



Coláiste Nano Nagle
Statement of Strategy for School Attendance
2024 – 2025

Name of school	Coláiste Nano Nagle
Address	Sexton Street, Limerick
Roll Number	64250J
The school's vision and values in relation to attendance	Nurturing the potential of every child in a caring environment where individual talents and differences are celebrated. This work is further enhanced where a level of understanding, openness and co-operation exists between the students, Parents/Guardians, and staff.
The school's high expectations around attendance	<ul style="list-style-type: none"> • All students attend school each school day, for the full day, unless there is a valid reason. • Students are punctual in attending school and class. • Student absence is communicated to the school through the Unique App. • Coláiste Nano Nagle maintains both as an organisation and individually as professionals, accurate records of student daily and class attendance. • School staff model excellent attendance and punctuality to students in Coláiste Nano Nagle. • Parents/Guardians understand and support the school's emphasis on good attendance and are encouraged to discuss any difficulties around non-attendance and/or lateness so that support and workable solutions may be investigated. • Students are encouraged not to be taken out of school for holidays during term time.
How attendance will be monitored	<ol style="list-style-type: none"> 1. Each teacher takes a roll at the beginning of every class and enters it on VSWare. 2. Teachers mark students that are absent on VSWare at 9.00am and if VSWare is unavailable they can send an attendance slip to the Deputy Principal's office by a student. 3. A message through the Unique App is sent to Parents/Guardians whose daughter is absent, with a link for them to respond with a note of explanation. 4. If a student is late for school, they are expected to sign in at the Main office, with a note of explanation. The student's journal will be stamped and the time they came to school is recorded in the punctuality book. It is important that students sign in if they are late in the morning so that they will not be marked absent for the day. 5. If a student is late during the day for class, the teacher marks the lateness into VSWare. 6. If a student wishes to leave school early for any purpose, a note must be sent by the Parent/Guardian via the School App or present it to the Deputy Principal at 8:50am. If the Deputy Principal is unavailable the note can be presented at the Office before 9:00am and a Parent or Guardian must sign them out. 7. In the case of a student's absence, the Parent/Guardian must submit a note via the school's app or place a written note of explanation in their Journal. Medical certificates and notes of explanation must be presented to the Deputy Principal.

	<p>8. All notes received via the Unique School App are recorded for each student on VSWare.</p> <p>9. In the event of long-term absence, Parents/Guardians are asked to maintain regular contact with the school. Parents/Guardians should keep in regular contact with HSCL to ensure that the student progresses with her studies if in a position to do so.</p> <p>10. Any concern regarding absence can be brought to the attention of the Deputy Principal and HSCL. This will be discussed at the attendance meeting. Students who have reached 5, 10, 15 and 20 days or more will be discussed and a plan of action made for each student. Decisions in relation to pre-referrals to TUSLA will be made at this meeting.</p> <p style="text-align: center;">Plan for students who are absent for more than five days.</p> <ol style="list-style-type: none"> 1. After 5 days, Parents receive a text message. 2. After 10 days, Parents receive a text message with a request to contact the HSCL. 3. After 15 days Parents will be invited to attend a meeting in the school to discuss the issues that are causing poor attendance. If the Parent does not attend, HSCL will ring the Parent/Guardian or do a home visit. 4. At 20 days Parents will receive a letter to state that the matter has been referred to the EWS. A referral will be completed by the attendance coordinator on the Tusla online portal. 5. Once the referral has been submitted to Tusla, the school will request an Attendance clinic with an EWO (Education Welfare Officer).
<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>Whole school strategies in Coláiste Nano Nagle to promote attendance may include these and/or others:</p> <ul style="list-style-type: none"> • A welcoming friendly environment to be created and maintained through our positive code of behaviour. • Early intervention: We inform Parents that a high standard of punctuality and attendance are expected • SCP Homework Club: Every support is given to first year students to complete their homework in a warm supportive environment. • Equality issues: Every effort is made to make the same opportunities available to all the children in the school regardless of ability, background, or social setting. • Reports: A report of the days which the child has been absent is given to Parents in each term report school report. • Curriculum: Understanding and support are given to children who have difficulty with or who are reluctant to engage in certain aspects of the curriculum.

