



**Coláiste Chraobh Abhann Statement of Strategy
For School Attendance**

Name of school	Coláiste Chraobh Abhann (CCA)
Address	Creowen, Kilcoole, Co Wicklow
Roll Number	76076M
The school's vision and values in relation to attendance	<p>Coláiste Chraobh Abhann aims to:</p> <ul style="list-style-type: none"> • Develop whole school structures in a positive and proactive attempt to deal with the issues of attendance and non-attendance. • Create an awareness amongst students and parents regarding the impact of absences from school on a student in terms of progress, achievement and connection with the school. • Create a school culture and environment where students want to attend school and have a strong sense of belonging.
The school's high expectations around attendance	<ul style="list-style-type: none"> • Coláiste Chraobh Abhann expects high attendance standards to be maintained to deliver the highest quality education to each student attending the school. • Absenteeism should only occur through genuine illness or urgent family reasons. • The school expects that all students will strive to achieve 100% attendance each academic year.
How attendance will be monitored	<ul style="list-style-type: none"> • Class registers are taken each morning at Assembly/Tutorial (8.50am – 9.00am) on VSware. • During assembly or tutorial, explanations for absences (blank notes are provided in the student journal for this purpose) are collected by the Class Tutor. The explanations are also recorded on VS Ware. • A text message is sent to a parent if their child is marked as absent on the morning class register. • Teaching group registers are taken at the beginning of every class on VSware. • If a student is absent for three consecutive days without a telephone call or message from home, the Class Tutor phones home to inquire about the absence. • If a student does not bring in a note to explain an absence, the Class tutor may phone the parents. • If a student has missed twelve days of school the Class Tutor brings this to the attention of the Year Head. The Year Head contacts home regarding the absences. They may also request parents to formally meet with them in

cases where there is concern.

- The parents of a student who is approaching 20 days absent from school will be written to by the Deputy Principal and the parents asked to make contact with the school to arrange a meeting to discuss the reason for the absences.
- The Deputy Principal conducts an attendance audit each term and writes to parents in cases where there is concern at the number of absences which have accrued over the term. Students under 16 years of age, who miss over 20 days of school will have their names forwarded to TUSLA. Parents will be sent a letter to make them aware of this procedure by the Deputy Principal.
- Where there is a serious concern about attendance, the Deputy Principal will meet with the parents and the student to assess the situation and to put supports in place to encourage the student to attend school. The student may be referred to the Guidance Counsellor and/or an external support agency if relevant.
- Attendance is a running item on the Agenda for the weekly Year Head meetings. At the end of each month a report of absences by year group is circulated by the Deputy Principal for discussion. The Year Head disseminates this list to each Class Tutor in their year group.
- The Deputy Principal will report student absences to TUSLA (NEWB) on the specified reporting dates.
- The Principal brings student absence statistics to the attention of Board of Management members after each TUSLA (NEWB) reporting period.
- The Deputy Principal will contact the Education Welfare Officer to discuss individual cases and where appropriate sends a referral form outlining the actions to date to support a student with serious attendance problems.
- In a very small number of cases where there is a diagnosed physical or mental health issue which is preventing a student from attending school, a home tuition application will be made by the Deputy Principal and the SEN department for a student. This will always be a last resort after all other in-school supports have been explored.
- The Principal and Deputy Principal meet regularly to consider specific cases and to monitor the progress of any student whose attendance has been a problem in the past.
- A final report will be submitted to TUSLA (NEWB) on student absences and explanations for all students at the end of each academic year.

