



Statement of Strategy for School Attendance

Scoil Naomh Bríd

Main Street, Celbridge, Co.Kildare

Roll No 16566Q

Name of school	Scoil Naomh Bríd (Girls School)
Address	Main Street ,Celbridge, Co. Kildare
Roll Number	16566Q
The school's vision and values in relation to attendance	In Scoil Naomh Bríd we are committed to the holistic (intellectual ,physical cultural, moral and spiritual) development of all our pupils. We aim to achieve this in collaboration with all the partners in education - Parents/Guardians, Teachers, Board of Management, Department of Education and Skills and the wider community. Scoil Naomh Bríd recognises the central and essential role of a regular and full school attendance in realising our vision.
The school's high expectations around attendance	<p>The Board of Management wishes to comply with legislation, such as :</p> <ul style="list-style-type: none"> • The Education Act ,1998 • The Education (Welfare) Act ,2000 <p>Scoil Naomh Bríd aspires to enable each child to reach her full potential .It is our intention that the procedures identified in this statement of strategy will contribute to best practice in punctuality and attendance. Regular attendance and punctuality helps to create a stable learning environment for all pupils and the school hopes to promote co-operation among pupils, parents/guardians and the staff in maintaining a high level of regular attendance throughout the school year.</p>
How attendance will be monitored	<p>Attendance will be monitored in the following ways:</p> <ul style="list-style-type: none"> • Aladdin and POD will be used as our primary resources for monitoring attendance. <i>Aladdin is a computer based admin system with includes an electronic roll book.</i> <i>POD -Primary Online Database is an electronic individualised database developed by the Department of Education and Skills.</i> • Teachers will take a roll call between 10am and 10.15am each morning. Teachers will make a note on Aladdin of any child who arrives after roll call. Any child who leaves the class early/after roll call will be inputted on Aladdin by the



	<p>school secretaries.</p> <ul style="list-style-type: none"> • A sign in/sign out book in reception for the following: <ol style="list-style-type: none"> (1) to record the names of pupils who arrive late and the reason for the late arrival. (2) for parents/guardians to sign a child out if they are leaving early - a reason must be stated. (3) to record children who are collected and returned to class during the school day. <p>Appointment cards must be produced if this is stated as the reason for late arrival or early departure.</p> • Parents are to communicate reason for absences to the school using <ol style="list-style-type: none"> (a) The absence notes at the back of the pupil's journal (1st – 6th class) or absence slips placed in the homework folders for the infant classes. These absence slips use the same categories as Tusla (The Child and Family Agency) to report the reasons for an absence. (b) Note in child's journal (c) phone call to school office • Class teachers will keep all notes and records on file during the school year. • Class teachers will use a late stamp in the child's journal to notify parents if a child arrives to class after 9.10 am . • Class teachers will monitor attendance and refer concerns to the principal and the parents /guardians.
<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 	<p>Target Setting and Targets</p> <ul style="list-style-type: none"> • To continue to encourage all children to be in the yard between 9 and 9.10 am each morning. • To continue to raise awareness among the parents as well as the pupils as to the importance of good attendance. • To encourage parents to ensure that their child has a regular and punctual attendance each day. • To minimize the number of children who are absent due to term-time holidays. • To ensure accurate recording of reasons for absences on Aladdin, backed up by notes, records and medical certs. • To promote good attendance through teaching and learning – roll call, newsletter, awards, and motivation. <p>The Whole School Approach Among the strategies /measures we use to ensure regular</p>



attendance are:

- A caring, safe enjoyable, respectful, inclusive and encouraging learning environment
- Regular communication with parents where we will provide them with updates on their child's attendance
- Regularly highlighting the importance of good attendance
- Calendar for the coming year available to Parents/Guardians annually before the end of June .It is hoped that this will enable parents/guardians to plan family events /holidays around school closure time, thus minimising non-attendance related to Term –Time holidays/events.
- Recording attendance in end of year reports and on students' Education Passport
- Parents /Guardians consulted in drafting /reviewing school policies with the aim of promoting a high level of co-operation among the school community.

