# Statement of Strategy for Pupil Attendance.

**Introduction:**

This statement was prepared in consultation with the staff, parents, Board of Management and Educational Welfare Officer in order to highlight the strategies and measures in place in C.B.S. Primary School, Ennis to foster an appreciation of learning among pupils and encourage regular attendance at school.

**Rationale:**

Under Section 22 of the Education (Welfare) Act 2000, the Board of Management of C.B.S. Primary School Ennis must prepare and submit to Tusla-Child and Family Agency a Statement of Strategy for School Attendance. This policy complements the school ethos of the C.B.S. Primary School Ennis and Edmund Rice School Trust (E.RS.T.) of nurturing all pupils in a caring environment where the welfare of children is paramount.

**Aims and Objectives:**

The revised policy is geared towards:

* Encouraging full attendance where possible
* Raising awareness of the importance of school attendance
* Identifying pupils at risk of developing school attendance problems
* Establishing closer contact between the school and home
* Promoting contact between the school and sporting and cultural organisations

**Recording School Attendance:**

Individual school attendance is recorded in Aladdin.

A note or verbal explanation from parents/guardians is required to cover each absence and this explanation is entered in Aladdin. Parents are made aware of the requirements of TUSLA particularly the bye law relating to absences of more than 20 days per school year.

**School Strategies for Improving Attendance:**

The following are a range of strategies used by C.B.S. Primary School in encouraging school attendance:

* The school curriculum will be flexible and relevant to the needs of the individual child.
* C.B.S. Primary School Ennis will promote development of good self-esteem and self-worth in its pupils with the implementation of the Code of Behaviour & Anti-Bullying Policy.
* C.B.S. Primary School Ennis provides support for pupils who have special educational needs in accordance with DES guidelines.
* Attendance rates of pupils will be monitored by the class teacher in the first instance and the class teacher will notify the principal/deputy principal of any concerns regarding the attendance of any pupil.
* Where there are concerns regarding a pupil’s attendance the principal/deputy principal will assess each case individually. Contact will be made with the parents/guardians to arrange a meeting.
* C.B.S. Primary School Ennis will use school assemblies to promote attendance and punctuality.
* The class teacher will ensure that contact is made with parents/guardians in instances where absences are not explained. A standard note is used for this purpose.
* Extra-curricular activities which are listed in our school prospectus & homework diary will be encouraged for all pupils, specifically those at risk of non-attendance.

**Identification of Students Who Are At Risk of Developing School Attendance Problems:**

C.B.S. Primary School records the attendance of pupils via means of an electronic roll book. Daily attendance records are taken and recorded on the school recording system Aladdin.

Parents are required to provide a written explanation of absences when pupils return to school and this is recorded on the school recording system Aladdin.

Risk students can be categorised as those who miss more than 5 days in a 20 day period without an accompanying note of explanation from parents/guardians.

Appropriate contact takes place between the school and parents/guardians either via a letter or a note in the homework diary when this occurs. A meeting between parents and the Principal / Deputy Principal may be set up if deemed necessary. Absences of more than 20 days are automatically referred to the Education Welfare Officer of TUSLA.

The Education Welfare Officer is informed if;

* A child is expelled
* A child is suspended
* TUSLA is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.
* When a child transfers into C.B.S. Primary School confirmation of transfer will be communicated to the child’s previous school, and appropriate attendance records sought.
* Pupils transferring from C.B.S. Primary School to a Post Primary school will have information which will be helpful for the child’s smooth transition forwarded via the education passport. Attendance records of the final year in Primary School will be forwarded to the Post Primary School.

**Establishment of Closer Contacts between the School and Home:**

C.B.S. Primary School informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000*.

This information is disseminated via the school prospectus which is given to parents of incoming pupils & the school homework diaries.

Parents/ guardians are encouraged to make appointments to discuss attendance issues with the class teacher if issues arise.

Parents are encouraged to attend parenting courses if the class teacher/ principal/ deputy principal feel that a parenting course may help the parents to achieve a better attendance outcome.

Attendance at school events (Concerts, Bréag Éadach (Fancy Dress as part of Seachtain na Gaeilge), Edmund Rice Mass, Grandparent’s Day in the CBS hall etc.

Events organized by our Parents’ Association (Book Fair, Cake Sales, Quizzes, Halloween Disco, Garden Fete etc.)

Our School Website promotes good attendance.

Pupils who are awarded certificates for full attendance will have their photos uploaded on our school website to highlight our commitment to fostering closer contacts between home and school and promoting good attendance.

Pupil’s names will be posted on notice boards around the school to highlight their full attendance achievement.

* Ensuring children are happy at home and at school encourages good attendance
* Displaying kindness, compassion and understanding with parents having issues with poor school attendance encourages good attendance.
* Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early as well as not promoting attendance when ill.

**Fostering Contacts:**

Contact with the following bodies will be fostered and developed in order to promote the good attendance of pupils in C.B.S. Primary School, Ennis.

TUSLA,

Other schools in the vicinity.

NEPS

CEIS

Community Gardaí

Local interest groups such as Vincent de Paul and Clare Care.

St. Joseph’s Hospital

After –school homework club.

After school for infants until home time.

Local GAA coaches coming in during school time.

**Encouraging Full Participation Of Students In The Life Of The School:**

In so far as is practicable programmes will be developed which will encourage the full participation with pupils in the life of the school.

Friends For Life.

Friendship Bench-part of all - inclusive philosophy.

Buddy reading.

Literacy Lift Off.

Station Teaching.

Green School.

JEP –Bringing Entrepreneurship to Primary Schools.

Comenius Project.

Erasmus+ Project.

Mini Scientist Competition.

Community Games.

Athletics, GAA, etc.

**Evaluation:**

**Identification Of Aspects And Strategies:**

The Board of Management, teachers and the whole school community will be mindful at all times of:

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 pupils.

The identification of strategies for the removal of those aspects in so far as they are not necessary or expedient for the proper and effective running of the school having regard, in particular , to the educational needs of pupils.

The identification of strategies that will encourage more regular attendance at school on the part of such pupils.

The need to review this strategy into the future to accommodate the changing needs of the school and of its population.

Rewarding Of Pupils with Good Attendance:

**Roles and Responsibilities:**

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance and the Deputy Principal submits an absences return at the end of December and at the end of June and an annual return to TUSLA through the Tusla portal.

The success of any Attendance policy is measured through;

* Improved attendance levels
* Happy confident well adjusted children
* Positive parental feedback
* Teacher vigilance

This policy will be reviewed in the 2019 – 2020 school year and amended as necessary by means of a whole school collaborative process. It will then be submitted to Tusla during the month of September 2018 after ratification.

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_

Signed by Chairperson of Board of Management

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**John Hogan.**

**Date: /9/2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Roll Number. 16677C**

**Principal: Dara Glynn.**

**Submitted to Tusla electronically on /9/2018.**