

# Naul National School School Attendance Strategy



Drawn up by staff on the week of 26<sup>th</sup> of  
March 2012

This strategy was ratified by the Board  
of Management on 18<sup>th</sup> April 2012

Reviewed and Ratified December 2017

# School Attendance Strategy

## **What is the purpose of this strategy?**

The Education Welfare Act 2000 promotes school attendance and section 17 of the legislation states that it is the statutory obligation on parents to ensure their child attends a recognised school once registered in the school. Furthermore, where a child is absent from the school, the parent is required under the Act to notify the Principal of the school the reason for the child's absence. The act states that the relevant authorities will be informed of pupil who have been absent for twenty school days or more (this includes illness, holidays outside school etc.) Children deemed at risk will be registered with the National Educational Welfare on-line and attendance will be regularly recorded.

## **How will it relate to the characteristic spirit/ethos of the school?**

We at Naul N.S endeavour to enable each child to develop his/her potential in a caring environment where the talents of each child are valued.

## **Aims**

This is what we hope to achieve by introducing this strategy

- To foster an appreciation of learning
- To raise awareness of importance in school attendance
- To identify pupils at risk off their leaving school early
- To enhance the learning environment where children can make progress in all aspects of their development
- To promote positive attitudes to learning
- 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 under the Educational Welfare Act 2000/Guidelines from the NEWB.

## **Who is involved in drawing up this statement and how will the update be managed?**

In the drawing up of this policy we aim to collaborate between teachers, parents, Board of Management, Education Welfare Officer and pupils or others as appropriate. It was discussed at a Board Meeting that a strategy needs to be drawn up.

## **Who will be responsible for the implementation and on-going monitoring of the statement?**

- Principal
- Teachers
- Parents
- Pupils
- EWO = Education Welfare Officer
- Board of Management
- Parents Association

# **Content of Policy**

## **Defining and Recording Non-Attendance**

A parent is obliged to cause a child between the ages of 6 and 16 to attend a national school or other suitable school on each day that the school is open for instruction. Children are marked as in school if they are in school hours before 10.15 am. Roll calls are taken each day by the class teacher and sent to the secretary to be written up or entered into **our Aladdin software system**. Parents are informed in our school code of behaviour to send in a note explaining a pupil's absence. Teachers keep notes of absenteeism in a box and these are passed onto the secretary in the office for storage purposes in their room. **If pupils are withdrawn from the school before closing time the parents must sign the pupils out in the sign out book held in the building 1, building 2 and building 3 depending on where the pupil is exiting from** . Teachers see regular absenteeism as having a negative effect on a pupils learning and under our Child Protection Policy a teacher will communicate to a parent if there is some concern.

## **Whole School Strategies to Promote Attendance.**

### **Role of Staff/Principal**

The school promotes good attendance by

- Creating a safe and welcoming and happy environment
- Displaying kindness, compassion and understanding
- Holding regular and open class-level discussions with the children on the importance of regular attendance and punctuality
- Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early
- Encouraging strong home school links so that parents feel free to discuss family problems
- Publishing attendance policy and reminders on the School Website
- Addressing parents at the AGM and Pre Enrollment parents on the importance of attendance and punctuality
- Publicly and positively affirming those children who have excellent attendance with Annual Attendance Awards

### **Parents/guardians can promote good school attendance by:**

- Ensuring regular and punctual school attendance.
- Notifying the School if their children cannot attend for any reason.
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support and approve of school attendance;
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time.
- Showing an interest in their children's school day and their children's homework.

- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children, a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Parents are expected to value every minute that the children spend at school and therefore make sure that the children are sitting in their classroom by 9.25am. ( For children from 1st-6th class, we ask each child who arrives after 9.30 am to sign in, giving their name and arrival time. We will provide a log book to take note of this. In Infant classes, the teachers make a note of late arrivals.)
- Ensuring their children do not leave school early unless for a children off early, unless for a specific appointment. Parents fill out a sign-out sheet for children who are collected .

### **Pupils**

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

## **Communications with Other Schools/other providers**

From June 2012 all reports in relation to 6<sup>th</sup> class pupils in primary schools are to be sent to the transferring school. It is good practice to indicate the attendance for that year on the reports.

## **Strategies in the event of poor attendance or non attendance**

The school must inform the Education Welfare Officer in 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.

