

Statement of Strategy for School Attendance

Name of school	Castletroy College
Address	Newtown , Castletroy, Co Limerick
Roll Number	76073G
The school's vision and values in relation to attendance	Our mission in Castletroy College is the holistic education of the individual student while encouraging all to reach their full potential. We encourage and support equality of opportunity in all aspects of school life. We endeavour to nurture a school community which involves the partnership of staff / student / parents and the wider community. Castletroy College places students as active agents in their own education where each student's personal growth is encouraged through the development of self-esteem, self-confidence and self-discipline. Consistent attendance and excellent punctuality is a vital part of this learning journey, enabling all students to be the best that they can be.
The school's high expectations around attendance	Good attendance is promoted in Castletroy College by maintaining a culture of high expectations, encouraging each student to take responsibility for his/her own learning and achieve his/her full potential through regular presence in class.
How attendance will be monitored	At the start of each academic year the management teams and the principal meet with each year group and clearly outline the importance of regular and consistent attendance to the students in their care, emphasizing the responsibility of each student to take ownership of their attendance to ensure they can reach their potential by being present in class. - All students are registered in the morning and in the afternoon through the vsware system, subject teachers also mark class attendance through the vsware system for each of their classes. -Parents have access to this attendance record through the vsware system on the school website with a specific login account circulated to all parents - TO BE LAUNCHED IN NEXT ACADEMIC YEAR

	- A tutor/tutors is assigned to each tutor class and they carefully monitor student's attendance/punctuality on a regular basis - The Assistant Year Head follows up on student absences/punctuality by checking absence notes in the student journal from parents and refers on any students displaying concerning attendance trends. - The Year Head monitors trends or issues regarding student attendance/punctuality - The Year Head will intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and implementing specific strategies to improve individual student attendance - The Student Attendance Coordinator is responsible for monitoring student attendance and punctuality and reporting to Tulsa in conjunction with the school management - The Deputy Principal, on a weekly basis, monitors punctuality of students and applies a sanction in relation to poor punctuality - The Student Attendance Coordinator submits reports to Tulsa sanctioned by the Principal regarding students who have 20 days absence or more and 6 days or more suspensions.
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	Whole-School Approach: As a school community we place students as active agents in their own education. Each student's personal growth is encouraged through the development of self-esteem, self confidence and self-discipline with consistent attendance and excellent punctuality considered as a vital part of learning in Castletroy College. The whole-school approach to fostering good attendance is achieved through maintaining a culture of high expectations and encouraging each student to take responsibility for his/her own learning and achieve his/her full potential through regular presence in class. Promotion of good attendance: We promote amongst students the importance of good attendance as an integral part of the educational learning process. The school also acknowledges at a whole-school level students who maintain good attendance and punctuality through awards and certificates in year group ceremonies at Junior Cycle Response to poor attendance: Students displaying poor attendance are provided with the following supports – - Year head and Assistant year head follow up on absences and sign absence notes in journal , track email relating to absences - Tutors refer concerns regarding attendance to Year Head

	- Year Heads and Assistant Year Heads monitor trends or issues regarding student attendance/punctuality - Year Heads intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and discussion at weekly Pastoral Care weekly meeting - The Attendance & Punctuality Officer submits reports to Tusla for specific attendance issues Target setting and targets: We implement specific strategies to improve individual student attendance thus responding to the individual need.
School roles in relation to attendance	<u>Principal</u> - Ensures adequate systems are in place to record attendance and absences - Monitors attendance records regularly - Makes reports in conjunction with the Student Attendance Coordinator to Tusla as required by the Welfare Act 2000 - Informs parents of procedures for the notification of absences/withdrawals of students from the college - Reminds students and parents of the importance of regular attendance and the negative impact of frequent absence on student progress - Meets with students and parents, along with Deputy Principals and relevant Year Heads, if student absences are causing concern <u>Deputy Principals</u> - Work in cooperation with Principal/Year Heads/ Assistant Year Heads /Student Attendance Coordinator/Class Tutors/Subject Teachers and Admin Staff to implement the school Attendance Policy - Liaise with Tutors/Year Heads/Assistant Year Heads /Pastoral Care Team/Student Attendance Coordinator to address any difficulties surrounding a particular student's attendance - Contact parents/guardians of pupils with regular attendance issues and/or suspicious attendance issues - Meet with aforementioned pupils and parents and relevant staff regarding ongoing attendance issues - Inform new staff members of the procedures and policy regarding attendance and punctuality in the school. <u>Year Heads / Assistant Year Heads</u> - Monitor attendance records using the VShare system - Liaise with Tutors/Student Support Team and Student Attendance Coordinator regarding difficulties surrounding particular students attendance/punctuality