Students who absent themselves from class or school

	<p>without permission:</p> <ul style="list-style-type: none"> ➤ No student may be absent for any reason from class unless permission has been obtained from the Year Head, Deputy Principal or Principal. ➤ If a student has absented themselves from class without permission, it will be regarded as a serious matter and the school will apply one or more of the school sanctions as listed in the Code of Conduct. ➤ In the event of a repeated absence from class/school without permission, the student and parents will be required to meet with the Year Head, Deputy Principal or Principal. ➤ Students are encouraged and supported to participate in all of the subjects on their timetable. However, in the event that a student wishes to opt out of a subject for whatever reason, the following procedure will apply: <ul style="list-style-type: none"> ➤ The parents must put the request in writing to the Principal ➤ The Principal/Deputy Principal/Year Head will engage in consultation with the parent(s) and student or the student (if over 18 years) ➤ The parent and student will be offered the following arrangements: <ol style="list-style-type: none"> 1. The student continues to study the subject allocated. 2. The student remains in class but does not participate in the subject. 3. The parent(s) arrange for the collection and supervision of the student for the relevant class periods (if the arrangement of remaining in class but not participating in the subject is unsatisfactory)
<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 	<p>Target setting and targets</p> <ul style="list-style-type: none"> • To improve by 10% annually the number of students achieving full attendance awards at prize day. This 10% improvement annually has been achieved since the academic year 2013/2014. • To reduce the number of students missing 20 days or more from school each year. To statistically analyse this data each year and highlight the improvement. • To set targets for the following academic year <p>The whole-school approach</p> <p>To raise awareness in tutorials, assemblies, PTS meetings and Information evenings about the importance of school attendance for students to achieve their potential and to stay connected with school.</p> <p>Working together, the home and the school can ensure that</p>

<ul style="list-style-type: none"> Promoting good attendance Responding to poor attendance 	<p>students will realise their potential by regular attendance. In this regard parents are asked to:</p> <ul style="list-style-type: none"> Explain all absences by a note which should be sent to the Class Tutor. The note should clearly indicate the reason for the absence. If a student is absent for three consecutive days, a telephone call or message should be sent to the school. Exercise discretion in distinguishing between genuine illnesses which require time off school and minor complaints which do not. Make every effort to arrange medical and dental appointments after school hours. In cases where this is impossible, students should be instructed to return to school after the appointment. Support their child's education by refusing requests for unofficial days off for activities which might include shopping, holidays or preparation for social events. Ensure that their child is not so fatigued from a part-time job that time is missed from school. Refrain from taking family holidays during school term. The school is obliged to include any such days in the total absences for the year. <p>Promoting good attendance</p> <ul style="list-style-type: none"> Any student with full attendance for a term receives a certificate of excellence for attendance. This is presented at assembly in each year group. Any student who misses 1 or 2 days in a year receives a certificate on Prize Day at the end of the year. Any student with full attendance for the year receives a medal on Prize Day. Any student who has full attendance for 5/6 school years receives a very prestigious award presented at the Graduation Ceremony in 6th year. <p>Responding to poor attendance</p> <p>As above in section on how attendance is monitored.</p>
<p>School roles in relation to attendance</p>	<p>The following school staff have key roles in recording and promoting student attendance, as well as tackling student absenteeism:</p> <ul style="list-style-type: none"> Class Tutors Subject Teachers Attendance monitors - TY students Mentors Year Heads Deputy Principal Principal
<p>Partnership arrangements (parents,</p>	<p>The school seeks the advice and input of the Student Council, the Parents' Council and the Board of Management</p>

students, other schools, youth and community groups)	<p>on an ongoing basis.</p> <p>The school Principal/Deputy Principal make reports to TUSLA as required and liaise with the Education Welfare Officer, in relation to specific students, whose absenteeism is causing concern and whose learning is adversely affected.</p>
How the Statement of Strategy will be monitored	The Statement of Strategy (School Attendance) will be monitored by the Principal on an ongoing basis and by the Board of Management each term.
Review process and date for review	The school's Attendance Strategy will be reviewed each term by the Principal and formally by the Board of Management annually in March.
Date the Statement of Strategy was approved by the Board of Management	12 th March 2018
Date the Statement of Strategy submitted to Tusla	22 nd January 2018