



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Template for the Statement of Strategy for School Attendance

Name of school	St. Margaret's National School
Address	St. Margaret's, Co. Dublin.
Roll Number	18038B
The school's vision and values in relation to attendance	<p>The Board of Management of St. Margaret's National School recognises the clear and direct relationship between regular school attendance and pupil progress. The Board and staff recognises that high attendance is linked to pupils staying in school to complete and do well in their Leaving Certificate and future studies. Overall, good attendance engenders a positive attitude to learning and school (McCoy et al., 2007). The Board also recognises the impact of poor attendance on wider aspects of a student's life, such as weak peer relationships, risks of engagement in anti-social activity and poor family relationships (Hibbet and Fogelman, 1990; Carroll, 2011).</p> <p>St. Margaret's National School strategy on attendance complements the school ethos of nurturing children's potential in a caring environment where the welfare of each child is paramount. St. Margaret's National School's strategy aims to:</p> <ul style="list-style-type: none">• Promote a positive learning environment.• Promote a school culture where every child feels valued, trusted and respected.• Encourage full attendance where possible.• Encourage punctuality.• Foster an appreciation of learning.• Raise awareness of the importance of school attendance.• Ensure that pupil attendance is recorded daily.• Ensure that pupils are registered accurately and efficiently.• Ensure awareness of and compliance with the requirements of the relevant legislation.• Identify pupils at risk.• Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.• Identifying and removing, in so far as is

	<p>practicable, obstacles to school attendance.</p> <ul style="list-style-type: none"> • Reward good attendance and improvements in attendance.
<p>The school's high expectations around attendance</p>	<p>St. Margaret's National School endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.</p> <p>St. Margaret's National School aims:</p> <ul style="list-style-type: none"> • To raise awareness of the importance of regular school attendance. • To identify pupils at risk of leaving school early. • To promote and to foster positive attitudes to learning. • To ensure compliance with the requirements of the relevant legislation.
<p>How attendance will be monitored</p>	<p>The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) of each class on a daily basis. It is also recorded daily in the Leabhar Timrimh (Attendance Book). The annual attendance of each individual pupil is recorded in the Clár Leabhar (Register), together with information provided in enrolment forms – pupil's name, date of birth, religion, address, parents' names and parents' occupations.</p> <p>If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken before 10.50am each morning. Any pupil not present will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes will be retained by the school.</p> <p>Parents/guardians must also provide a note if a child departs early during the school day.</p> <p>Late arrivals (after 9.20am) are recorded in the late book. Parents/guardians are informed in writing on the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are informed of the school's concerns during parent teacher meetings.</p> <p>The school must inform TUSLA Child and Family Agency in writing where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more. TUSLA Child and Family Agency is furnished with the total attendances in the school year through the Annual Report Form which</p>

	<p>is completed online.</p> <p>Under Section 20 of the Education Welfare Act, 2000, the Principal of a child's current school must notify the Principal of the child's previous school, via POD (Primary Online Database) that the child is now registered in their school.</p> <p>When a Principal receives notification that the child is now 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 he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.</p> <p>When a child transfers to St. Margaret's National School, confirmation of transfer will be communicated to the child's previous school via POD and appropriate records sought.</p>
<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 	<p>The school promotes good attendance by:</p> <ul style="list-style-type: none"> • Creating a safe and welcoming environment. • Ensuring children are happy. • Developing mutual trust and respect with students. • Facilitating children to have a voice in school matters. • Listening to student's concerns. • Having high expectations of students' attendance. • Displaying kindness, compassion and understanding. • Collaborating in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils. • Being vigilant so that risks to good attendance are identified early for individual children. • Intervening early with personalised support and engagement with families and their children. • Inviting parents/guardians of new entrants to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. • Reminding parents/guardians of the importance of regular school attendance from Junior Infants onwards and the Board's obligations to report absences in the Principal's Report. • Publishing the calendar for the coming school year annually in June and posting it on the school website. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.

	<ul style="list-style-type: none"> • Involving parents in discussion and reflection about attendance. • Requesting parents to participate in reviews of attendance strategy. • Awarding annual prizes to students with full and nearly full attendance. • Monitoring progress or lack of and noting when the threshold is met for a referral to TUSLA’s Educational Welfare Services. <p>Parents/guardians can promote good school attendance by:</p> <ul style="list-style-type: none"> • Ensuring regular and punctual school attendance. • Working with the school and TUSLA Child and Family Agency to resolve any attendance problems. • Making sure their children understand that parents support good 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, in so far 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. • 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.
School roles in relation to attendance	<p>It is the responsibility of the Principal and class teachers to implement this policy under the guidance of the school’s Board of Management.</p> <p>The school Principal will:</p> <ul style="list-style-type: none"> • Ensure that the school register of pupils is maintained in accordance with regulations. • Inform TUSLA Child and Family Agency 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 and when a pupils’ name

	<p>is removed from the school register.</p> <ul style="list-style-type: none"> • Inform parents of a decision to contact TUSLA of concerns regarding a pupil. • In so far as is practicable, promote the importance of good school attendance among pupils, parents and staff. <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. • Inform the Principal of concerns he/she may have regarding the attendance of any pupils.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Section 22 (2)(c) of the Education Welfare Act, 2000, requires that schools make every effort to engage with parents when attendance problems emerge and work collaboratively with them to try to understand the in-school and/or out-of-school factors influencing attendance.</p> <p>St. Margaret's National School strives to promote good communication between home and school, school and other schools. This will ensure support for the child's progression and development in school, at home and will help to facilitate transition from school to school, primary to secondary and so on.</p>
How the Statement of Strategy will be monitored	<p>The success of this Attendance strategy will be measured through:</p> <ul style="list-style-type: none"> • Continued excellent attendance levels as measured through Leabhar Rolla records and statistical returns. • Happy, confident, well-adjusted children. • Positive parental feedback and support. • Teacher monitoring of class attendance.
Review process and date for review	<p>This strategy will be communicated and reviewed annually at both staff and Board of Management Meetings.</p>
Date the Statement of Strategy was approved by the Board of Management	<p>This policy was ratified by the Board of Management of St. Margaret's National School in June 2017 and communicated to the Parents' Association on June 2017 and via the School website. It will be reviewed annually.</p>
Date the Statement of Strategy submitted to Tusla	<p>This statement of strategy was submitted to TUSLA on June 2017.</p>