



## Statement of Strategy for School Attendance

Name of school	Greenhills Community College
Address	Limekiln Avenue, Walkinstown, Dublin 12
Roll Number	701301
The school's vision and values in relation to attendance	Full attendance and good habits of punctuality daily are important for the overall development of students.
The school's high expectations around attendance	<p>We expect students to have full attendance at school, unless they are ill or have medical appointments. We understand that they may also have family reasons why they cannot attend.</p> <p>Attendance is crucial to effective learning and positive experiences in school. The school places emphasis on regular attendance and communicating with parents. The staff and Board promote and encourage full attendance at school.</p>

How attendance will be monitored	<p>There is an Attendance Lead (Assistant Principal 1) who monitors attendance in the school along with the Principal and Deputy Principal.</p> <p>Tutors call registration at 11.10 on VSWARE and add to Tutor tracking system before the end of the week.</p> <p>Each class teacher records attendance daily on VSWARE.</p> <p>Attendance is monitored centrally on vsware.</p> <p>The Principal and Deputy Principal regularly review attendance figures.</p> <p>Parents/guardians must communicate with the school in writing, explaining why their child was absent from school.</p> <p>Students record their own personal attendance on page 45 of their journal.</p> <p>Text alerts to parents/guardians where students are late each morning.</p> <p>A phone call is made to parents/guardians by the Attendance Officer after a student is absent for 3 days.</p> <p>All reports relating to attendance are updated on One Note File on a weekly basis.</p> <p>Attendance statistics are put up on One Note each week and displayed around the school.</p> <p>This information is recorded on a spreadsheet which is sent to Senior management and the CARE team Chair each Monday in advance of meeting. This is to help identify targeted students and support needed for these students.</p>



	<p>Support is decided by the Care Team for each student weekly, relevant to the students' needs and this support is communicated to Attendance Lead. For example, the check and connect programme, support from the guidance counsellors, HSCL support.</p> <p>If a student is absent for 10 and 20 occasions a letter is sent by the Attendance Lead to parents/guardians.</p> <p>Pupils who have been absent from school on 20 occasions are reported to TUSLA and parents/guardians by the Attendance Lead.</p> <p>Parents/Guardians are contacted by phone by the Attendance Lead when pupils do not return to school as expected.</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>Our annual attendance in the school year 2023 - 2024 was 80%. We would like to maintain our attendance at least at this level for the coming year. (The Attendance Lead has statistics for each week. These statistics can be obtained from Vsware)</p> <p>Stats for each class are obtained from VS ware and uploaded to One Note where the Principal &amp; Deputy Principal can view this information.</p> <p>The importance of school attendance is promoted throughout the school.</p> <ul style="list-style-type: none"> <li>• Pupils are registered accurately and efficiently.</li> <li>• Pupil attendance is recorded daily.</li> <li>• A whole school approach to attendance is key.</li> <li>• Promoting good attendance.</li> <li>• Responding to poor attendance.</li> <li>• Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.</li> </ul>



- Pupil attendance and lateness is monitored by the class teacher and the principal.
- Teachers must ensure to take Vsware attendance for each class. Reminder emails are sent to teachers on a regular basis.
- School attendance statistics are reported as appropriate to:
  - TUSLA
  - The Education Welfare Officer
  - The Board of Management
- Attendance assemblies are completed at whole school level during tutor time in order to improve attendance.
- Term awards for attendance as part of the Student Incentive programme (SIP).

School is open from 8.30 a.m. and students are required to be in their classrooms not later than 9 a.m.

All pupils and teachers are expected to be on time.

The Attendance Lead will contact parents/guardians in the event of pupils being consistently late.

The principal is obliged under The Education Welfare Act (2000), to report children who are persistently late to the Education Welfare Board.

Guidance for Parents Section [(21) (9)] of the Act states that: "a pupil's absence can only be authorised by the principal when the child is involved in activities organised by the school or in which the school is involved".

The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents/guardians inform the school of such arrangements.