- As part of our strategy we at Naul N.S will communicate in a more proactive way with parents of their statutory duties in relation to their pupils attending school.  
E.g. Text msg.
- Teachers can raise concerns with Principal over attendance.
- Parents are expected to explain the reasons for the non attendance of their child in school.
- Letters will be recorded and placed in the Child Protection Folder held by the Principal.
- If a parent has a literacy problem a meeting will be arranged.
- If the parent refuses to explain the absence this information will be passed onto the Education Welfare Office and Social Worker if necessary.
- Teachers will raise concerns when the pupil has missed at least 15 days in the year. This will give parents a chance to make sure they don't reach the 20.
- Teachers at Naul National School will make sure that pupils are given the opportunity to catch up on work missed by targeting what they need to cover so they won't fall behind.

Absence: =

**National Education Welfare Board Codes for Category of Absence**

**A Illness**

**B Urgent Family Reasons (eg: Bereavement)**

**C Expelled**

**D Suspended**

**E Other (eg: Holidays, Religious Observance, Emigration)**

F Unexplained

G Transfer to another school (written confirmation received from other school)

## **Procedures in relation to the Removal from the Register/Transfer from another school.**

A principal may only remove a pupil's name from a school register where they have been informed that the child has been enrolled in another school or when the Welfare Board notifies them that the child has been registered by it as in receipt of out-of-school education.

The school will inform the Education Welfare Officer of

- the intended expulsion of a child
- notification from another school that the child has been enrolled in that school
- notification by the Education Welfare Officer that the child is in receipt of education outside of the regular school system
- has enrolled in a special school

Transfer to another school: Where parents remove a child from a school the principal is obliged to give them and the new school a certificate stating the child's record of attendance and absences in the school, the last class the child attended, and any other relevant information pertaining to the child.

Transfer from another school: The Principal of Naul N.S will inform the principal of the child's last school attended that the child is now registered in their school as soon as may be. When the Principal receives the notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as her or she considers appropriate.

## **Annual Report**

As of March 2012 the Principal will inform the Board of Management of the level of attendance in the school for that year. This will be done within six weeks of the end of the school year.

The Principal fills in the Annual Report form and returns it to the NEWB.

## Success Criteria

The success of this statement will be measured by looking at school attendance figures form year to year to see if there is an increase or a decline overall in attendance. We will look for feedback from teachers and parents. The Principal will coordinate the implementation of the strategies in this statement. **The Aladdin software system can collate data over a 3 year period to see if there has been an improvement. It can also print graphs which can be given to periods indicating absences over the school year.**

## Roles and Responsibilities

The teachers have the responsibility of raising awareness to the Principal and parents. The Principal has the responsibility of maintaining an attendance strategy on a yearly basis.

## Implementation Date

This policy is to be implemented with immediate effect. It will be reviewed annually by the Principal Mrs. Arthurs and the Board of Management. Consideration will have to be taken into account when communicating this policy to non speakers of English or Irish.

The Policy will be **directed** to new entrants on enrolment **and published on the school website.**

Ratified by BOM :

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_





An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Template for the Statement of Strategy for School Attendance

Name of school	Naul National School
Address	Naul, Co. Dublin
Roll Number	018413821
The school's vision and values in relation to attendance	The school's vision is that all pupils reach their full potential and this can only be reached with full or good attendance.
The school's high expectations around attendance	The school will set attendance targets The school will encourage and promote attendance. The school will generate awareness around promoting good attendance. The school will involve parents The school will provide support programmes. The school will have reward systems in place The school will build community support for attendance through links with others schools and community groups.
How attendance will be monitored	Attendance will be monitored via our rolla and also our Aladdin Software system.
Summary of the main elements of the school's approach to attendance: <ul style="list-style-type: none"><li>• Target setting and targets</li><li>• The whole-school approach</li><li>• Promoting good attendance</li><li>• Responding to poor attendance</li></ul>	The school will encourage attendance by setting targets, seeing if there is an improvement after promoting good attendance on a whole school basis and then implementing strategies in policy to look at poor attendance
School roles in relation to	The Principal, Staff, Teachers and pupils all have

attendance	roles in relation to responsibilities around positive attendance
Partnership arrangements (parents, students, other schools, youth and community groups)	The School will liaise with any other schools, groups or bodies as necessary in order to maintain good attendance at the school.
How the Statement of Strategy will be monitored	The strategy will be monitored yearly and data can be collated over a 3 year period to see if there is an improvement in attendance.
Review process and date for review	Yearly reports and a 3 year review.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	