

St. Catherine's Senior School School Attendance Policy 2024

INTRODUCTION STATEMENT

This School Attendance Policy was drawn up by the Board of Management, Principal and H.S.C.L. in consultation with parents and teachers. The policy is informed by the findings of the Attendance Survey circulated in March 2024 by the school principal to all staff and parents.

RATIONALE

St. Catherine's Senior School aims to ensure that each child reaches their full potential in all areas of learning and development. In order for this to happen it is essential that each pupil attends school as much as possible. Parents and teachers are united in trying to ensure the children attend school on a regular basis. It is a requirement under the Education Welfare Act 2000 that each school devises its own policy.

VISION

1. In St. Catherine's we nurture each child to develop their full potential in a caring environment.
2. Our wish is to enable the release of the positive potential within each pupil in an atmosphere characterised by care and justice.
3. This can only be achieved through good attendance and the co-operation of staff, parents and pupils.

AIMS

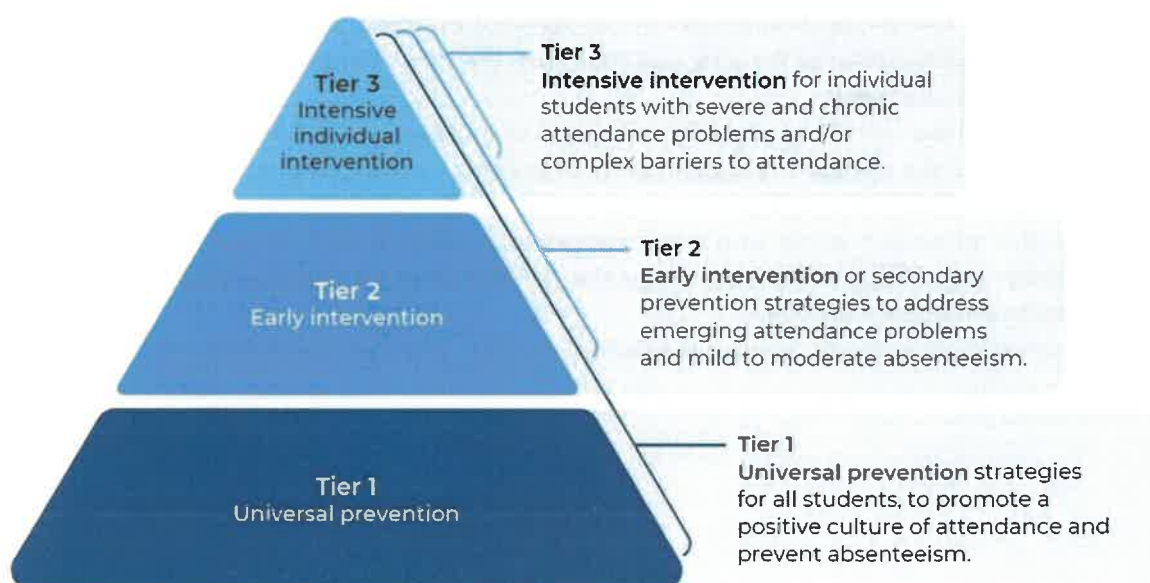
Our aims in drawing up this Attendance Policy are:

- To promote the wellbeing of our pupils by encouraging excellent attendance and punctuality.
- To foster an appreciation of learning and therefore the importance of regular school attendance among parents and pupils.
- To ensure that the school has procedures in place to promote attendance and punctuality.
- To ensure there is a standard system in place for keeping records about arriving late, leaving early, attendance and non-attendance.
- To identify and support pupils who may be at risk of developing school attendance problems.
- To develop links between the school and the families of those children who may be at risk of developing attendance problems.
- To ensure compliance with relevant legislation, circulars and statutory guidelines.

