

Statement of Strategy for School Attendance De La Salle College, Waterford.

Name of school	De la Salle College
Address	Newtown, Waterford
Roll Number	64950 O
The school's vision and values in relation to attendance	<p>The school will endeavour to ensure that in accordance with the schools mission statement:</p> <ul style="list-style-type: none"> • The importance of school attendance is promoted and rewarded throughout the school. • Students are registered accurately and efficiently. • Student attendance is recorded daily and during each class period. <ul style="list-style-type: none"> • Parents or guardians are contacted, by telephone call or text message, when reasons for absences are unknown or have not been communicated. • Student attendance and lateness is monitored. • School attendance statistics are reported as appropriate to: <ol style="list-style-type: none"> 1. The Education Welfare Board. 2. The Education Welfare Officer. 3. The Board of Management
The school's high expectations around attendance	<p>The following goals/objectives are required so as to meet the school's high expectation around attendance.</p> <ul style="list-style-type: none"> • Accurate records of students' whereabouts at all times during school hours to be maintained. • Students to learn to take responsibility for their own punctuality and attendance. • Parents to be informed about the vital role they play in their child's school attendance. • Minimum rate of absenteeism. • The early detection and correction of patterns of poor attendance.
How attendance will be monitored	<ul style="list-style-type: none"> • All teachers record attendance for each of their classes on VSware daily • Students who leave the school during the day due to illness or appointments must be collected by a parent/guardian at the school reception. On collection the student must be signed out on VS ware and a release slip from their Year Head/Principal/DP must be recorded in student journal. The student has to sign out in the official signing out book which is kept in reception after permission from home following a phone call has been granted.

	<ul style="list-style-type: none"> • When a student returns to school during the school day they must sign back in at the school reception. • Where students are absent from school for school-related extra-curricular activities, this is entered on the system by administrative staff as a school activity. The teacher who oversees the activity prepares a list of the names and, prior to departure and enters the list on VShare. He/she will provide a copy of the list to the DP and also display the list on the noticeboard for activities in staff room.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<ul style="list-style-type: none"> • Good attendance is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for his own learning and achieve to his full potential through regular presence in class. • Throughout the curriculum, students are made aware of the incremental nature of learning and the negative implications for them of irregular attendance. This is also promoted through the school's Guidance Programme. • Attendance and punctuality reports are available to each Year Head electronically in real time which allows for early intervention and further discussion at the weekly Year Head meeting. Allowing for targeted intervention by the Year Head and/or Guidance Counsellors, Chaplain, Home School liaison. • School reports to Parents/Guardians include a detailed breakdown of attendance for the period in question. • The school Awards acknowledge excellent attendance and punctuality. • A sense of belonging and connectedness in school is developed through participation in school life and/or extra-curricular activities.
<p>School roles in relation to attendance</p>	<ul style="list-style-type: none"> • The Year head investigates and monitors students at risk which are discussed at Year Head meetings. • Assistant Year Heads to collect and file notes re. absenteeism – students to bring their notes to the Assistant Year Head at a designated time and place decided by the Assistant Year Head. Assistant Year Head will liaise with Year Head with regard to all issues relating to attendance.

	<ul style="list-style-type: none"> • Identifying, on a case by case basis, those with 5-13 days <u>unexplained absence</u> and, where it is necessary or appropriate, devising individually tailored strategies including: <ul style="list-style-type: none"> • Year Head meeting with parents/guardians • Referral to Guidance Department • Home visit by Home School liaison • Reduced or tailored timetable • Referral to TUSLA (Parents/Guardians will be informed if a report is made to TUSLA.) • TUSLA Child and Family Agency is informed if; <ul style="list-style-type: none"> • A child is expelled. • A child is suspended for 6 days or more • A child has missed more than 20 days (four times per Year) • TUSLA Child and Family Agency is furnished with the total attendances in the school year through the annual report • Parents/Guardians will be informed if a report is made to TUSLA.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Principal:</p> <ul style="list-style-type: none"> • To ensure that adequate systems are in place to record attendances and absences of students. • To monitor attendance records regularly. • To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000. • To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School. • To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress. • Facilitate mixed ability classes in so far as possible throughout the curriculum. <p>Deputy Principals:</p> <ul style="list-style-type: none"> • To work in cooperation with the Principal, Year Heads, Class Teachers, Class Tutors , administration staff and to implement the School Policy. • To liaise with the Year Head and Student Support Team to address the difficulties surrounding a particular student’s attendance.

- To meet, along with the Year Head, the students who had unauthorised absence from class.
- To inform new teachers of their obligations with regard to recording attendance.

Year Head:

- To monitor regularly the attendance records on VSware system for the given year.
- To liaise with the teachers and Student Support team to address the difficulties surrounding a particular student's attendance.
- To meet those students for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents/guardians where unauthorised absences occur or are suspected and/ or when patterns of absences are developing and to notify the Deputy Principals of same.
- To remind the students during the assemblies of the Year Group of the importance of regular attendance and punctuality.

Class Teacher:

- To record the attendance of all students in every class daily. When substituting under the S&S scheme or when providing cover for personal leave, the teacher will complete roll for that class using the VSware system which provides essential information regarding attendance in the event of an evacuation of the school.
- To impress on students the importance of regular attendance and insist on punctuality.
- Set example by their own punctuality.
- Acknowledge students, welcome them back and support them upon their return to school.
- Teachers need to be made fully aware of their responsibilities regarding the recording of attendance and follow up on any concerns regarding attendance. They need to carry out an initial investigation and refer to the Year Head if the student does not have a satisfactory explanation for absence from the class.

Parent/Guardian:

- To support the school's Attendance Strategy in compliance with their legal responsibilities. (Education Welfare Act 2000).
- To ensure regular and punctual attendance of students and avoid unnecessary absences. Where

	<p>possible, to arrange appointments outside of school time.</p> <ul style="list-style-type: none"> • To provide a written explanation for the student’s absence on the first day of return to school. • To inform the school in advance of any planned absences from school. • To provide to the school reliable contact telephone numbers and alternative ‘emergency’ numbers. • To adhere to the procedures set out in this Strategy for the withdrawal of students from school during the school day. • To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues. • Any student who needs to leave school early must be granted permission by a parent/guardian. <p>Student:</p> <ul style="list-style-type: none"> • To be in class on time • Following an absence from school, to present a written explanation to his Year Head/Assistant Year Head in the Student Journal on the day of his return.
How the Statement of Strategy will be monitored	<p>The success of this Attendance Strategy is measured through:</p> <ul style="list-style-type: none"> • Improved attendance levels as measured through statistical returns • Positive parental feedback • Teacher feedback
Review process and date for review	June 2018
Date the Statement of Strategy was approved by the Board of Management	TBC
Date the Statement of Strategy submitted to Tusla	TBC