	<p>Reasons for students' absences must be communicated in writing, by parents/guardians, to the school and will be retained by the school.</p> <p>If a student is absent, when the student returns to school they should give a written note to the class tutor which contains the child's name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.</p>
<p>School roles in relation to attendance</p>	<p><b>Each class Teacher/Tutor</b></p> <ul style="list-style-type: none"> <li>• Encourages and praises students who have good attendance.</li> <li>• Implement any whole school plan to promote good attendance.</li> <li>• Calls the roll electronically on a daily basis, using the VSWARE system.</li> <li>• Collects any notes/medical certs regarding absence.</li> <li>• Notes any queries or concerns re absence to attendance lead.</li> <li>• Records individual patterns of attendance.</li> </ul> <p><b>Assistant Principal (Year Head)</b></p> <ul style="list-style-type: none"> <li>• Manages iPads containing the Tutor Tracking Programme.</li> <li>• Consults with parents/guardians/attendance lead where there are concerns around attendance or where parents/guardians have not provided explanations regarding absences.</li> <li>• Makes Principal / Deputy Principal aware of concerns with regard to the attendance of individual children, specifically when a pupil's absences approaches or exceeds 9,15 and 20 days. (Attendance Lead)</li> </ul>



#### **Attendance Lead**

- Records students who present late to school. Lates are recorded by AP1/DP each morning on VS ware.
- Monitors student's attendance daily.
- Collects notes from tutors and iClass app and stores securely.
- Records concerns about individual students and highlights these concerns with Year Heads and Management via email.
- Collates attendance figures for Deputy Principal and Principal.
- Displays attendance figures on noticeboard. Whole school attendance is displayed every Monday around attendance for previous week. This is also up on One Note.
- Summarises information in relation to monthly and annual attendance of pupils
- Submit TUSLA reports when necessary.

#### **HSCL**

- Follows up on any issues regarding attendance.
- Makes the quarterly and annual statistical return to Tusla.
- Makes referrals to Tusla when deemed necessary.
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- Advises parents/guardians of the importance of regular school attendance by means of reminders in Family Notes.

#### **The Principal / Deputy Principal**

- Promotes good attendance at school assemblies, meetings with parents/guardians, end of year events.
- Updates the BOM about attendance in the school.



	<ul style="list-style-type: none"> <li>• Ensures that the electronic version of the Daily Attendance on VSWARE is recorded.</li> <li>• Keeps in regular contact with parents/guardians where attendance is a concern.</li> </ul> <p><b>Board of Management</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of the principal and staff to implement this strategy under the guidance and authority of the school's Board of Management.</li> <li>• The Board works to provide and support a positive, welcoming environment by maintaining and resourcing the school to a high standard, which in turn promotes good attendance.</li> </ul>
<p><b>Partnership arrangements</b> (parents/guardians, students, other schools, youth and community groups)</p>	<p><b>Parents/Guardians can promote good school attendance by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring regular and punctual school attendance.</li> <li>• Notifying the school if their children cannot attend for any reason, using iClass app.</li> <li>• Working with the School and Education Welfare Service to resolve any attendance problems.</li> <li>• Making sure their son understands that parents/guardians support and approve of school attendance.</li> <li>• Discussing planned absences with the school.</li> <li>• Refraining, if at all possible, from taking holidays during school time.</li> <li>• Showing an interest in their son's school day and their son's homework.</li> <li>• Encouraging them to participate in school activities.</li> <li>• Praising and encouraging their son's achievements.</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Pupils have the clear responsibility to attend school regularly and punctually.</li> <li>• Pupils should inform staff if there is a problem that may lead to their absence.</li> </ul>



	<ul style="list-style-type: none"> <li>• Pupils are responsible for promptly passing on absence notes from parents/guardians to their class teacher.</li> <li>• Pupils are responsible for passing school correspondence to their parents/guardians, on the specified day.</li> </ul> <p><b>School Completion Programme (SCP)</b></p> <p>The School Completion Programme operates in the school to target pupils who are considered to be at risk of leaving education early. Programmes such as homework club, cooking club and the transition programme for 1st year students are some of the initiatives used.</p>
How the Statement of Strategy will be monitored	The Strategy will be monitored by the staff, management and Board of Management.
Review process and date for review	The Statement of Strategy will be reviewed annually.
Date the Statement of Strategy was approved by the Board of Management	<p>Signed:</p> <p><u>Pamela Keus</u></p> <p>Chairperson, Board of Management</p> <p>Date: 20/5/2025</p> <p>Signed:</p> <p><u>Norin Lannon</u></p> <p>Principal</p> <p>Date: 20/5/25</p>