

## Statement of Strategy for School Attendance

Name of school	Loreto Secondary School, Clonmel, Co. Tipperary
Address	Coleville Road, Clonmel
Roll Number	65330M
The school's vision and values in relation to attendance	Recognising that attendance is a vital component of a student's progress and development, the purpose of this strategy is to record and monitor student attendance, facilitate students to achieve their full potential through regular attendance and to encourage full attendance. It also enables the school to comply with Health and Safety regulations and the provisions of the Education Act.
The school's high expectations around attendance	<p>The school has very high expectations around 'full school attendance'. Students and parents are informed from the very beginning at Open Night and ongoing parent meetings of the importance of school attendance.</p> <ul style="list-style-type: none"> <li>• Year Head Meetings and Assemblies</li> <li>• Punctuality and Attendance monitoring by Year Heads</li> <li>• Attendance Officer appointed</li> <li>• Attendance officer reports to Tusla as required and files and informs Year Heads of such reports.</li> </ul>
How attendance will be monitored	<ol style="list-style-type: none"> <li>1. The class teacher records attendance in each class.</li> <li>2. The school secretary sends messages to parents regarding unexplained absences at the end of period 1 and period 5.</li> <li>3. Parents are requested to submit the reason for absence through the Vsware app <b>by 8:30am</b> on the day of absence.</li> <li>4. When a student is absent for <b>part of a school day</b> or an extended absence, parents/guardians must supply an <b>explanation</b> of the reason for absence using the Vsware app. This is a legal requirement under the <b>Education Welfare Act</b>.</li> <li>5. Students must attend <b>all</b> classes each day.</li> <li>6. Any student leaving the school during school must sign <b>OUT</b> from the Secretary's office. On their return the student must sign <b>IN</b>. <i>Note: a student in Junior Cycle must be collected by their parent/guardian for appointments during the school hours - unless a note is provided, taking responsibility for the student leaving without supervision.</i></li> <li>7. If a student (16 years or under) is absent for more than 20 days on aggregate the Principal is obliged to notify the Educational Welfare Officer.</li> <li>8. If a student is late for class due to an appointment with another teacher, the other teacher will provide an explanation via email or teams.</li> <li>9. Each student's attendance record forms part of her term report to Parents/Guardians.</li> </ol>
Summary of the main elements of the school's approach to attendance:	<p>Target setting at a class and individual level – full attendance is expected, but Year Heads and Tutors are aware of individual circumstances that may affect attendance. These are documented and communicated as appropriate.</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> </ul>

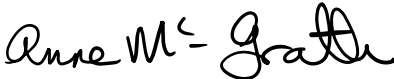
<ul style="list-style-type: none"> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p>Whole school approach as evidenced in 'School Roles below'.</p>
<p>School roles in relation to attendance</p>	<p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>Students</b> are expected:</p> <ul style="list-style-type: none"> <li>• To attend all classes each day.</li> <li>• To follow proper procedures when signing out during school day or when signing in if arriving to school after official start time.</li> <li>• To be punctual for each class each day.</li> </ul> <p><b>Parents/Guardians</b> In accordance with the procedures in the Code of Behaviour of the school Parents/Guardians are requested:</p> <ul style="list-style-type: none"> <li>• To notify the school, via Vsware, of reasons for absence when a student is absent for part of a school day, a school day or more than a school day.</li> <li>• To support the School Policy on attendance.</li> <li>• To enable students to be punctual.</li> <li>• Where possible to avoid scheduling medical appointments (or other appointments) during school hours.</li> <li>• To refrain from booking holidays during school time.</li> </ul> <p><b>Class Teacher</b></p> <ul style="list-style-type: none"> <li>• To monitor attendance and punctuality in his/her own class each class period.</li> <li>• To liaise with Year Heads if any concern regarding a student's absence arises.</li> <li>• To record absence of student appropriately in accordance with agreed procedures on VSware or inform Office if VSware is not operating.</li> <li>• To inform School Office if there are any concerns about a student's absence.</li> </ul> <p><b>Year Head</b></p> <ul style="list-style-type: none"> <li>• To monitor attendance each morning and approve student's absence.</li> <li>• To liaise with SST team, other Year Heads, Tutors and Teachers if any concern regarding a student's absence arises.</li> <li>• To follow up on unexplained absences or to talk to students if their absence nears or exceeds 20 days.</li> <li>• To contact parents/guardians by phone if concerns about frequent absences arise and meet with parents if necessary.</li> </ul> <p><b>Attendance Officer</b></p> <ul style="list-style-type: none"> <li>• To liaise with the Year Heads regarding absences.</li> <li>• To compile lists of students who are absent for more than 20 days at the end of October, end of December, before Easter and end of the school year and send letters to parents/guardians of these students alerting them to the fact that the student will be reported to TUSLA.</li> <li>• To report to TUSLA students (not including over 16s) whose absences exceed 20 days.</li> </ul>

	<ul style="list-style-type: none"> <li>• To refer students, who persistently fail to attend school to the Education Welfare Officer.</li> <li>• To provide reports, which have been sent to TUSLA, to the Principal.</li> <li>• To meet with the Principal and Deputy Principal to discuss student attendance and the actions which should be taken.</li> </ul> <p><b>School Secretary / Admin Staff / Supervisor</b></p> <ul style="list-style-type: none"> <li>• To check that absences are recorded on VShare.</li> <li>• To send notification by text to parents of absent students, if prior notice re: absence has not been received by the school.</li> <li>• To facilitate students signing in or out during the school day</li> <li>• To liaise with Year Heads</li> </ul> <p><b>Principal/Deputy Principal</b></p> <ul style="list-style-type: none"> <li>• To ensure that procedures are in place to monitor attendance and punctuality.</li> <li>• To facilitate and call meetings between parents/guardians, students, Attendance Officer, Year Heads and the Education Welfare Officer where necessary.</li> <li>• To oversee implementation of the Attendance policy.</li> <li>• To ensure Attendance Officer has notified TUSLA if: <ul style="list-style-type: none"> <li>- a student is absent more than 20 days on aggregate.</li> <li>- a student is suspended for more than 6 days.</li> <li>- a student's name has been removed from the school register after transfer to another school or employment.</li> <li>- the Principal/Deputy Principal notices that a student is not attending school regularly.</li> </ul> </li> <li>• To review the attendance and punctuality procedures on a regular basis.</li> <li>• To ensure concerns re: attendance and punctuality are communicated to relevant parties – Year Heads, Tutors, Teachers and Parents/Guardians.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>As per 'School Roles' above.</p> <p>Liaison with the Educational Welfare Officer when students are persistently absent.</p>
How the Statement of Strategy will be monitored	All policies are reviewed periodically by Senior Management Team and in this case by the Attendance Officer.
Review process and date for review	3 years from the date of ratification by the Board of Management (date noted below).
Date the Statement of Strategy was approved by the Board of Management	Xx March 2024
Date the Statement of Strategy submitted to Tusla	

This policy was agreed on the date noted below.

Signed:   
\_\_\_\_\_  
Ms. Mary Ryan, Chairperson of Board of Management

Date: 11<sup>th</sup> March 2024

Signed:   
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Ms. Anne Mc Grath, Principal

Date: 11<sup>th</sup> March 2024