



Statement of Strategy for School Attendance. St. Cecilia's School.	
Name of school	St. Cecilia's School
Address:	Cregg, Sligo.
Roll Number	19206B
The schools vision and values in relation to attendance	St. Cecilia's School recognises the importance of school attendance. We endeavour to provide a supportive, positive and welcoming school environment where the needs of each individual student are met.
The schools high expectations around attendance	<p>With the introduction of the Welfare Act (2000) in relation to attendance and an overall desire for improved attendance, the need for an attendance policy was identified. This policy aims to support all students and their right to education.</p> <p>The legislation governing school attendance in Ireland is the Education (Welfare) Act (2000). Parents/Guardians are required to ensure that their children attend school on a day that school is open and classes are in progress.</p> <p>Where the student is absent from school at which he/she is registered, the parent/guardian of the child shall notify the school of the reasons for the child's absence as is required under the Education Act. An attendance certificate is available to download from the school website - links section.</p> <p>Schools are obliged to keep a register of student attendance. They must also maintain attendance records (responsibility of the Deputy Principal) for all students and inform the relevant authorities (NEWB) if a child is absent for 20 days or more during the school year.</p> <p>A child who is unwell with a contagious infection, should, in the interest of other students in the school, be kept at home until well enough to return to school in full health. Consult with the school nurse re illness.</p> <p>Parents are discouraged from taking holidays during school term time. Taking into consideration Section 21(9) of the Education (Welfare) Act 2000, only absences relating to activities organised by the school or in which</p>

¹ St. Cecilia's School. Attendance Policy. Statement of Strategy for School Attendance.

	<p>the school is involved can be authorised by the Principal. Therefore we cannot “give permission” for holiday absences during term time.</p>
<p>How attendance will be monitored</p>	<p>Attendance is monitored on a daily basis, and must be taken prior to 10:00am via the Aladdin electronic e-book system (<i>Rule 55, School Hours, School meetings, Roll-call. Page 19 TUSLA, Developing The Statement of Strategy For School Attendance</i>). Daily, quarterly and yearly attendance is recorded. The roll book can be amended to reflect late arrivals/mistakes if necessary.</p> <p><u>Punctuality</u></p> <ul style="list-style-type: none"> • School begins at 9.20 am. • All students and staff are expected to be on time. • The Principal will contact parents/guardians in the event of students being consistently late. • The Principal is obliged under the Education Welfare Act, to report children who are persistently late, to TUSLA Child and Family Agency. <p><u>Procedures</u></p> <ul style="list-style-type: none"> • Individual teachers encourage regular attendance, and all absences must be explained in writing by parents/guardians via the St. Cecilia’s School absent certificate template. • All communication regarding absences will be kept on file in school for one school year by the class teacher. <p><u>School Refusal</u></p> <ul style="list-style-type: none"> • If a student refuses to attend, consult with the principal, parents, SEN/Autism Councilor, Behaviour Therapist and Speech and Language Therapist. • Draw up a problem solving framework/attendance plan to address any issues and to encourage attendance. • www.tusla.ie/uploads/content/Educational_Welfare_Service_Assessment_Framework_k.docx • Inform TUSLA/EWO if necessary. • Consult SESS AND NEPS. (<i>Page 33. TUSLA, Developing The Statement of Strategy For School Attendance</i>).
<p>Summary of the main elements of the school’s approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets 	<p>Any concerns about a student’s attendance are brought, to the attention of the parents. Individual teachers are responsible for this, after prior consultation with the Principal and with the help of the Deputy Principal, where needed. To date, this approach has prevented serious concerns arising.</p>

<ul style="list-style-type: none"> • The whole school approach • Promoting good attendance • Responding to poor/non attendance 	<p>Good attendance is promoted constantly. Certificates are awarded at the end of each school year to students with 100% attendance.</p> <p><u>Strategies in the event of Non Attendance</u> Section 17 of the Education (Welfare) Act (2000), states that “the parent of a child shall cause the child concerned to attend the recognised school on each school day”.</p> <p>Section 21 of the act obliges schools to inform the Education Welfare Officer if the child is absent on more than 20 days in any school year, or if a child has not attended school on a regular basis.</p> <p>The school will inform parents by letter when the student reaches 15 days of absence during an academic year.</p> <p>A meeting with parents/guardians will be requested after 25 days of absence during an academic year.</p> <p>In such cases the Education Welfare Officer (following all reasonable efforts by the education board to consult with the child parents and the principal of the school) may service a “school attendance notice” on any parent or 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.</p> <p><u>School Transfer</u> Under section 20 of the Education (Welfare) Act (2000), the Principal of a child’s current school must notify the Principal of the student’s previous school that the child is now registered in another school, via P.O.D. (Primary Online Database) that the student is now registered in their school.</p> <p><u>Parents</u> The Principal will inform parents/guardians of the decision to contact the Education Welfare Officer of concerns regarding a student, as is practicable and promote the importance of good school attendance amongst students, parents and staff.</p>
<p>School roles in relation to attendance Class Teachers</p>	<p><u>Record Keeping</u></p> <ul style="list-style-type: none"> • Attendance records are kept via the school software programme (Aladdin). • A full list of attendance is kept online via Aladdin.

Deputy Principal	<ul style="list-style-type: none"> · Are responsible for recording daily attendance via the Aladdin software system. · Are responsible for recording absences on the Aladdin software programme. · Are responsible for retaining notes and informing the Principal of frequent absences. · Are responsible for communicating accurate information to the Deputy Principal on a daily basis for entry into the roll book. · Will, monitor the Aladdin system on a weekly basis to ensure all attendance is up entered correctly and is up to date. · Will, at the end of each month, collate the monthly attendance for each class. The class teachers are required to sign a copy and this will be given to the principal to sign. This will be done within 5 days of the last day of each month (Circular 0028/2013). · Is responsible for maintaining hard copies of the attendance records (Circular 0028/2013), for 2 years. · Has the responsibility of submitting student's attendance to the N.E.W.B. on a quarterly basis. · NQTs are inducted by the Deputy Principal. In the event of a teacher being absent the Deputy Principal is responsible for maintaining the roll for the relevant class.
Principal	<ul style="list-style-type: none"> · Will contact parents if absences are persistent or unexplained. · Will ensure that the school roll is maintained in accordance with regulations from the Education Welfare Officer.
Collaboratively	<ul style="list-style-type: none"> · Parents will be informed in writing of the student's attendance at the end of every academic school year via the school report. · Parents are to be contacted immediately by the Teacher/Principal/Secretary if a student absconds during school hours. The incident must be documented by the class teacher, in line with the school absconding policy. · The Deputy Principal/Secretary /Principal is responsible for updating and maintaining the student's information online.

Parents/Guardians	<ul style="list-style-type: none"> Information on absences is required in writing. If no written correspondence is received the student's absence will be recorded as unexplained. Copies of absence certificates are sent home at the beginning of each school year. Further copies available to download from the school website - links section.
Partnership arrangements (parents, students, other schools, youth and community groups)	Parents, staff members and the children themselves are encouraged to uphold the school's Policy on Attendance. It can, on occasion be necessary to report a student's attendance to TUSLA as part of a Care Review/MDT Meeting.
How the Statement of Strategy will be monitored	This statement will be monitored by the Deputy Principal periodically.
Review process and date for review	This policy will be reviewed on a whole school basis in:
Date the Statement of Strategy was approved by the Board of Management	May 2017
Date the Statement of Strategy submitted to Tusla²	28 th September 2017

² St. Cecilia's School. Attendance Policy. Statement of Strategy for School Attendance.