Promoting good attendance

- Regular discussion at class –level and whole school –level on the importance of regular attendance.
- Praise and reward those who are making a marked effort to improve their attendance and punctuality.
- Termly reward for those who have a full/good attendance
- End of Year Certificate for pupils who have a full attendance
- We actively discourage term-time holidays. The teachers will not assign work for children during their absence.
- The principal cannot authorise a child's absence during term –time.
- Parents will have to provide the school with a letter to say that they are taking children out during term time and that they are aware of the implications.

Responding to poor attendance

- Regular communication with parents to provide them with an update on their child's attendance if it is a cause for concern. A report will issue to parents if their child has missed 5days by the first half term, 10 days by Christmas and so on.
- In accordance with the Education Welfare Act 2000 we report all absences over 20 days to Tusla



	<p>(twice a year as is now required).</p> <ul style="list-style-type: none">• Our Class teachers and SET team will monitor and support children who may be experiencing difficulties .Class work and homework will be differentiated to the individual needs of these pupils.• Cases where a child has a substantial number of unexplained absences or where we have cause for concern in relation to absenteeism are referred to the Educational Welfare Officer (EWO).
School roles in relation to attendance	<p>The Principal, Deputy and Management</p> <ul style="list-style-type: none">• The Principal and Deputy Principal will liaise with the teachers and other school personnel in monitoring the overall attendance of pupils in the school• The school will be guided by the Department of Education circulars and The Education Welfare Act 2000 in monitoring and recording attendance and absences.• The Board of Management will lead the review and implementation of the school’s attendance Strategy and will monitor progress through the principal’s report at Board of Management meetings.• We will notify Tusla (The Child and family Agency) and the relevant EWO (Educational Welfare Officer) of particular problems in relation to attendance and support the EWO in dealing with attendance difficulties. <p>Teachers and Staff</p> <ul style="list-style-type: none">• Teachers, SNAs and secretaries should bring any concerns regarding school attendance to the Principal’s attention whenever they have a concern.• Teaching staff will regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded on Aladdin by 10.15am and by use of the late stamp to inform parents of children who arrive to school after 9.10am.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents/Guardians</p> <ul style="list-style-type: none">• Parents are obliged to explain their child’s absence by note or by phone initially. Once the child returns to school the parents /guardians must complete one of the absence slips in the child’s journal (1st -6th class) or in the homework folder (Infant classes)• The reasons will be recorded on Aladdin and the



	<p>notes will be kept in the class file.</p> <ul style="list-style-type: none"> • These notes will be kept on file and may be inspected by the Educational Welfare officer when he/she visits the school. • Parents /guardians are required to backup extended illness (i.e. 5 days) with a medical cert. • Appointment cards must be presented when children are absent or taken out of school for visits to the dentist /optician etc. • The teacher will record the absence as 'unexplained' on Aladdin if no explanation is provided. <p>Parents /Guardians can promote good school attendance by</p> <ul style="list-style-type: none"> • Showing children that they place a high value on the role of the school and education in enabling the child to reach their full potential • Ensuring regular and punctual attendance • Working with the school to resolve any attendance issues • Discussing planned absences with the school • Refraining ,if at all possible from taking term-time holidays • Showing an interest in every aspect of their child's school life • Informing the school if their child cannot attend for any reason and following up with a signed absence slip explaining the reason for the absence upon their child's return to school. • Ensuring ,insofar as possible, that children's appointments (with dentist etc.) are arranged for times outside of school hours or at time that will create the minimal disruption to their education • Providing the school with a written note if their child/children are to be collected by someone not known to the teacher.
<p>How the Statement of Strategy will be monitored</p>	<p>Data on Aladdin will be used to help monitor the Statement of Strategy for School Attendance. Discussions and meetings between class teachers and parents/guardians will take place on a regular basis with reference to the targets and actions listed above.</p>
<p>Review process and date for review</p>	<p>The Statement of Strategy for School Attendance will be reviewed annually or when required under new legislation or when requested by the DES or Tusla.</p>