

## St. Marnock's NS

### Statement of Strategy for School Attendance

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| Name of school   | St. Marnock's N.S.   |
| Address  | Strand Road, Portmarnock, Co. Dublin   |
| Roll Number  | 10296G   |
| The school's vision and values in relation to attendance | St. Marnock's N.S. endeavours to enable every pupil to actively participate in all school activities. We also strive to create a caring environment that promotes good attendance and ensures the best possible outcomes for children and their families.  |
| The school's high expectations around attendance         | Regular attendance helps to create a stable learning environment for all pupils, and the school actively strives to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.  |
| How attendance will be monitored                         | <ul style="list-style-type: none"> <li>• The <u>school attendance of individual pupils</u> is recorded on Databiz on a daily basis by the class teacher.</li> <li>• Class attendance data is recorded and calculated on Databiz on a monthly basis (Leabhar Tinrimh)</li> <li>• <u>Keeping records of absence:</u> Attendance is taken each morning at 9.50. Any pupil not present at this time will be marked absent for the day.</li> <li>• Class teachers record reasons why children are absent on Databiz if notified by parents.</li> <li>• Parents will be informed of their responsibilities in relation to school attendance, and will be requested to provide written explanations for all absences from school, regardless of the length or nature of the absence.</li> <li>• Parents of children in junior and senior infants are provided with <u>absence forms</u> at the beginning of the year whereas absence forms are located in the school diary for parents of children in 1<sup>st</sup> class to 6<sup>th</sup> class. Such forms should be returned to and will be retained by the class teacher.</li> <li>• <u>Early departures</u> of pupils are recorded as pupils' parents have to 'sign out' their early departure in the 'Sign out' book in the Secretary's office</li> <li>• <u>Parents/ guardians are made aware of the requirements of the National Education Welfare</u></li> </ul> |

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|   | <p><u>Board</u>, particularly the legislation relating to absences of more than 20 days during the school year. They are informed in writing on the end of year report of the total number of absences during the school year. <u>A standard letter</u> is sent to parents of pupils whose non-attendance is a concern, following a period of absence totalling 15 days. This letter reminds parents that they must inform the school in writing each time their child is absent. It also emphasises the legal requirement of the school to inform Túsla following the absence of a child for 20 days or more.</p> <p>•</p>   |
| <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><u>Target setting and targets:</u><br/>Our school's current attendance is at a very high level of 94% as of the 27.01.20. It is our aim to continue to maintain this very high standard of attendance.</p> <p><u>The whole-school approach:</u> All members of the school community (Board of Management, Teachers, Parents and pupils) will continue to work together to promote good attendance and will have a sense of responsibility to help build a shared commitment to the values and ethos of our school.</p> <p><u>Promoting good attendance:</u> It is the policy of St. Marnock's NS to encourage and maintain open communication between home and school and to encourage parents in their role as primary educators of their children. Parents are reminded regularly of the importance of good attendance and are made aware of the requirements of the Education Welfare Act at the pre-enrolment meeting. Good attendance is rewarded by the presentation of certificates annually.</p> <p><u>Responding to poor attendance:</u> Early dialogue with parents is prioritised in St. Marnock's NS to ensure that non-attendance does not persist. The class teacher will discuss with the parents the cause of poor attendance and to provide relevant supports where necessary. Our school will always strive to do our best to provide parents with whatever supports they need to ensure that their child can continue to attend school. It is our aim to ensure that greater engagement with the school will lead to improved attendance.</p> |
| School roles in relation to attendance  | <p><u>Principal / Deputy Principal:</u></p> <ul style="list-style-type: none"> <li>• Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance</li> <li>• Leads on the review and implementation of School's Attendance Strategy</li> <li>• Provides opportunities for staff to engage actively with the development and monitoring of the school's Attendance Strategy</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Links with Túsula's Education Welfare Services and the relevant EWO with regard to particular problems in relation to attendance</li> <li>• Furnishes relevant attendance documentation to officers of relevant government departments</li> </ul> <p><u>Teachers:</u></p> <ul style="list-style-type: none"> <li>• Provide a classroom climate and class room management that support participation and engagement, particularly for pupils at risk of low attendance</li> <li>• Actively use the school's Attendance Strategy to promote attendance</li> <li>• Set high expectations for punctuality and attendance in their classrooms</li> <li>• Ensure attendance data are recorded accurately and reviewed in line with school's procedures</li> <li>• Alert Attendance Co-ordinator (Deputy Principal) if there are concerns about student absences</li> <li>• Link with the Attendance Co-ordinator (Deputy Principal) to send a standard letter to parents of a child with a period of absence of 15 days or more. This letter reminds parents to inform the school in writing of their child's absence and it also states that Túsula will be informed when the period of absence is 20 days or more.</li> <li>• Support students who have difficulty attending school on a regular basis and support them on their return</li> </ul> <p><u>Parents:</u></p> <ul style="list-style-type: none"> <li>• Set high standards for their child in relation to attendance and punctuality</li> <li>• Engage with the school if there is a problem about their child's attendance and supports plans to address the problem</li> <li>• Ensure that their child arrives regularly and arrives on time</li> <li>• Avoid taking their child out of class unless there is a serious reason</li> <li>• Avoid taking their child on holidays during school time</li> </ul> |
| Partnership arrangements (parents, students, other schools, youth and community groups) | <p>All members of the school community have been consulted in developing the school's Attendance Strategy. All staff will be provided with copies of the updated School Attendance Strategy. In order to raise awareness of the importance of attendance and the seriousness of the way the school views poor attendance, the Parents' Association will be given a copy of the school's Attendance Strategy to communicate to parents. Such information will also be highlighted by the Principal. Students will regularly be made aware of the importance</p>   |

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|  | of good attendance, particularly by the Principal at school assemblies.  |
| How the Statement of Strategy will be monitored                        | St. Marnock's NS will maintain good records for recording, tracking and monitoring attendance and recording absences. A positive whole-school and whole-community approach will continue to be adopted to maximise supports for pupils at risk of poor attendance. The Board of Management and Principal will check to make sure the Strategy is being implemented on an ongoing basis. They will do so by formally reviewing the Strategy at the beginning of the school year on an annual basis. |
| Review process and date for review                                     | January 2021   |
| Date the Statement of Strategy was approved by the Board of Management | 13 <sup>th</sup> February 2020   |
| Date the Statement of Strategy submitted to Tusla                      | September 2020   |