

## Synge St CBS Statement of Strategy for School Attendance



<b>Name of School</b>	Synge St CBS
<b>Address</b>	Synge St, Dublin 8
<b>Roll Number</b>	60470D
<b>The school's vision and values in relation to attendance</b>	<p>A meaningful education provides every student with the best possible start in life. The purpose of this policy on attendance, punctuality and participation is to encourage regular school attendance, full participation in the education system and give students a good preparation for the responsibilities of third level and employment. Moreover, it endeavours to reinforce our motto to be ready, to be responsible and to be respectful.</p>
<b>The schools high expectation around attendance</b>	<p>Synge St CBS has high expectations regarding attendance and punctuality. Every effort will be made to make school a happy and welcoming place for students teachers and parents.</p> <p>Consistent attendance leads to</p> <ul style="list-style-type: none"><li>• continuity of knowledge to enhance results and attainments</li><li>• better career opportunities</li><li>• better understanding of material being taught in class</li><li>• increased confidence and self-esteem</li></ul> <p>Poor attendance and punctuality negatively impacts the teaching and learning of all students through the disruption caused by students arriving late and hinders the progression of the class through the curriculum</p>
<b>How attendance will be monitored</b>	<p>A register of all students who have been admitted to the school is maintained by the administrative staff.</p> <p>A roll call is taken in each class group first thing each morning</p> <p>Each teacher also takes their own role at the beginning of individual classes</p> <p>If a student arrives late they sign in The Late Book at the student entrance.</p>

	<p>If a student has to leave school for an appointment or is ill, they must first seek permission from their year head or the Principal/Deputy Principal. Then they can go to the office, where they sign out once the staff have spoken to their parent/guardian.</p> <p>The Deputy Principal/ Principal contacts home if a pattern of absence is causing concern</p>
<p><b>Summary of the main elements of the schools approach to attendance:</b></p> <p><b>Target setting and targets</b></p> <p><b>The whole school approach</b></p> <p><b>Promoting good attendance</b></p> <p><b>Responding to poor attendance</b></p>	<p>Whole school strategies in Synge St CBS to promote attendance may include these and/or others ...</p> <ul style="list-style-type: none"> <li>• A welcoming friendly environment to be created and maintained through our positive code of behavior.</li> <li>• Early intervention: We inform parents that a high standard of punctuality and attendance are expected</li> <li>• SCP Breakfast Club and Break Club: SCP provides breakfast for all students and an extra breakfast for 6<sup>th</sup> year students at small break.</li> <li>• SCP Homework Club: Every support is given to pupils to complete their homework in a warm supportive environment.</li> <li>• Equality of Participation: Children are not excluded from participating in activities because of inability to pay e.g. school tours</li> <li>• Equality issues: Every effort is made to make the same opportunities available to all the children in the school regardless of ability, background or social setting.</li> <li>• Reports: A report of the days which the child has been absent is given to parents in the end of year school report</li> <li>• Curriculum: Understanding and support are given to children who have difficulty with or who are reluctant to engage in certain aspects of the curriculum</li> <li>• Parents: We communicate the requirements of schools and of parents under the Education Welfare Act to parents when they have enrolled their children and it is clearly outlined in the school's code of behaviour</li> <li>• Learning Needs: We are conscious of catering for the learning needs of "at risk" pupils. The curriculum on offer is child centered and it stems from the life experiences of the child and the child's environment?</li> <li>• End of year award ceremony</li> <li>• Parents receive a daily text alert for absenteeism where no note has been supplied or no contact made.</li> <li>• Early identification of "at risk" students through care team.</li> <li>• SCP will work with those students identified.</li> <li>• HSCL will work with the parents of those students identified.</li> <li>• Structured accountable system in place for students signing out of school early, to reduce students missing class time unnecessarily</li> </ul>

## School roles in relation to attendance

## Roles and responsibilities

It is a legal requirement that schools will:

- a) be open for 167 sessions each school year;
- b) maintain attendance registers;
- c) accurately record and monitor all absenteeism and lateness;
- d) clearly distinguish between absence which is authorised and absence which is unauthorised;
- e) submit, absence returns to the National Educational Welfare Board;
- f) liaise with the National Educational Welfare Officer regarding absence issues and meet with relevant families;
- g) Inform the National Educational Welfare Board of students who are suspended from school for six days or more.

### Students:

It is the responsibility of each student to:

- Bring a note explaining the reason for absences for every absence.
- Attend school every day unless there is a valid reason not to.
- Be punctual for all classes.
- Sign the late book, and sign “in” and/or “out” if leaving the school during the day.
- Extra-curricular: students need to excuse themselves from classes missed.
- Students need to ensure the accuracy of notes i.e. dates, reasons etc.

### Parents:

- Synge St CBS affirms that parents/guardians have the primary responsibility for ensuring that children of compulsory school going age attend school regularly and in a timely manner; bearing in mind that all students are obliged to complete three years of post- primary education and remain in fulltime education up to their sixteenth birthday.
- Synge St CBS affirms that parents/guardians have a social responsibility to ensure that their children attend school regularly regardless of age or status and they should ensure that their children complete their education.
- Synge St CBS affirms that parents/guardians have a statutory obligation to notify the school principal or his/her nominee, in the form of a written explanation or a doctor's certificate,

explaining the reason for each absence and date of absence.  
(Welfare Act 2000)

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:

