



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Statement of Strategy for School Attendance

Name of school	St. Laurence's N.S.
Address	Martin's Row Chapelizod, Dublin 20
Roll Number	10653e
The school's vision and values in relation to attendance	St. Laurence's N.S. affirms the importance of school attendance and aims to build a culture of high expectations among all staff and students . The school recognises how attendance impacts on the student's engagement, participation and learning. St.Laurence's N.S. recognises the complexity of issues surrounding school attendance and strives to work in partnership with the students, their parents and support agencies to address problems. We recognise the ability of all students to attend school, take advantage of a variety of learning opportunities, learn well and reach their full potential.
The school's high expectations around attendance	St. Laurence's N.S. expects to provide a warm, welcoming and supportive learning environment for its students. It is our intention that our good standards of

	<p>attendance are maintained and that best practice in attendance and punctuality are implemented. In doing so we expect that students will arrive promptly for school each morning at 8.50am. In addition students will attend school every day that the school is open, unless there is a genuine reason for him or her not to attend.</p>
<p>How attendance will be monitored</p>	<p>St. Laurence's N.S. recognizes the importance of recording, tracking and monitoring attendance. As such the school will utilize the following methods to monitor attendance:</p> <ul style="list-style-type: none"> • A register of all pupils who are admitted to the school is maintained on the Primary Online Database. • Attendance is taken at the beginning of each school day and recorded by each class teacher in the Leabhar Rolla. • Daily attendance figures are recorded on the Leabhar Tinrimh Laethúil spreadsheet, which is printed off and signed by the school principal. • If a student arrives late/ leaves early they sign the relevant book in the school office. • We encourage parents to communicate reasons for absences to the school in writing on the school's standard absence slip. The class teacher retains these slips, which are used to monitor attendance and inform attendance returns to the Education Welfare Services- Tusla. • We have regular communication with parents and provide them with updates on their child's attendance. Letters are mailed to parents when their child has missed 10 days, 15 days

	<p>and finally 20 days during a given year.</p> <ul style="list-style-type: none"> • Once a child misses twenty days the school is legally obliged to inform the Education Welfare Services and an Education Welfare Officer may be in contact with the parents.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<ul style="list-style-type: none"> • To give updates on school attendance at Board of Management meetings. • Highlight the importance of attendance and positive affirmation of attendance when the roll is being taken. • Record attendance in students' school reports. • Display which celebrates students with good attendance. • Distribution of Tusla's Educational Welfare Services' leaflet entitled Don't Let Your Child Miss Out. • Involve parents in all aspects of school life and promote good communication between home and school. • Provide curricular and extra-curricular activities such as art, drama, music, sporting and IT enrichment activities to encourage high levels of attendance. • Reward systems which celebrate good attendance i.e. certificates • Foster links with other schools, youth organisations and local organisations. • Equality of Participation: Children are not excluded from participating in activities because of inability to pay e.g. school tours. • Curriculum: Understanding and support are given to children who have difficulty with or who are reluctant to engage in certain aspects of the curriculum.

	<ul style="list-style-type: none"> • To engage with support agencies such as the Department of Education and Skills, National Psychological Service (NEPS), National Behavioural Support Service (NBSS), the National Council for Special Education (NCSE), the HSE and Tusla - the Child and Family Agency .
<p>School roles in relation to attendance</p>	<p>Board of Management</p> <ul style="list-style-type: none"> • The Board of Management has overall responsibility for the preparation, implementation and review of the Statement. <p>School Principal:</p> <ul style="list-style-type: none"> • The Principal, in conjunction with the school secretary, must organise a register of all students who are present in the school at the start of each school year. • The Principal must record the details of all students on the school register on the 30th of September and input on the department's data base (esinet) as part of the October returns. • The Principal shall, after admitting a student from another primary school notify the Principal of the previous school that he/ she has registered said student. • Maintain a record of attendance and non- attendance of each registered student. • Notify the Educational Welfare Board: Where the aggregate number of school days absent during a school exceeds 20 days. • Lead the implementation, monitoring and review of the Statement of Strategy for School Attendance.

Teachers:

- Ensure attendance data are recorded accurately in the Leabhar Rolla and reviewed in line with school procedures.
- Alert the school principal if there are concerns about student absences.
- Provide support to students who have difficulty in attending school on a regular basis.
- Set high expectations for punctuality and attendance in their classrooms and set a good example.
- Actively use the school's Attendance Strategy to promote attendance.

Parents:

- Set high standards for their child in relation to attendance and punctuality.
- Ensure that their child attends and arrives at school on time.
- Avoid taking their child out of class unless there is a serious reason.
- Avoid taking their child on holidays during term time.
- Notify the school in the form of a written note or a doctor's certificate as to the reason for each absence.
- Sign the relevant book if their child is late for school or leaving early during the school day.
- Engage with the school if there is a problem about their child's attendance and support plans to address the problem.

Pupils:

- Attend school every day unless there is a valid reason not to.
- Be punctual.
- Bring a note explaining the reason for absences for every absence.

<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p>Parents</p> <ul style="list-style-type: none"> • Parental involvement to support school policies are strongly encouraged. • Policy development and review includes input from parents . • School activities and achievements will be celebrated in our school newsletter produced once each term. <p>Students</p> <ul style="list-style-type: none"> • Students are central partners in this process. <p>Other Schools</p> <ul style="list-style-type: none"> • Constant links with local schools are fostered. • Provision of relevant information eg. school reports, educational information (SEN) to other primary or second level schools to which a student may be transitioning or transferring. <p>Youth and community Groups</p> <ul style="list-style-type: none"> • We maintain positive links with our local community Gardaí, Fire safety Officer, Litter Warden etc. who are invited to speak to the children on a variety of issues • We liaise with support organisations such as NEPS, NCSE, HSE and CAMHS to support our students with special educational needs. • We encourage the students to become involved in local programmes and activities such as the Tidy Towns, Scouts etc.
<p>How the Statement of Strategy will be monitored</p>	<ul style="list-style-type: none"> • Provide opportunities at staff meetings for staff to share their experience of attendance and to review progress of the attendance strategy.

	<ul style="list-style-type: none"> • Update the Board of Management on attendance figures at each Board of Management meeting. • Formal review of the Statement of Strategy as part of preparation of the Board of Management's annual report on attendance (as per Section 21(6)(a)(b) of Education (Welfare) Act 2000) to Tusla's Educational Welfare Services and the Parent Association.
Review process and date for review	Review: June 2018
Date the Statement of Strategy was approved by the Board of Management	1 st June 2017
Date the Statement of Strategy submitted to Tusla	14 th September 2017

Signed: _____ Date: _____
 Rev Ruth Noble
 Chairperson – Board of Management

Signed: _____ Date: _____
 Vanessa Carty
 Principal