	- Meet with particular students whose attendance/punctuality is causing concern - Contact parents/guardians where absences are unauthorised and notify Principal/Deputy Principals of same - Contact/meet with parents/guardians of students with attendance issues to formulate and agree a plan to improve attendance - Monitor on a weekly basis attendance records regarding students with 3 or more days absence and contact parents and speak to students highlighted as appropriate - Remind students at Year Group assemblies of the importance of regular attendance and punctuality - Collate and organise attendance and punctuality awards for respective year group at end of year awards ceremonies Student Attendance Coordinator - Monitors punctuality in conjunction with the wider Pastoral Care team - Attends meetings where appropriate with parents and yearhead where poor attendance is of a pastoral care nature - Collate results and formulate reports to be submitted to Tulsa as requested in conjunction with both Year Heads and Principal/Deputy Principals and school secretary. Class Tutor - Record attendance on VShare and refer students to Year Head regarding absence Subject Teacher: - Record attendance for every class via VShare - Refer any regular student absence from their class to Year Head/Deputy Principal - Support the student on their return to class by informing him/her of work missed out on and advice on how to catch up. Pastoral Care and Student Support Services: - Junior and Senior Pastoral Care Meetings are held weekly where issues such as student attendance are discussed (Principal, Deputy Principal, Year Head, Guidance Counsellors, Chaplain, AEN coordinator) - Student Support team meeting also held weekly may reflect on attendance related matters - Information regarding student issues are communicated with staff where necessary through appropriate channels - Year Head will follow up on attendance issues following report from Tutors
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	- Guidance counsellors may offer additional support for students who demonstrate issues with school attendance for various reasons Admin Staff: -Facilitate late sign in by students and late stamp in journal in the morning and afternoon - Facilitate sign in/sign out procedures for students arriving and leaving school during the day - Update daily attendance and punctuality records of all students on VSware following morning and afternoon registration
Partnership arrangements (parents, students, other schools, youth and community groups)	Students: - Should be in class on time – Take responsibility for their attendance and punctuality - Ensure there is a written explanation by email or in their journal from a parent/guardian on their return from school after absence - Follow school procedures regarding signing in for lates and signing in/out during the day. - Inform the class teacher and /or report to school office if they feel ill during the school day. Contact will be made through the school office with parent / guardian in order to have student collected. -All students are expected to arrive punctually for school before 8:45am on Monday and before 8.50am on every other morning. If students arrive after these times, they are deemed to be late and should proceed to Reception. On presenting late, the following will take place: - 1st Late within a calendar month - text sent home to parent(s)/guardian(s) - 2nd Late within a calendar month - phone call home to parent(s)/guardian(s) - 3rd Late within a calendar month - parent(s)/guardian(s) are required to sign in the student at reception on three consecutive mornings by 8:30am Parents: - Support the school's Attendance Strategy in compliance with their legal responsibilities outlined in the Education Welfare Act 2000 - Ensure regular attendance of their son/daughter and avoid unnecessary absences

	- Make contact with the college when son/daughter is absent (Phone / email) - to provide explanatory email or written note in the school journal on the day their son/daughter returns to school - Adhere to procedures regarding withdrawal of son/daughter from school during the day and for any extended periods during the school term - Acknowledge and where necessary reply to correspondence regarding absence issues from the school - Meet, if requested, with the relevant school personnel regarding on-going attendance/ punctuality issues. - Meet with the Education and Welfare Officer appointed by Tulsa regarding attendance issues if requested Tulsa Education and Welfare Officer: - Follow up on students who have been referred to them by the principal through reporting procedures.
How the Statement of Strategy will be monitored	The Statement of Strategy for School Attendance will be reviewed , amended and updated on an annual basis by the policy development team and referred to staff where appropriate .
Review process and date for review	This strategy document will be reviewed annually in April of each academic year.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tulsa	

This policy was adopted by the Board of Management on 9/5/22

Date of next review: September 2023