



**The Statement of Strategy
for School Attendance**

Name of school	Scoil Chiaráin
Address	St. Canice's Road, Glasnevin, Dublin 11
Roll Number	19325J
The school's vision and values in relation to attendance	Scoil Chiaráin "strives to maximise the learning skills, social skills, self worth and sense of independence of it's pupils." In order to benefit fully from the programme on offer, we believe that students need to attend regularly.
The school's high expectations around attendance	Scoil Chiaráin seeks to: • To promote positive attitudes to and foster an appreciation of learning • To create a nurturing, safe learning environment where students feel welcome and secure • To raise awareness of the importance of school attendance • To identify students at risk of leaving school early • To enhance the learning environment where children can make progress in all aspects of their development • To provide a relevant, varied and interesting learning experience for students • To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner that encourage pupils to attend school • To comply with the requirements of the Education Welfare Act 2000 and work with Welfare Officers and other professionals to achieve the highest level of attendance possible for each student.
How attendance will be monitored	• Raise awareness of the importance of school attendance. • Daily record of attendance on Aladdin system by each teacher. • Record of late arrivals / early leaving on Aladdin system. • Parental notification of late arrival /early removal from class stating reason.

	• Teacher / SNA contact with parents when student is absent without explanation. • Teachers will discuss concerns re attendance at parent teacher meetings and will alert Principal and post-holder about concerns. • Teachers will monitor children who may be at risk of poor attendance. • Principal will inform the Board of Management about attendance at every Board of Management Meeting. • Post holder with responsibility for attendance will inform parents, by letter, when absences of 15 days or over accrue. • Post holder will inform parents, EWO / TUSLA, by letter, when absences of 20 days accrue. • Principal/Post holder will complete on-line report forms and annual attendance report for TUSLA. • Notes explaining reasons for absence will be retained in the pupil's file. • Ensure compliance with the requirements of the relevant legislation.
Summary of the main elements of the school's approach to attendance: • Target setting and targets • The whole-school approach • Promoting good attendance	• To improve attendance figures each year. • To reduce the number of children who are absent for more than 20 days.. • Staff and Board of Management will collaborate to implement this policy. • All teachers will take responsibility in improving attendance and being vigilant for children who may be at risk of developing school attendance problems. Scoil Chiaráin strives to promote full attendance of all students by • Organising special transport for those who require this • Organising bus passes for those wishing to travel by public transport • Employing bus escorts to ensure a safe and comfortable journey to and from school • Creating a warm and welcoming environment for students each day • Having a breakfast club for all students each morning and providing a variety of lunch options for students

	• The school curriculum, insofar as is practicable, will be flexible and relevant to the needs of the individual child to facilitate each pupil to experience success and a good and happy school experience. • The Principal/Post holder will promote the importance of good school attendance among pupils, parents and staff. • The class teacher will keep accurate daily records of attendance on Aladdin. • The class teacher will encourage pupils to attend regularly and punctually. • The class teacher will ensure that contact is made with parents/guardians in instances where absences are not explained. A standard note is to be used for this purpose. • Attendance rates of pupils will be monitored by the class teacher; and the class teacher will notify the Principal/ Post-holder of any concerns regarding the attendance of any pupil. The Principal/Post holder will assess each case individually and at this point a phone call to a parent/guardian may be deemed necessary. • Attendance will be featured as part of school assemblies/announcements etc. • Attendance will be recorded on school reports. • The Principal/Post holder will inform the TUSLA when a pupil has been missing for twenty or more days during the course of the school year. • Providing opportunities for all pupils to have a voice in school via 'Green Schools', 'Student Council' and other committees. • Ensuring that all children can participate in all school related activities regardless of ability to contribute financially. • Ensuring additional support is available to students who are unable to participate in particular activities due to illness/injury • Working with the Education Welfare Officer and other professionals to promote /facilitate attendance. • Identifying potential early school leavers and work with parents and pupils to encourage attendance and completion of programmes. • Having regular and annual award certificates for attendance at the end of year prize giving ceremony. • Highlighting attendance with parents at parent meetings and through the school newsletter. • If language is an issue, parents will receive notes with translations to their mother tongue.
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Responding to poor attendance	• The school must inform the Education Welfare Officer is writing where a child is suspended or expelled for 6 days or more, where the child has missed 20 or more days in a school year, where attendance is irregular and when the pupil is removed from the school register. • Where pupils are suspended for serious misbehaviour issues, a letter is sent home (both by hand and by post) outlining the sanction and reason for same to parents. Absences due to suspension are recorded and reported to the EWO and in the Annual Report to NEWB. Suspension generally lasts from 1 to 3 days except in extremely serious cases when permanent exclusion may be under consideration. Parents are informed of their rights of appeal as outlined in the Act and may be supported by the EWO in preparing a submission for the BOM. • Where students present with significant behaviour/emotional problems, additional support may be sought from the NCSE to ensure their continued attendance in school. • As a special school we recognise that some of our students will require specialist support (speech & language therapy, educational psychological support, occupational therapy and art therapy) and the Board of Management makes every effort to ensure that this is available through the school during school hours. This aids full participation in school as attendance at clinics and other agencies may require a child to miss a whole day at school for short appointments. • Where attendance at school is erratic or problematic, the school may engage with parents and social services or other agencies to seek family support to help overcome this problem. • On transfer to Scoil Chiaráin, the student's attendance records will be requested from their previous school. • Class teachers will inform the Principal /Post-holder of any concerns regarding the attendance of any pupil. • Contact between school and parent / guardian to express concern re attendance, late arrival or early removal, such as phone call, letter, discussion at IEP/Parent teacher meeting. • The pre-referral checklist will be started to
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	monitor absences in advance of a referral to Tusla where necessary. • Specific meeting in school with parent /guardian to identify problems and agree interventions. • Concerns and agreements communicated in writing to parent / guardian. • Other school interventions, e.g. Pastoral care teams. • Principal / Post-holder will work closely with various agencies who are involved with such students. • Contact Tusla to assist with any issues, where necessary.
School roles in relation to attendance	Role of Class Teacher • Teachers call the roll daily and keep an accurate record of attendance. • Parents are informed that children should attend every day unless they have a valid reason to be excused. Teachers reinforce this message with parents and students. • A written explanation is expected from parents to explain any absences. In some cases, a telephone call to the school will suffice. • In the event of a parent failing to contact the school, a standard note will be sent home requesting a parent's signature. • Class teachers will inform the Principal/Post holder of any concerns s/he may have regarding the attendance of any pupil. • Written notes and parent forms will be held as part of the child's file for one year by the class teacher. • A protocol is in place for marking rolls and to gather information for quarterly returns to NEWB. Role of Special Duties Teacher with Responsibility for Attendance • One Post-holder has responsibility for monitoring and recording school attendance. Individual students are identified and notified to the principal for follow up with EWO. • School returns to NEWB are prepared through the Aladdin system. • To give advice on filling in rolls or answer queries in relation to Aladdin when requested by staff members.

	• To prepare Class lists on the Aladdin system each year. Role of Principal • To highlight attendance issues with parents, staff and BOM. • To provide school calendar to parents to allow them plan for school breaks. • To communicate concerns to the Education Welfare Officer and work with him towards resolving any difficulties a student may be experiencing. • To inform parents if a report is being made to the NEWB. • To keep BOM informed of attendance issues. • Maintain the school records and retain copies of all reports to NEWB. Role of Parents • Parents have a duty to ensure their child attends school regularly. • Parents are required to inform the school if their child cannot attend for any reason. • As many students depend on school transport to bring and collect them from school, parents are asked to have the child ready in the morning and to be available to receive their child in the afternoon. • Where students use public transport or other means to come to school, parents are asked to ensure they are punctual but not to arrive too early as no supervision is available before 9.00am. • Working with the school and education welfare service to resolve any attendance problems. • Discussing planned absences with the school. • Refraining from taking holidays during school time as far as possible. • Contacting the school immediately, if they have concerns about absence or other related school matters. • Involvement in the Parents' Association and in other events /activities within the school. Role of Students • Students are expected to participate fully in school life and adhere to school rules. • They are expected to bring notes to and from home when requested.
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	• They are encouraged to discuss any problems they may have in school with staff or parents. • Students are expected to make every attempt to be punctual for school when travelling independently on public transport. Role of BOM • The Board of Management, through the principal, ensures that Scoil Chiaráin complies with its statutory requirements under the Education Welfare Act 2000. As stated previously, protocols exist and are used to inform parents of students absences, explanations are sought and recorded and the EWO informed when appropriate. • To support the school community strategies to promote attendance. • The identification of aspects of the operation and management of the school and of the teaching of the school curriculum that may contribute to problems relating to school attendance on the part of certain students. • The identification of strategies that will encourage more regular attendance at school on the part of such students. • The need to review this strategy into the future to accommodate the changing needs of the school and of its population.
Partnership arrangements (parents, students, other schools, youth and community groups)	Communication with other schools. • As part of the enrolment process in Scoil Chiaráin, a school report is requested and history of attendance sought. In September each year, the principal informs schools that new students have registered and transferred to our school. A copy of this letter is also sent to the referring agency for their information. • When students transfer from our school, a history of attendance is available with all other relevant reports. • Where places are not available, a letter is sent to parents, the school and the referral agency notifying them that the child may remain on the waiting list until a suitable place becomes vacant. (See enrolment policy)

	Communication with parents / guardians: Closer home/school relations will be fostered through • Regular newsletters to families. • Open-door policy in Principal's office for communication. • Attendance at meetings (Parent/Teacher, IEP, etc.) • Invitation to attend Parent Courses. • Attendance at school events (e.g., Concerts, Masses, Sports, etc.). Communication with other agencies: • Contact with EWO/Tusla as required to manage issues related to attendance. • External agencies such as NEPS, CAMHS, SESS may have input if necessary. • After-School placements to ensure continuity to further training.
How the Statement of Strategy will be monitored	• Scoil Chiarain will monitor the strategy by discussing attendance regularly at staff meetings. • Principal and Post Holder will discuss children at risk and possible solutions. The success of our Attendance Strategy will be measured by: • Improved attendance levels as measured through Aladdin records. • Happy, confident, well-adjusted children. • Positive parental feedback. • Teacher vigilance. • A satisfactory level of accountability for all absences.
Review process and date for review	The strategy will be reviewed annually in the first term of the school year
Date the Statement of Strategy was approved by the Board of Management	This strategy was discussed and ratified at a Board of Management meeting on March 20 th , 2018.
Date the Statement of Strategy submitted to Tusla	26 th March 2018