- Ensure that all contact details are up to date
- Take an active interest in their child's school life and work
- Check and sign the school journal each week
- Attend parents' evenings and other school events;
- Ensure that their child completes their homework and goes to bed at an appropriate time
- Be aware of letters from school which their child brings home
- Ensure that their child arrives at school on time each day, dressed in school uniform and fit to learn.
- Make all appointments for their children outside of class time where possible
- Ensure that their child only misses school for reasons which are unavoidable or justified, such as illness
- Always notify the school early on the morning of any absence
- Avoid booking family holidays during the school term – examinations will not be rescheduled if they are missed due to holidays
- Talk to the school if they are concerned that their child seems reluctant to attend
- Avoid collecting their child unexpectedly from school as this causes significant disruption to teaching and learning

#### **Responsibilities of Class Tutor/Year Head**

- To operate the attendance system effectively and efficiently using Eportal
- Liaising with Principal and Deputy Principal
- To give particular attention to students whose families are experiencing difficulties
- Communication (telephone call/letter/ note in journal) with parents.
- Early identification of "at risk" students
- Providing the student with advice on how to improve
- Contacting parents when their child has reached 15 days of cumulative absences reminding them of the

	<p>twenty day rule</p> <ul style="list-style-type: none"> <li>• Notify the Care Team and SCP of at risk students.</li> <li>• Notifying the Principal or Deputy Principals to contact the Education Welfare Officer once a student has reached 20 days absence cumulatively</li> <li>• To encourage students to aim for full attendance</li> <li>• Liaising with the Principal/Deputy Principal in preparing the annual report for the Educational Welfare Services of TUSLA</li> <li>• To monitor student attendance and liaise with management to improve attendance where necessary</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• To take class registers effectively using Eportal.</li> <li>• To mark students doing extra-curricular work or sport appropriately</li> <li>• To regularly remind students about the importance of full and punctual attendance for effective learning to occur in the classroom.</li> </ul> <p><b>Responsibilities of Management</b></p> <ul style="list-style-type: none"> <li>• To regularly monitor attendance and participation</li> <li>• To co-ordinate the identification of students who may need assistance to fully participate or attend school regularly</li> <li>• To support students who are have poor attendance or participation</li> <li>• To report to the board of management regarding attendance levels and set targets for attendance and participation</li> </ul> <p><b>Responsibilities of Board of Management</b></p> <ul style="list-style-type: none"> <li>• To prepare a school attendance strategy</li> <li>• To review the attendance and participation report</li> </ul>
<p><b>Partnership arrangements (parents, students, other schools, youth and community groups)</b></p>	<p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>• Consistent contact in relation to attainment, attendance, behaviour and pastoral care issues is maintained with parents</li> <li>• Policy development and review includes input from</li> <li>• We include a variety of Parent Information Evenings over the school year e.g. 1<sup>st</sup> Year Information parents evening,</li> </ul>

	<p>Transition Year, CAO evening etc. to enhance the role of parents in the child’s education</p> <ul style="list-style-type: none"> <li>• There is a defined system in place to meet with parents where an issue has emerged in relation to a child’s attendance, attainment or progression as part of the schools Code of Behaviour.</li> </ul> <p><b>Students:</b> As described above students are central partners in this process on an on-going basis.</p> <ul style="list-style-type: none"> <li>• Student opinion and attitudes are included for policy development and school planning via the student council.</li> </ul> <p><b>Other schools</b></p> <ul style="list-style-type: none"> <li>• Constant links with the primary schools</li> <li>• Annual visits by principal to all feeder primary schools</li> <li>• Specific links with SEN team and primary school teachers where special needs are evident</li> <li>• Invitations issued to primary schools to attend school shows and activities in the course of the year</li> <li>• Direct consistent links fostered between our school and the primary school closest to us on an ongoing basis, particularly through TY Modules and Programmes</li> <li>• Where students are transferring to or from other schools we liaise directly with those schools to gain or provide information to aid student attendance</li> </ul> <p><b>Other Organisations:</b></p> <ul style="list-style-type: none"> <li>○ We have direct links with the local youth agencies and encourage our students to become involved in their programmes and activities e.g. CRIB</li> <li>○ We link in with support organisations i.e. NBSS, Autism Support Service, NEPS, Dyslexic Association to support our students with Special Educational Needs</li> <li>○ We maintain constant positive links with our local Gardaí and regularly bring in the Garda Youth Liaison Officer for talks on various issues eg internet safety and firework dangers</li> </ul>
<p><b>How the statement of strategy will be monitored</b></p> <ul style="list-style-type: none"> <li>○ <b>How will we determine the success of this statement?</b></li> <li>○ <b>Who is responsible for evaluating its success and when will this evaluation take place.</b></li> <li>○ <b>Who will coordinate and monitor the</b></li> </ul>	<p>Each participant outlined above (Principal/ Deputy Principal, Class Teachers, Parents, Student) has responsibility to carry out their assigned roles as described.</p> <p>The Deputy Principal has responsibility to co-ordinate and monitor the Attendance Strategy.</p> <p>The school may request advice from the NEWB officer or from the NEPS psychologist if deemed appropriate</p>

<p><b>implementation of the strategies in this statement?</b></p>	<p>The Strategy will be evaluated annually by the Leadership Team (Principal/ Deputy Principal/ Assistant Principals), to establish its success in achieving the following indicators of the success:</p> <p style="text-align: center;">Specified Targets</p> <ul style="list-style-type: none"> <li>○ Attendance = 85% attendance for all students in the school</li> <li>○ Punctuality = 95% of students attend assembly each day</li> <li>○ Participation = no student drops out of school prior to Leaving Certificate exams.</li> </ul>
<p><b>Review process and date for review</b></p>	<p>Next review of Policy due: May 2022</p>
<p><b>Date the Statement of Strategy was approved by the board of Managemnet</b></p>	<p>16/11/2017</p>
<p><b>Date the Statement of Strategy submitted to Tusla</b></p>	