	<ul style="list-style-type: none"> • Parents: We communicate the requirements of schools and of Parents under the Education Welfare Act to Parents when they have enrolled their children, and it is clearly outlined in the school’s code of behaviour. • Learning Needs: We are conscious of catering for the learning needs of “at risk” pupils. The curriculum on offer is child centred, and it stems from the life experiences of the child and the child’s environment. • End of year award ceremony. • Parents receive a daily text alert for absenteeism where no note has been supplied or no contact made. • Early identification of “at risk” students through care team. • SCP will work with those students identified. • HSCL will work with the Parents of those students identified. <p>Rewarding Students for Good Attendance:</p> <ul style="list-style-type: none"> • Pupils with good attendance records are presented with certificates of attendance each term and at the end of the year awards ceremony.
<p>School roles in relation to attendance</p>	<p>Senior Leadership Team</p> <ul style="list-style-type: none"> • Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance. • Leads the review and implementation of the school’s Attendance Strategy. • Puts arrangements in place for monitoring and evaluating the implementation of the school’s Attendance Strategy. • Initiates links with other schools and relevant bodies on school attendance issues. <p>Attendance Coordinator</p> <ul style="list-style-type: none"> • Notifies Tusla’s Education Welfare Services and the EWO of problems in relation to attendance and ensures support for the work of the EWO with students who have chronic attendance difficulties. <p>Teachers</p> <ul style="list-style-type: none"> • Provide a classroom climate and classroom management that support participation and engagement, especially with students who may be at risk of poor attendance. • Actively use the school’s Attendance Strategy to promote attendance. • Set high expectations for punctuality and attendance in their classrooms. • Ensure attendance data are recorded accurately and reviewed in line with school procedures. • Alert relevant staff if there are concerns about student absences.

	<ul style="list-style-type: none"> • Support the attendance plan for students who have difficulty in attending school on a regular basis. <p>Parent/Guardian</p> <ul style="list-style-type: none"> • Set high standards of their child in relation to attendance and punctuality. • Engage with the school if there is a problem about their child's attendance and support plans to address the problem. • Ensure that their child regularly attends and arrives at school on time. • Avoid taking their child out of class unless there is a serious reason. • Avoid taking their child on holidays during term time. <p>Behavioural Support Teacher</p> <ul style="list-style-type: none"> • To use targets, rewards and strategies to help students overcome challenges and improve outcomes in the areas of attendance and punctuality. • To monitor progress and offer support to help change patterns of failure and indifference when attendance and punctuality is an issue. • To outline to students the negative consequences of poor attendance and tardiness. <p>HSCL Coordinator</p> <ul style="list-style-type: none"> • To assist Parents in identifying causes of and solutions to attendance issues. • To identify and support Parents to engage with in school and out of school supports to address attendance issues. • To promote positive engagement between the home and school; • To contribute to ensuring a whole school approach to improving attendance.
<p>Partnership arrangements (Parents, students, other schools, youth and community groups)</p>	<p>School Completion Team</p> <ul style="list-style-type: none"> • Identify and support students at risk of not reaching their potential in the educational system because of poor attendance, participation and retention via a suite of initiatives such as breakfast clubs, in-class supports, student support programmes, Traveller mentoring programme, attendance monitoring and tracking programme, MAP programmes, and therapeutic interventions using evidenced-based programmes. • Work in partnership with school management, school staff, HSCL Co-ordinator, BFL and community agencies to provide best possible outcomes for targeted students and their families.

- Gather and analyse attendance data and share as appropriate with school staff and management. Furnish monthly attendance meetings with this information.

Attendance and Parental Responsibility

The primary responsibility for a student's attendance lies with the Parents (The Education Welfare Act 2000).

- When a student is absent from school for any reason, Parents/Guardians must notify the school by uploading a note detailing why the student was absent onto the school app. Unique the school app administrators then upload this information to VSWare to update the student's attendance records.
- Parents/Guardians may also provide a written note to the Deputy Principal to explain student's absence which they will then use to update the student's attendance records.
- The Department of Education and Science recommends that Parents must try to ensure that family holidays are scheduled during holiday times and that any appointments where possible are made outside of school hours.

Attendance and Student Responsibility

- Pupils are expected to be present and punctual for school and all classes. Pupils are required to be in class every morning at 8.50am.
- Students are not allowed to leave the school grounds during the school day without permission from a Parent or Guardian recorded on the School App, written permission presented to the Year Head or a phone call to the school office.

Punctuality

- Parents/Guardians are expected to cooperate with the school in ensuring punctuality, which is essential for the smooth running of the school. It is an important discipline that is vital for the teaching and learning environment of the school. Poor punctuality causes disruption and contributes to the loss of class time.
- Students are expected to be in class every morning at 8.50am.
- Students are expected to be punctual for every class throughout the day and may not leave class without the permission of the incoming teacher. Sanctions will be imposed for persistent lateness to school and lateness to individual classes.

Review process and date for review	<ul style="list-style-type: none">• This policy was reviewed by the Parent’s Council on • This policy was reviewed by the Student Council on • This policy was reviewed by Teachers on • This policy was adopted by the Board of Management on

Ratification:

This policy has been ratified by the Board of Management at its meeting on

5th December 2024

Signed: Eddie Bourke

Date: 5th December 2024

Chairperson