

## Statement of Strategy for School Attendance 2024

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| Name of school   | Athboy Community School  |
| Address  | Kells, Athboy, Co. Meath.  |
| Roll Number  | 91517D   |
| The school's vision and values in relation to attendance | Athboy Community School values care, inclusion, safety, creativity and respect. In this regard, it is the aim of all stakeholders of Athboy Community School to ensure all students have full attendance at school. Our vision is one that promotes and supports attendance through the provision of high-quality teaching and learning environment for all  |
| The school's high expectations around attendance         | <ul style="list-style-type: none"> <li>• Athboy Community School expects full attendance from its students where possible.</li> <li>• Athboy Community School fully believes attendance plays a vital role in student examination attainment and therefore holds participation in school life in high regard.</li> <li>• Communication from parents/guardians is expected and requested of students that are unwell and unable to attend school on any given day.</li> <li>• An explanation for absence is made through the school app.</li> </ul>   |
| How attendance will be monitored                         | <ul style="list-style-type: none"> <li>• Attendance is monitored daily in Athboy Community School firstly by the class tutors</li> <li>• The attendance officer monitors overall attendance and sends letters to parents/guardians relating to absentee concerns</li> <li>• The year head monitors attendance in their respective year groups</li> <li>• Phone calls to parents/guardians after three days absences are made by the class tutor</li> <li>• Meetings are held with parents/guardians in relation to any student that presents as an absentee concern</li> <li>• Any student absent 20 days or more are referred to the EWO through the designated referral process</li> </ul> |

Summary of the main elements of the school's approach to attendance:

- Target setting and targets
- The whole-school approach
- Promoting good attendance
- Responding to poor attendance

As per the Education (Welfare ) Act 2000 Section 22 requires the Board of Management prepare and submit to Tusla a Statement of Strategy for School Attendance

#### **Target Setting and targets**

- Targeting and profiling of students on arrival in First year and throughout each academic year
- Analysis and evaluation of attendance record annually – see appendix for figures
- Review of support interventions accordingly
- Reduce unexplained absences
- Reduce lates
- Reduce explained absences

#### **The Whole School Approach**

- Daily attendance recorded by all class tutors
- Daily attendance recorded by each subject teacher in each class
- Monitoring of signing out trends of students by Attendance Coordinator
- Attendance letters sent out by the Year Heads
- Regular communication with parents/guardians re attendance/lack of
- Student attendance & punctuality monitored by Attendance Coordinator
- School attendance statistics reported to Tusla in accordance with guidelines
- Holidays during school time are promoted as bad practice
- Praising student's achievements
- Care team meetings

#### **Promoting good attendance**

- API Attendance Coordinator
- Nurture Programme
- Relevant curriculum
- Suitable and varied teaching methodologies
- Team teaching
- JC & LCA programmes
- School App
- VS ware
- Register
- Co-curricular & extra-curricular activities
- Pastoral care
- Rewards & prizes for good attendance
- Asset Portfolio to improve engagement

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|  | <ul style="list-style-type: none"> <li>• Postcards home to acknowledge good attendance/improvement in attendance</li> </ul> <p><b>Responding to Poor Attendance</b></p> <ul style="list-style-type: none"> <li>• Unique Schools text home everyday a student has an unexplained absence</li> <li>• Unique S schools text home if a student is late</li> <li>• Phone calls home from Class tutor if a student is out for more than three consecutive days</li> <li>• Phone calls and meetings with Year Head and parent if absenteeism persists</li> <li>• Referral to Care team</li> <li>• Letter &amp; phone call home to parents after a student has been absent for ten days</li> <li>• Referral to Tusla after twenty days absent</li> <li>• Meeting between EWO, parent &amp; HSCL to discuss students absent more than twenty days.</li> </ul>  |
| School roles in relation to attendance | <p><b>The role of the student</b><br/>The student will:</p> <ul style="list-style-type: none"> <li>• Take responsibility for attending school everyday</li> <li>• Attend all classes throughout the school day</li> <li>• If late, sign in on lpad beside the office</li> <li>• Participate fully in the curricular programme of Athboy Community School</li> <li>• Catch up on work missed if an absence has occurred</li> <li>• Avail of the supports and pastoral care systems on offer throughout the school when offered and necessary</li> </ul> <p><b>The role of the parent</b><br/>Parents/Guardians will</p> <ul style="list-style-type: none"> <li>• Ensure regular and punctual school attendance</li> <li>• Communicate with the school in relation to any absence of a student due to illness or otherwise. This is done through the School App</li> <li>• Attend any meetings scheduled by school authorities in relation to absence concerns</li> </ul> <p><b>The role of the subject teacher</b><br/>Subject teachers will</p> <ul style="list-style-type: none"> <li>• Record the attendance on VSWare</li> <li>• Edit the roll if the student is late</li> <li>• Check the attendance of the class for the previous period on VS ware and report any inconsistencies to the office, year head and attendance officer immediately</li> <li>• When taking a substitution class, take the roll as normal</li> </ul> |