EXPECTATIONS FOR ATTENDANCE

Tier 1: Satisfactory/Regular Attendance Attending: 95% or more of the time Goal: At least 80% of students	We expect that the vast majority of our pupils will have at least 95% attendance each year.
Tier 2: At-Risk for Chronic Absenteeism Attending: less than 95% but 90% or more of the time Goal: No more than 15% of students	A small percentage of students may fall into the Tier 2 category for attendance. These students will require increased support and monitoring.
Tier 3: Chronic Absenteeism Attending: less than 90% of the time Goal: No more than 5% of students	Students falling into the Tier 3 category can be described as “chronically absent” and will require intensive support to improve attendance.

TIERED SUPPORTS



Support Level	Strategies	Who is involved
Tier 1 Universal Supports	- Communicating importance and high expectations for attendance at assemblies (for pupils), induction & welcome meetings (for parents) - Importance of attendance highlighted at parent-teacher meetings - Tiered attendance category for each pupil included on end of year school report 95% Club certificates each month for pupils with satisfactory attendance - Positive & informative messaging around attendance visible throughout the school and on attendance noticeboard - Whole school attendance drives each term - Annual review of whole school attendance and target setting at the start of each new year.	- All staff - Post-holder for attendance to organise attendance drives & certificates - Post-holder to review annual attendance and set targets for the year
Tier 2 Early Intervention	- Class teacher will follow up on unexplained absences in the first instance. - Parents receive notifications when their child has been absent for 10, 15 and 20 days. - Parents are advised that the school must notify Tusla EWS when a child is absent 20 days or more. - In consultation with class teachers & parents, pupils presenting with attendance issues will be placed on the Attendance Target List by the HSCL Co-Ordinator for increased monitoring and support - Home Visits/ Meetings with parents to discuss importance of attendance and barriers that may be presenting for the	- Class teachers - Post-holder for attendance to issue notifications of 10, 15 and 20 days absent - Home School Liaison Co-Ordinator to monitor Attendance Target List, conduct home visits/ meetings to support target pupils - Post-holder to

	child • Breakfast Club offered to some pupils to promote attendance & punctuality • Attendance awards/ certificates for improvement & effort	submit Tusla returns at end of Term 1 and Term 3
Tier 3 Intensive Individual Support	• Pupils may be placed on weekly reward systems to promote attendance • Individualised plans may be made in consultation with HSCL/Principal/Class Teacher/Parent/Pupil to support pupils with chronic absenteeism • More intensive support from HSCL to promote attendance/ follow up on non-attendance - check-ins as necessary with parents • Pupils may be referred to the School Completion Programme to avail of increased supports • Pupils/parents may be referred to outside organisations to address issues affecting attendance e.g. anxiety • If a pupil has developed a pattern of chronic absenteeism or where there is a concern regarding attendance the case will be referred to the Educational Welfare Officer for intensive support	• SCP workers • EWO • HSCL • Principal • Community Supports

Monitoring & Reporting Attendance:

- With the introduction of the Primary Online Database (POD), we record pupil enrolment and attendance details in electronic format.
- Parents should enter the reason for a child's absence on Aladdin.
- Class teachers will take attendance on Aladdin each day by 9.40 a.m.
- School begins at 8.40 a.m. - any child arriving after 8.40 a.m. will be marked late on Aladdin
- The doors at the back of the school close at 8.50 a.m. Pupils arriving after 8.50 a.m. will sign in with their parent/guardian at the office where their late arrival will be recorded by the secretary on Aladdin.
- Early Leaving will be recorded by the school secretary on Aladdin. Pupils leaving early must be signed out by a parent/guardian.
- Attendance and Punctuality is recorded on each child's End of Year Report.

- The school completes Tusla Attendance Returns at the end of Term 1 and Term 3. Pupils with 20 days absent or more are reported in the Attendance Returns as per TESS guidelines.

This policy was reviewed in May 2024.

Signed: 

*Chairperson of Board of Management
Management*

Date: 5/11/24

Signed: Elaine Doherty

Acting Principal/Secretary to the Board of

Date: 5/11/24

