

St. Joseph's NS Kilcock Statement of Strategy for School Attendance



Name of school	St. Joseph's N.S.
Address	Highfield Park, Kilcock, W23RX07
Roll Number	16706G
The school's vision and values in relation to attendance	St Joseph's N.S. Kilcock is committed to promoting co-operation among pupils, parents/guardians and staff to provide a positive school atmosphere which is conducive to promoting good school attendance.
The school's high expectations around attendance	St Joseph's N.S. has high expectations for pupil's attendance, punctuality, participation and learning in St Joseph's N.S. Our school places strong emphasis on regular attendance in communications with parents and pupils.
How attendance will be monitored	<p>For Parents</p> <ul style="list-style-type: none"> • An annual email will be sent to parents outlining our absence notification steps in September • Parents will be notified at the November Parent Teacher meeting if their child has missed 5 or more days of school • After 10 days of absence parents will get an email letting them know • After 15 days of absence the Aladdin system will send an automatic text message to parents • After 20 days of absence a letter will be emailed to parents letting them know that their child has missed 20 days of school and will have to be included in the bi-annual report to Tusla • After 25 days • the principal will call the parents to discuss their child's attendance • At 30 days the parents will be invited to attend a meeting with the principal and postholder for

attendance to discuss an attendance plan and how the school can support them

Teachers

- Daily record of attendance on Aladdin system by each teacher
- Reason for absence noted on Aladdin – a specific reason noted if “Other” is ticked.
- Record of late arrivals on Aladdin system
- Record of early leavers on Aladdin system
- Talk to parents about attendance at the Parent teacher meeting if the student has missed 5 days or more
- Teachers will try to get a reason for all absences to input on the Aladdin system
- If students have several unexplained absences and teachers cannot get a reason for the absences then they will ask the postholder responsible for attendance to follow up with the parents
- Teachers will alert the postholder responsible for attendance about concerns.
- Teachers will monitor children who may be at risk of poor attendance

Postholder for attendance

- Email parents in September about attendance
- Regular monitoring of Aladdin for attendance alerts
- Ensure that an email is sent to parents after 10 days absence
- Check attendance records for 10, 15, 20 and 25 day absences for unexplained absences and follow up with teachers
- Send a letter to parents via email after 20 days absence
- Together with the principal monitor and contact/meet families with high levels of absences to try and put attendance support plans in place
- Make a referral to Tusla if required
- Complete on-line report twice a year for absences over 20 days and annual attendance report
- Review annual attendance statistics and compare to previous years to identify poor areas of attendance

Principal

- The principal will inform the Board of Management about attendance at meetings
- The principal together with the Deputy Principal will meet families with high levels of absences to try and put attendance support plans in place

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

Targets for School Attendance

1. To review and update the school Attendance Policy
2. To raise awareness of attendance among management, staff, students and parents
3. To raise awareness of the vital role that parents play in their child's school attendance
4. To enhance the school's capacity to manage attendance data by utilising a computerised system (Aladdin) with appropriate attendance alerts
5. To maintain Aladdin Connect so that parents can view and manage attendance
6. To put in place strategies to ensure the early detection and correction of patterns of poor attendance
7. To develop suitable intervention strategies to support individual students with poor attendance and their parents
8. To maintain the number of unexplained absences <5%
9. To maintain at least 90% of parents using Aladdin Connect
10. Tier 2 model of <95% our goal is to have no more than 15% absent

Whole-School Approach

Staff and Board of Management will collaborate to implement this policy. Management and staff work as a team with consistent approach to attendance and following up with parents to get reasons for absenteeism and being vigilant for children who may be at risk of developing school attendance problems.

Promoting good school attendance

CPD and Education

The principal and deputy principal attend regular TESS webinars on attendance in 2023/2024

Raising awareness of attendance

The Principal or postholder responsible for attendance addresses the importance of good attendance at the beginning of the new year. The importance of attendance is highlighted regularly during the year through school newsletters and assemblies. HERO slogan and posters used in the school – Here Every day Ready On time. Attendance is discussed at Board of Management, Staff, Student Council meetings, assemblies and parent-teacher meetings.

Involving Parents in Setting High Expectations for Attendance

The calendar for the coming year is published annually in June and parents are encouraged to plan holidays and family events around school closures. The Deputy

Principal communicates to parents regarding attendance via email at the beginning of the year and includes the calendar in this correspondence. Updates on absences are provided through email, text and phone calls. The importance of attendance is emphasised in school newsletters and at assemblies. Records of attendance are provided on pupil end of year reports.

