

Moneenroe National School

Roll No. 16204F



**Statement of Strategy for School Attendance
2018**

Name of School	Moneenroe National School
Address	The Glen, Moneenroe, Castlecomer, Co. Kilkenny.
Roll Number	16204F
The school's vision and values in relation to attendance	It is the aim of all stakeholders at Moneenroe N.S that all pupils have full attendance at school. To this end Moneenroe N.S aims to be a safe, caring and stimulating place of education for all pupils.
The school's high expectations around attendance	The school expects that insofar as it is possible, that all pupils fully attend school. Children who are unwell are not expected to attend school. Children who maintain a perfect school attendance record during their time at Moneenroe N.S are commended in 6th class. The Principal Teacher will present them with a Certificate.
How attendance will be monitored	Attendance is monitored daily by the class teachers, deputy principal and school secretary. The Roll is checked at 10.20 a.m. each day. Attendance and absences are imputed into the Databiz system daily. Notes are requested from parents explaining why their child was absent from school. These notes are kept by the Deputy Principal. A letter informing parents that their child has been absent from school on 20 occasions is sent home by the Deputy Principal. Pupils who have been absent from school on 20 occasions are reported to TUSLA and parents. Parents are contacted by phone when pupils do not return to school as expected.
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	<p>The school will ensure that:</p> <ul style="list-style-type: none"> • The importance of school attendance is promoted throughout the school by all staff • Pupils are registered accurately and efficiently. • Pupil attendance is recorded daily by class teacher and deputy principal. • Parents or guardians are contacted by deputy principal when reasons for absences are unknown or have not been communicated. • Pupil attendance and lateness is monitored by class teacher and the Principal. • School attendance statistics are reported as appropriate to: • TUSLA by deputy principal. • The Education Welfare Officer by deputy principal. • The Board of Management by principal.

Punctuality

The school yard is open at 9.05 a.m. and children are required to be in their classrooms not later than 9.20 a.m. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The school is obliged under The Act to report children who are persistently late, to the Education Welfare Board.

Guidance for Parents

Section {(21) (9)} of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school Principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupil’s absences must be communicated in writing, by parents/guardians to the class teacher, principal or deputy principal and will be retained by the school. To facilitate this, such communications should not be in the homework diary, but on a separate page or sheet of paper. If a child is absent, when the child returns to school he/she should give/send a written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record that may be inspected by the Education Welfare Officer on a visit to the school.

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 services to resolve any attendance problems.
- Making sure their children understand that parents support approval 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 reason for absence from school.
- Ensuring, in so far as 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.
- Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.
- Respect pre-school supervision time (15 minutes)

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/deputy principal.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

A strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting school attendance. In this regard:

- The school curriculum, insofar as it is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Skills guidelines.

	<ul style="list-style-type: none"> • Internal communication procedures are in place to inform teachers of the special needs of pupils. • The assistance of the Education Welfare Officer will be utilised. • The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Deputy Principal of any concerns regarding the attendance of any child. • Pupils with a poor attendance record, will, insofar as is practicable, be supported in an effort to improve their attendance. • Our school provides fun exciting school days to promote school attendance.
<p>School roles in relation to attendance</p>	<p>Post Holder</p> <p>The Deputy Principal will:</p> <ul style="list-style-type: none"> • Ensure that the school register of pupils is maintained in accordance with regulations. • Inform the Education Welfare Officer: <ul style="list-style-type: none"> ➤ If a pupil is not attending school regularly. ➤ When a pupil has been absent for 20 or more days during the course of a school year. ➤ If a pupil has been suspended for a period of more than six days. ➤ When a pupil's name is removed from the school register. ➤ Inform parents of a decision to contact the Education Welfare Officer of concerns, regarding a pupil. ➤ Insofar as it is practicable, promote the importance of good school attendance among pupils, parents and staff. <p>Class Teacher:</p> <p>The Class Teacher will:</p> <ul style="list-style-type: none"> • Maintain the school roll book in accordance with procedure. • Keep a record of explained and unexplained absences. • Encourage pupils to attend regularly and punctually.

	<ul style="list-style-type: none"> • Inform the Deputy Principal of concerns he/she may have regarding the attendance of any pupil.
Partnership arrangements	Our school has a very active supportive Parents Association. The Principal will comment on school attendance at each meeting. (Parents Committee). The Principal will comment on attendance at School Assembly.
How the Statement of Strategy will be monitored	The Statement of Strategy will be monitored by the Board of Management.
Review process and date for review	The Statement of Strategy will be reviewed when necessary or within three years (2019 – 2020)
Date the Statement of Strategy was approved by the Board of Management	30th January 2018
Date the Statement of Strategy submitted to TUSLA	22nd February 2018

Signed: _____
Chairperson, Board of Management

Date: _____