



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Statement of Strategy for School Attendance

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| Name of school | Loreto Abbey Secondary School, Dalkey |
| Address | Loreto Avenue, Harbour Road, Dalkey, Co. Dublin |
| Roll Number | 60130C |
| The school's vision and values in relation to attendance | Good attendance and punctuality contribute to our students reaching their full potential. We encourage students to take responsibility for their own punctuality and attendance so that they will benefit fully from the opportunities that the school offers them. |
| The school's high expectations around attendance | Good attendance is promoted in Loreto Abbey Secondary School by a culture of high expectations, encouraging each student to take responsibility for her own learning and achieve her full potential through regular and punctual attendance in class. |
| How attendance will be monitored | <ul style="list-style-type: none">• VSWare is used to record and monitor attendance and punctuality in every class throughout the day.• An email indicating absence is sent to parents of students absent for the first class.• Students who arrive late to school are required to sign in at the office. They must get a late stamp in their Journal and proceed immediately to their first class. The class teacher will enter that student as LATE on VSWare. If they have previously been marked as ABS this is to be changed to LATE.• Students who leave school during the day due to illness or appointments can only do so with the permission of a |

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| | <p>parent/guardian. An early exit note available in the Student Journal must be countersigned by the Year Head or in his/her absence by the Deputy Principal/Principal. The student must then sign out and VSware will be amended accordingly.</p> <ul style="list-style-type: none"> • Where students are absent from school for school-related extra-curricular activities, this is entered in the system by the administrative staff as school activity. The teacher who oversees the activity prepares a list of the names and prior to departure provides a copy of the list to Reception. |
| <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>A positive approach to attendance and punctuality</p> <ul style="list-style-type: none"> • Good attendance is promoted in Loreto Abbey by a culture of high expectations, encouraging each student to take responsibility for her own learning and achieve her full potential through regular presence in class. • Students are made aware of the incremental nature of learning and the implications for them of irregular attendance during assemblies, general classes and in SPHE. • The Year Head and/or Mentor(s) of the Student Support Team meet with students for whom attendance or punctuality has been identified as an issue. |

- Attendance letters are issued by the Year Head to parents at 15 and 20 days absence.
- Records of attendance and punctuality are available to view on VSware by logging in using the unique password for that student.
- The school's reward system acknowledges excellent attendance and punctuality and recognises students who show significant improvements in attendance and punctuality.
- A sense of belonging and connectedness in school is developed through participation in school life and/or extra-curricular activities.

Responding to poor attendance

In order to improve poor attendance the following strategies are implemented:

- Contacting parents (usually by the Year Head) on an informal basis when a student is absent regularly to begin a dialogue about attendance.
- Reporting to parents when students are absent without their permission.
- Tracking of students through the Student Support Team
- Assigning of a staff mentor if considered beneficial.
- Contacting the Educational Welfare Officer for advice
- Positive reinforcement of good or improving attendance. Every effort is made to re-engage

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| | <p>students who are working to improve their attendance.</p> <ul style="list-style-type: none"> ● Re-invigorating current systems in order to focus on a particular group or individual. ● Providing teachers with information as to which students are particularly at risk of developing attendance problems through appropriate updates from the Student Support Team and information meetings at the beginning of the school year. ● When the school has exhausted all efforts and there is no improvement in attendance, a referral will be made to Tusla’s Education Welfare Services. |
| <p>School roles in relation to attendance</p> | <p>School Roles in relation to attendance</p> <p>Principal:</p> <ul style="list-style-type: none"> ● To ensure that adequate systems are in place to record attendances and absences of students. ● To monitor attendance records regularly. ● To make reports to the Educational Welfare Officer as required by the Education (Welfare) Act 2000. ● To inform the Principal of another second level school of an inter-school transfer. ● The Principal must inform the Educational Welfare Officer where any of the following occur: |

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| | <ul style="list-style-type: none">● A student is suspended from school for a period of not less than 6 days.● The aggregate number of school days on which a student is absent from school during a school year is 20 days or more.● A student's name is, for whatever reason, removed from the register by the Principal.● A student is, in the opinion of the Principal, not attending school regularly.● To inform parents/guardians and students of procedures for the notification of absences or the withdrawal of students from the school.● To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.● To submit the four reports to the NEWB. |
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Deputy Principal:

- To work in cooperation with the Principal, Year Heads, Class Teachers, Form Tutors, Administration Staff and Attendance Officer to implement the school policy.
- To liaise with the Year Head and Pastoral Care Team to address the difficulties surrounding a particular pupil's attendance.

- To inform new teachers of their obligations with regard to recording attendance.
- To ensure that all staff complete rolls as required.
- To meet, along with the Year Head, the students who had unauthorised absence from class.

Year Head:

- To monitor regularly the attendance records on VShare for the given Year group.
- To raise issues regarding attendance at the weekly Year Head meetings.
- To liaise with the Student Support Team to address the difficulties surrounding a particular pupil's attendance.
- To meet, along with the Deputy Principal, those students for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents/guardians where unauthorised absences occur or are suspected and/or when patterns of absences are developing and to notify the Deputy Principal of same.
- To remind the pupils during the assemblies of the Year Group of the importance of regular attendance and punctuality.
- To reward students who have excellent attendance/punctuality or who have made significant improvements to same.

Class Tutor:

- To check absence notes from parents/guardians and to store these safely for the duration of the Year.
- To liaise with the Year Head in the event of absences not being explained or where any other problems may arise in relation to attendance.

Class Teacher:

- To record the attendance of every class every day. When substituting under the S&S scheme or when providing cover for personal leave, the teacher will record the attendance on VSware
- If there is a technical difficulty the class teacher will record the attendance manually on paper and submit to Reception.
- To impress on students the importance of regular attendance, insist on punctuality and record those who are late for class.
- Acknowledge students, welcome them back and support them on their return to school. Teachers will facilitate students in the completion of work missed during their absence from school.

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| | <p>Administrative Staff:</p> <ul style="list-style-type: none"> • To input attendance data from Class Teachers when required • In conjunction with the Principal. to submit the four reports to the NEWB. • To administer the signing in and signing out of students (hard copy and VSWare). • Running regular reports as required. • Emailing teachers with queries re attendance. |
| <p>Partnership arrangements (parents, students, other schools, youth and community groups)</p> | <p>Parents' Association, Student Council and the Board of Management will be notified of this strategy and are consulted on it.</p> |
| <p>How the Statement of Strategy will be monitored</p> | <p>The Principal, Deputy Principals, Year Heads and Student Support Team will review this strategy and make suggestions of amendment, where necessary, to the Board on an annual basis.</p> |
| <p>Review process and date for review</p> | <p>Reviewed November 2023 Next Review November 2026</p> |
| <p>Date the Statement of Strategy was approved by the Board of Management</p> | <p>15th November 2023</p> |
| <p>Date the Statement of Strategy submitted to Tusla</p> | <p>16th November 2023</p> |
| <p>Signature of Chairperson of Board of Management</p> | <p><i>Éilís Humphreys</i> 15th November 2023</p> |