

## 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 and reward 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	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. <ul style="list-style-type: none"> <li>• Yearhead meetings and Assemblies</li> <li>• Punctuality and Attendance monitoring by Yearheads and Tutors</li> <li>• Attendance Officer appointed</li> <li>• Special award for Full Attendance every year at a prize-giving ceremony.</li> <li>• Attendance officer reports to Tusla as required and files and informs Yearheads of such reports.</li> </ul>
How attendance will be monitored	<ol style="list-style-type: none"> <li>1. The School Secretary records absences each morning and afternoon.</li> <li>2. Parents are requested to telephone the school on the morning of the absence before 9.30am.</li> <li>3. When a student is absent for <b>part of a school day, a full school day or more than a school day</b>, parents/guardians must supply a <b>written explanation</b> of the reason for absence. This is a legal requirement under the <b>Education Welfare Act</b>. Parents are provided with notes ('<b>red docket</b>') in the Student Journal. This note must be given to the Class Tutor on returning to school.</li> <li>4. Students must attend <b>all</b> scheduled classes each day.</li> <li>5. Any student leaving the school during school hours must give a note of explanation, signed by a parent to the Class Tutor, Principal or Deputy Principal and then sign <b>OUT</b> from the Secretary's office. On her return the student must sign <b>IN</b>.</li> <li>6. If a student is absent for more than 20 days on aggregate the Principal is obliged to notify the Educational Welfare Officer.</li> </ol>

	<ol style="list-style-type: none"> <li>7. If a student is late for class due to an appointment with another teacher she must present a signed <b>pink docket</b> to her class teacher.</li> <li>8. A student may not leave class during class time to go to the toilet unless she has written verification of a medical problem from the doctor. (There is a break of class at least every 40 mins).</li> <li>9. Each student's attendance record forms part of her term report to Parents/Guardians</li> <li>10. Full attendance for the school year will be rewarded by the presentation of a Certificate. Full attendance for the duration of students 5/6 years in school will be rewarded by the presentation of a Certificate and a Trophy.</li> </ol>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p>Target setting at a class and individual level – full attendance is expected, but Yearheads and Tutors are aware of individual circumstances that may affect attendance. These are documented and communicated as appropriate.</p> <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 scheduled classes each day.</li> <li>• To be responsible for putting the note of explanation for absence in the designated box on return to school or present note to Tutor to sign and record.</li> <li>• To be responsible for giving a note to the Class Tutor if leaving the premises during school hours for a scheduled appointment (e.g. Doctor, Dentist etc.)</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> <li>• To avoid scheduling medical appointments during school hours.</li> </ul> <p><b>Parents/Guardians</b></p> <p>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 Principal 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 provide a signed note for absence – '<b>Red docket</b>' if absent for a full day or '<b>Blue docket</b>' if absent for part of a day.</li> <li>• To support the School Policy on attendance.</li> <li>• To enable students to be punctual and to ensure that students attend Detention when it arises.</li> <li>• To avoid scheduling medical appointments during school hours.</li> <li>• To refrain from booking holidays during school time.</li> </ul>

**Class Teacher**

- To monitor attendance and punctuality in his/her own class each class period.
- To record absence of student appropriately in accordance with agreed procedures on VSware or inform Office if VSware is not operating.
- To inform School Office if there are any concerns about a student's absence.

**Class Tutor**

- To authorise and record student's absence, if she is leaving the premises during the course of the school day.
- To collect Red docketts and ensure they are signed and available for processing by Attendance Officer.
- To follow up on students who fail to produce the notes as requested.
- To liaise with Yearheads if any concern regarding a student's absence arises.

**Year heads**

- To liaise with class tutors regarding concerns about a student's absenteeism.
- To talk to students if their absence nears or exceeds 20 days.
- To contact parents by phone if concerns about frequent absences arise and meet with parents if necessary.

**Attendance Officer**

- To liaise with the class tutors regarding the notes of explanation for absence (red docketts).
- To enter the information provided on these red docketts on VSware.
- To compile lists of students who are absent for more than 15 days at the end of October, end of December, before Easter and end of the school year and send letters to parents of these students alerting them to the fact that their daughters will be reported to TUSLA.
- To report to TUSLA students whose absences exceed 20 days.
- To refer students, who persistently fail to attend school to the Education Welfare Officer.
- To provide reports, which have been sent to TUSLA, to the Deputy- Principal.
- To meet with the Principal and Deputy-Principal to discuss pupils' attendance and the actions which should be taken.

**School Secretary**

- To check that absences are recorded on VSware.
- To send notification by text to parents of absent students, if prior notice re: absence has not been received by the school.

	<ul style="list-style-type: none"> <li>• To archive red attendance docketts.</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, pupils, Attendance officer, Yearheads and the Education Welfare Officer where necessary.</li> <li>• To nominate a staff member with responsibility for supervising punctuality detention.</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 not less 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 feels 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.</li> </ul>
-Partnership arrangements (parents, students, other schools, youth and community groups)	As per 'School Roles' above. Liaison with the Educational Welfare Officer when students are persistently absent.
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	Opening Croke Park Full Staff day at the end of August.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	