



Statement of Strategy for School Attendance

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| Name of school | Greenhills Community College |
| Address | Limekiln Avenue, Walkinstown, Dublin 12 |
| Roll Number | 70130I |
| The school's vision and values in relation to attendance | Full attendance, 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 this with parents. The staff and Board promote and encourage full attendance in school.</p> |
| How attendance will be monitored | <p>There is an Attendance Officer who monitors attendance along with Year Heads and the Deputy Principal.</p> <p>Tutors to call morning registration on Tutor Tracking Programme.</p> <p>Tutors to return iPads to Year Head's office after Tutor time</p> <p>Each class teacher records attendance daily on VSWARE.</p> <p>Attendance is monitored centrally on VSWARE.</p> |

A text is sent to parents/guardians at 9.50 if their son is absent.

The Principal and Deputy Principal regularly review attendance figures.

Notes are requested from parents/guardians explaining why their child was absent from school (pink slips at back of student journal).

Students record their own personal attendance on page 45 of their journal.

Students and Tutors will monitor and track their personal attendance every Friday during Tutor time under Operation Zero.

Text alerts to parents to those at risk.

Term awards for attendance as part of Student Incentive programme (SIP).

Check and Connect with targeted students.

Personal support through the Guidance Department.

HSCL will link in with parents/guardians

All students will learn the importance of regular attendance at Assemblies.

A phone call is made to parents/guardians after a student is absent for 3 days by the Year Head.

Feedback is given by the Attendance Officer to the Care Team each week for students who are absent more than 3 days a week.

Support is decided by the Care Team for each student weekly, relevant to the student's needs.

If a student is absent for 10 and 20 occasions a letter is sent by the Deputy Principal to parents/guardians

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| | <p>Pupils who have been absent from school on 20 occasions are reported to TUSLA and parents/guardians.</p> <p>Parents/Guardians are contacted by phone 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"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance | <p>Our annual attendance in the school year 2018 – 2019 was 80% (The Attendance officer has filed statistics for each year group for each term)</p> <p>We would like to maintain our attendance at least at this level for the coming year.</p> <p>The importance of school attendance is promoted throughout the school.</p> <ul style="list-style-type: none"> • Pupils are registered accurately and efficiently. • Pupil attendance is recorded daily. • The whole-school approach • Promoting good attendance • Responding to poor attendance • Parents or guardians are contacted when reasons for absences are unknown or have not been communicated. <ul style="list-style-type: none"> • Pupil attendance and lateness is monitored by the class teacher and the Principal. <ul style="list-style-type: none"> • School attendance statistics are reported as appropriate to: <ul style="list-style-type: none"> ➤ TUSLA ➤ The Education Welfare Officer ➤ The Board of Management <p>School is open from 8.30 a.m. and students are required to be in their classrooms not later than 9 a.m.</p> <p>All pupils and teachers are expected to be on time.</p> <p>The school will contact parents/guardians in the event of pupils being consistently late.</p> <p>The Principal is obliged under The Education Welfare Act (2000), to report children who are persistently late, to the Education Welfare Board.</p> |

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| | <p>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”.</p> <p>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> <p>Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should not be in the homework diary, but on a separate page or sheet of paper.</p> <p>If a student is absent, when the student returns to school he 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>Each class Teacher/Tutor</p> <ul style="list-style-type: none"> • Encourages and praises students who have good attendance. • Implements any whole school plan to promote good attendance. • Calls the roll electronically on a daily basis, using the VSWARE system. • Collects any notes/medical certs regarding absence. • Notes any queries or concerns re absence. • Records individual patterns of attendance. • Consults with parents/guardians where there are concerns around attendance or where parents/guardians have not provided explanations regarding absences. <p>Assistant Principal (Year Head)</p> <ul style="list-style-type: none"> • Manages iPads containing the Tutor Tracking Programme • Consults with parents/guardians where there are concerns around attendance or where parents/guardians have not provided explanations regarding absences. • 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. |

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| | <p>Attendance Officer Records students who present late to school. Monitors student’s attendance daily. Collects notes from tutors and stores securely. Records concerns with individual students and highlights these concerns with Year heads and Management. Collates attendance figures for Teachers, Tutors, Year Heads, Deputy Principal and Principal. Displays attendance figures on noticeboard. Summarises information in relation to monthly and annual attendance of pupils</p> <p>HSCCL</p> <ul style="list-style-type: none"> • Follows up on any issues regarding attendance. • Makes the quarterly and annual statistical return to Tusla. • Makes referrals to Tusla when deemed necessary. • Advises parents/guardians of the importance of regular school attendance by means of reminders in Family Notes. <p>The Principal / Deputy Principal</p> <ul style="list-style-type: none"> • Promotes good attendance at school assemblies, meetings with parents/guardians, end of year events. • Updates the BOM about attendance in the school • Ensures that the electronic version of the Daily Attendance on VSWARE is recorded • Keeps in regular contact with parents/guardians where attendance is a concern. <p>Board of Management</p> <ul style="list-style-type: none"> • 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. • 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. |
| Partnership arrangements (parents/guardians, students, other schools, youth and community groups) | <p>Parents/Guardians can promote good school attendance by:</p> <ul style="list-style-type: none"> • Ensuring regular and punctual school attendance. • Notifying the School if their children cannot attend for any reason. • Working with the School and Education Welfare Service to resolve any attendance problems • Making sure their son understands that parents/guardians support and approve of school attendance |

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| | <ul style="list-style-type: none"> • Discussing planned absences with the school. • Refraining, if at all possible, from taking holidays during school time • Showing an interest in their son’s school day and their son’s homework. • Encouraging them to participate in school activities. • Praising and encouraging their son’s achievements. <p>Pupils Pupils have the clear responsibility to attend school regularly and punctually. Pupils should inform staff if there is a problem that may lead to their absence. Pupils are responsible for promptly passing on absence notes from parents/guardians to their class teacher. Pupils are responsible for passing school correspondence to their parents/guardians, on the specified day.</p> <p>School Completion Programme (SCP) 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, Induction Programmes for 1st year students and wellbeing 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 when necessary or within three years. (2019- 2022) |
| Date the Statement of Strategy was approved by the Board of Management | <p>January 2020</p> <p>Signed: _____ Chairperson, Board of Management</p> <p>Signed: _____ Principal</p> <p>Date: _____</p> |