Providing Support Programmes to Enhance Attendance

Our school provides a variety of opportunities for students in line with the curriculum including a variety of physical education activities – for example soccer, athletics, gymnastics, dance, swimming, gaelic, hurling and basketball. The school provides art and music activities and IT lessons. Pupils are given opportunities to participate in decision making and to assume leadership roles in the school - the Student Council

Responding to Poor Attendance

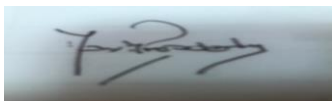
- The attendance grant will be used in 2023/2024 to support interventions for pupils with poor attendance
- On transfer to St. Joseph's N.S. attendance records will be sought from previous schools on pupil attendance
- Teachers will request reasons for absences from parents if they are not provided
- Attendance will be discussed at the Parent Teacher meeting if it is 5 days or over
- Parents will be notified by email when their child has missed 10 days
- Parents will be notified by text message when their child has missed 15 days
- Parents will be sent a letter by email when their child has missed 20 days school
- The principal and postholder responsible for attendance will meet with parents of children who have missed more than 25 days school to try and put an attendance plan in place
- Emerging patterns of poor attendance are monitored by the postholder responsible for attendance to identify students in need of support.
- Our school will implement any appropriate in-school measures (e.g. 'contact person' in school, support in class)
- Use of appropriate interventions with pupil (for example attendance report, incentives and rewards.)
- The postholder responsible for attendance will work closely with various agencies who are involved with such students.
- The postholder responsible for attendance will contact TUSLA to assist with issues, where necessary.

<p>School roles in relation to attendance</p>	<p>The Board of Management Plays an active role in reviewing and developing the Statement of Strategy.</p> <p>The School Principal Promotes the importance of good school attendance among pupils, parents and staff and provides support to families with very poor attendance.</p> <p>The postholder responsible for attendance</p> <ul style="list-style-type: none"> • Works closely with the School Principal to co-ordinate and prepare the Statement of Strategy for School Attendance. • Emails parents in September about attendance • Ensures that accurate and comprehensive attendance records are maintained through regular monitoring of Aladdin for attendance alerts • Ensures that an email is sent to parents after 10 day absences • Sends a letter to parents via email after 20 day absences • Checks attendance records for 10, 15 and 20 day absences for unexplained absences and follows up with teachers • Makes the principal aware of attendance issues • Together with the principal calls or arranges a meeting with parents to formally discuss concerns about pupil absences and to put in place strategies to improve pupil attendance, when a child has been absent for more than 25 days • With the principal meets and provides support to families with high levels of absences • Makes a referral to Tusla if required • Completes on-line report twice a year for absences over 20 days and annual attendance report • Reviews annual attendance statistics and compares to previous years to identify poor areas of attendance <p>Class Teachers</p> <ul style="list-style-type: none"> • Record attendance daily on Aladdin and record late arrivals and early departures • Note reasons for absences on Aladdin and provide a specific reason if “Other” is ticked • Contact parents regarding unexplained absences • Talk to parents about attendance at the Parent teacher meeting if the student has missed 5 days or more • monitor children who may be at risk of poor attendance
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	<ul style="list-style-type: none"> • Inform the postholder responsible for attendance of concerns they may have regarding the attendance of any pupil • Make every effort to implement support strategies for pupils with poor attendance in conjunction with the school principal, postholder responsible for attendance and other support staff <p>Parents are encouraged to</p> <ul style="list-style-type: none"> • Ensure regular and punctual school attendance • Ensure, insofar as is possible, that children’s appointments (dentist etc.) are arranged for times outside of school hours • If appointments are during the school day that children come to school first or returns to school after the appointment if possible • Notify the school if their children cannot attend for any reason • Inform the school by email or in writing of the reasons for absence from school • Work with the school to resolve any attendance problems <p>Pupils are encouraged to</p> <ul style="list-style-type: none"> • Arrive at school punctually • Inform their teacher if there is a problem that may lead to their absence • Show absence notes from parents to their class teacher if absence not emailed
Partnership arrangements (parents, students, other schools, youth organisations)	<p>This strategy was developed and approved by the management of St. Joseph’s NS Kilcock. The strategy was researched and co-ordinated by the Deputy Principal in co-operation with the school Principal. There will be regular correspondence with parents as outlined in the strategy regarding attendance. Contact with TUSLA, NEPS, and other schools in the vicinity will be fostered and developed in order to promote the good attendance of students in our school.</p>

How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • Attendance figures will be analysed at the end of each term/ annually and compared with attendance of previous school years • The number of pupils referred to the Education Welfare Officer will be monitored and compared to previous years. Attendance for individual pupils with poor attendance will be monitored and compared to previous years • The number of absences due to pupil illness will be reviewed • The number of unexplained absences each year will be compared to previous years • The School Attendance Policy will be reviewed and updated (if required) annually
Review process and date for review	The strategy will be reviewed annually.
Date the Statement of Strategy was approved by the Board of Management	8/02/2024

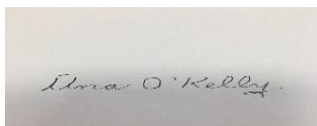
Signed:



Chairperson BOM David Powderly

Date: 08/02/2024

Signed:



Principal Úna O' Kelly

Date: 08/02/2024