

Coláiste Choílm

School Attendance Policy/

Strategy Statement

December 2017

Signed: *A Bryan, Chairperson.*

For and on behalf of Board of Management.

Date: 12th December 2017

~ School Attendance Policy/Strategy Statement ~

Colaiste Choilm
Dublin Road, Swords, Co. Dublin
K67 KW30
Roll Number: 60383i

Mission Statement

“To provide a holistic education which is driven by a Catholic ethos. We strive to create a safe environment which fosters inclusion, honesty, dignity and respect. The school community encourages the individual in their pursuit of excellence. We aim to promote among students a sense of pride in their school”

Scope

- This policy strives to set out the basic principles upon which the School Attendance Strategy will be implemented, sustained and evaluated in our school.
- This policy itself has been developed through partnership and consultation with the Board of Management, parents, staff and students.

Rationale

- Attendance at school and full participation in school life is extremely important in a child’s development.
- Parents are the primary educators and the school wants to work in partnership with parents to ensure that the environment is created where children look forward to coming to school and participating in school life
- The school and parents have certain obligations under the Education (Welfare) Act 2000 regarding attendance and participation.

Policy Goals

- Assist towards developing a school environment where all students feel welcome.
- Highlight and encourage regular attendance.
- Encourage good communication between parents and school.
- Implement the monitoring and recording aspects of the school’s attendance strategy successfully.
- Establish procedures for monitoring attendance and good record keeping.
- Develop working relationships with relevant agencies such as the National Educational Welfare Board (NEWB).
- Support students and parents where attendance issues arise.

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Content of Policy

Parents and Legal Responsibility

The school expects all students registered in the school to attend classes every day and attend organised events within the school day, both in and out of school. If your son is absent the school will require an explanation in writing from the parent or guardian

If your son is under 16 and has not yet completed 3 years at post-primary school, it is the parents' legal responsibility to ensure that the student attends school everyday.

If a student is absent for 20 or more days in a school year or if the school is concerned about the pattern of a student's absence, the school is obliged to report this to the National Educational Welfare Board (NEWB). The school will always inform parents if such a report is being made.

School Calendar and Timetable

- The school will provide a calendar for the opening and closing times of the school, the school holidays and information about parent teacher meetings and staff meetings.
- Reminders will be sent by mobile text and in writing.
- Information will also be posted on the school website.
- Parents should try to avoid taking their sons on holiday during school term.

Medical Appointments

If your son has permission to leave school early e.g. for a medical appointment, please ensure that he has a signed note in his school journal. He is required to sign out at the school office when leaving to attend his appointment.

If your son becomes unwell at school he should report at the school office from where his parents/guardians will be contacted. If he needs to leave school as a consequence, he is required to sign out at the school office and have his journal stamped.

(Please see school Code of Behaviour for procedures regarding consequences/sanctions if a student leaves the school without permission.)

Contacting the School in cases of absence

Please contact the school as soon as you can to inform us that your son is absent. This can be done by phone to the office at 8401420 or, out of office hours, by leaving a message on the answering machine.

When your son returns to school please ensure that he has a signed note in the school journal with an explanation for the absence. This should be given to the Year-Head.

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For extended absences please keep in contact with the Year Head and if the extended absence is for medical reasons please furnish a doctor's note to the Year-Head. As good communication is vital, we would appreciate if you keep the school up to date about your child's absence.

Recording of non-attendance

The school operates an electronic attendance system E-Portal. An SMS message is sent to a parent or guardian's phone each morning and afternoon. These absence records are available to the Year Head on the school's computer system. Parents also have access to their son's attendance record via E-Portal. Please note it is the policy of the school that a roll for attendance is kept by the classroom teachers

When your son has been recorded as being absent for 7 days without notice (in total for the school year), a letter will be issued to inform you of this fact. After an absence of 15 school days a letter will be issued asking you to make an appointment with the school.

End of Term Reports will also contain an attendance record. Attendance records are given at Parent meetings.

School Roles in Relation to Attendance

The roll is recorded by the classroom teacher at each class time.

The Deputy Principal sends out the Parental text messages morning and afternoon.

The Year Head is responsible for collecting and recording absence note onto the E-Portal system and making initial contact with Parents.

Senior and middle management discuss issues at regular meetings.

SEN Dept. and Guidance when required.

Support Programmes to Enhance Attendance

Colaiste Choilm supports attendance by:

- Promoting Extra Curricular activities.
- Business Enterprise Awards.
- Student Council.
- Student Prefect System.
- After School Study.
- Guidance provision and Chaplaincy.
- Financial support.
- Positive relationships and promoting good behaviour.
- Health awareness (Run for life), SPHE, Anti-bullying week.
- Care team.
- Liaise with outside agencies (Pieta House, St. John's Youth Reach, Jigsaw).
- Academic Support Structures.

Rewarding Good Attendance

- Attendance Certificates and prizes are awarded at assemblies.
- Awards are presented at the Annual Ceiliuradh.

Monitoring, Evaluation and Review

The Board of Management in consultation with the Principal, Teaching Staff, Students Council and Parents Council, will monitor the policy. The Policy will be reviewed every two years.

Success Criteria

Success criteria may include:

- Attendance rates.
- Improved explanations for absences.
- Homework/study.
- Increased school completion to Leaving Certificate.
- Improved communication with parents.
- Fewer reports to National Educational Welfare Board.
- Improved grades and learning outcomes.

Contact details

School Secretary: Phone 8401420
E-mail : colchoilm.ias@eircom.net

Implementation

This policy will be implemented by The Board of Management in a spirit of co-operation through consultation with the school partners, within the resources available to the school.

Links to Other Policies

This policy links to:

- Guidelines for Schools; Developing The Strategy For School Attendance (TUSLA).
- The School Plan.
- Code of Behaviour.
- Child Protection.
- Admissions Policy.
- Pastoral Care.
- Substance Abuse Policy.

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Ratification

This policy/strategy statement has been ratified by the Board of Management at its

meeting dated:

Signed: