the scheme requesting their support. After the week, all pupils with full attendance receive a certificate and can be entered into a prize draw.

- The children can take part in creative writing exercises and design posters etc around attendance.

- Attendance Tree project, pupils are given a gold leaf for 100 per cent attendance, silver for over 98 per cent, and bronze for over 95 per cent. At the end of each term, the pupils add their leaves, with their names on, to the tree, and are presented with a certificate in School Assembly. At the end of the year, those with over 95 per cent attendance over the whole year are entered into a prize draw.

Appendix 3

Scoil Bhríde Attendance Strategy 2012 – 2013

Staged Approach

Stage 1 Class Teacher monitors her/his pupils' absence.

Class Teacher identifies pupils with 5 days absence and informs office.

Class Teacher makes parent aware of 5 days absence through letter or meeting and informs them that their child has come to the attention of the Attendance Committee and

that their absence is now being monitored.

Stage 2. At 10 days absence or if no improvement is evident, Class Teacher informs HSCL and requests Home Visit.

Stage 3. At 15 days absence or if no improvement is evident, parent is requested to attend a formal meeting with the Attendance Committee where targets will be set for improved attendance.

Stage 4. At 20 days absence or if no improvement is evident through the above stages, the NEWB will become involved officially and legal proceedings may follow.

Attendance Committee

Attendance Committee : Frank Keane, Mary O'Loughlin, Anne McGrath, Paul McCavera, Karen Dunne
SCP

Meets first week of every month.

Monitors school attendance/absence.

Targets families requiring support/intervention to improve attendance.

Staff to contact committee member regarding attendance concerns.

Rewarding Good Attendance

Good attendance will be positively reinforced at regular school assemblies.

Rewards will be provided for good attenders i.e. certificates, medals pencils etc.

Class teachers are encouraged to use their own reward system to improve attendance in their classes.

An 'Attendance Blitz' will take place annually.

A class treat (eg cinema trip) will be provided for the class with the best attendance.

Medals for full attendance for the Autumn Term will be presented at assemblies first week back in January.