**The role of the class tutor**

Class Tutors will

- Take the roll on VSWare at each Tutorial time and Assembly
- Phone home after three continuous days of unexplained absences
- Liaise with the relevant year head

**The role of the year head**

Year Heads will

- Monitor attendance & punctuality of every student within their year group
- Check on attendance of students at the weekly Tutorial Meeting
- Follow up on unexplained absences
- Phone home and arrange meetings with parents regarding attendance where appropriate
- Ensure that students who wish to leave early are genuine & call home if necessary

**The role of the Attendance Coordinator**

The Attendance Coordinator will;

- Ensure that rolls are taken on VS Ware by teachers
- Liaise with Year Heads as appropriate in ensuring all student absences from school are explained by parents
- Monitor the attendance of students on VS Ware
- Carry out an attendance audit monthly
- Run Attendance Initiatives during periods identified as being the worst in relation to attendance
- Attend Care team Meetings where absenteeism is discussed
- Report regularly to the Deputy principal and keep Senior Management fully informed of difficulties/problems which may arise and students whose absenteeism is a concern.

**The role of Admin staff**

- Admin staff will
- Update the VSWare records relating to attendance of the students
- Monitor and edit records of students signing out
- Place the correct code beside an absent student relating to the reason for absence

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|   | <p><b>The role of School Management</b></p> <p>School Management will</p> <ul style="list-style-type: none"> <li>• Promote the importance of good school attendance</li> <li>• Ensure that adequate systems are in place to effectively record attendance</li> <li>• Monitor attendance records regularly</li> <li>• Make reports to the EWO as required by the Education Welfare Act 2000</li> <li>• Attend Care team meetings where attendance is discussed</li> </ul>   |
| Partnership arrangements (parents, students, other schools, youth and community groups) | <p><b>Care Team</b></p> <ul style="list-style-type: none"> <li>• The Care team link regularly with students with attendance concerns where relevant</li> </ul> <p><b>Parents Association</b></p> <ul style="list-style-type: none"> <li>• Athboy Community School works with parents as partners in education</li> <li>• Holds regular meetings to gain input and contribution from the parents of our students</li> <li>• Encourages the importance of good attendance in collaboration with the parents</li> </ul> |
|   | <p><b>Community Agencies</b></p> <ul style="list-style-type: none"> <li>• Athboy Community School creates and maintains strong links with community agencies in order to promote and support good school attendance</li> <li>• Tusla,</li> <li>• CAMHS,</li> <li>• Trim Family Support Centre</li> <li>• St Vincent de Paul</li> <li>• NEPS</li> <li>• NBSS/NCSE</li> </ul>  |
| How the Statement of Strategy will be monitored   | The Board of Management will review the attendance policy regularly. As part of annual reviews of SSE our attendance targets will be analysed and reset for the following year in line with SSE/SIP Targets  |
| Review process and date for review  | Reviewed 21 June 2024  |
| Date the Statement of Strategy was approved by the Board of Management                  | 24 September 2024  |
| Date the Statement of Strategy submitted to Tusla                                       | 24 September 2024  |