

Statement of Strategy for School Attendance

Name of school	St. Patrick's N.S.
Address	Crowenstown, Delvin, Co. Westmeath
Roll Number	02263s
The school's vision and values in relation to attendance	The Board of Management and staff of St. Patrick's N.S. are committed to providing a positive school atmosphere which is conducive to promoting excellent school attendance.
The school's high expectations around attendance	The majority of pupils of St. Patrick's N.S. are punctual and excellent attenders. The management and staff hope to promote co-operation among pupils, parents/guardians and staff in maintaining or increasing the current level of attendance.
How attendance will be monitored	<p>The school attendance of individual pupils is recorded in the roll book on the Aladdin system on a daily basis. Class attendance data and the annual attendance of each child are also recorded daily on the system.</p> <p>If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10.10am each morning. Any pupil not present will be marked absent for the day. A note from parents/guardians is required to explain each absence. Such notes will be retained by the class teacher. Parents/guardians must also provide a note if a child departs early during the school day.</p> <p>Children who have to leave early are expected to have notified the teacher in advance with a note and parents/guardians will sign the sign out book.</p> <p>Late arrivals will be recorded by the class teacher.</p> <p>Parents/guardians are made aware of the requirements of the Tusla Education Welfare Officer relating to absences of more than 20 days per school year. They are notified in writing on the end of year report of the total number of absences during the school year. Parents of pupils whose non-attendance is a concern are invited to meet with the Principal and are informed of the school's concerns.</p>

The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended for 6 days or more or expelled.

Removal of a Pupil during the School Day

It is expected that all pupils remain in the school for the full school day. It is also important so as to ensure the accountability of all pupils during any emergency evacuations.

Parents will sign the sign out book when the child is collected.

1. Unavoidable medical appointments/withdrawing a sick child from school

If a pupil needs to leave early for an unavoidable medical appointment, a letter should be sent in beforehand from his/her parents or a phone call/email made to the school office.

If a child is sick during the school day, the class teacher will first ring the parent and, if un-contactable, will ring the emergency contact number. All relevant numbers will be kept up to date.

When collecting the child, the parent should report to the child's classroom and sign the sign out book there.

2. Arriving late for school due to an unavoidable medical appointment or emergency

School day begins at 9.20 am. If a child has a medical, dental or other unavoidable morning appointment or emergency, a letter should be sent in beforehand or an explanation given by way of email to the school.

Late arrivals must be accompanied by an adult to the classroom door.

Promoting Attendance

The school promotes good attendance by:

- creating a safe and welcoming environment
- ensuring children are happy
- displaying kindness, compassion and understanding

	<ul style="list-style-type: none"> • being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early • rewarding good attendance with certificates <p>Defining and Recording Non Attendance</p> <p>‘A parent is obliged to cause a child between the ages of 6 and 16 to attend at a national school or other suitable school on each day that the school is open for instruction’ <i>Education Act 2000.</i></p> <p>The following applies:</p> <ul style="list-style-type: none"> • A child is expected to attend each day • Non attendance is recorded in the roll book on the Aladdin system • A note or phone call/email is provided by parents explaining the absence, in accordance with the Education Act 1998 • The category of absence is also identified and recorded • Children are expected to be at the school at 9.20 am • Children are expected to complete a full day at school. <p>National Education Welfare Officer (EWO) Tusla</p> <p>The Education Welfare Officer (EWO) will be informed as a matter of procedure if</p> <ul style="list-style-type: none"> • A child is absent for more than 20 days in a school year. • A child is suspended. • A child is expelled. <p>This is in accordance with the Education Welfare Act 2000.</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>The school promotes good attendance by:</p> <p>Whole School Approach:</p> <ul style="list-style-type: none"> • creating a safe and welcoming environment • ensuring children are happy • displaying kindness, compassion and understanding • being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early

- rewarding good attendance with certificates

Target Setting and Targets:

- To improve punctuality
- To maintain our good standard of attendance

Promoting good attendance:

- Maintaining a safe and welcoming environment
- Developing mutual trust and respect with students
- Facilitating children to have a voice in school matters – class circle time
- Having high expectations of students' attendance
- Displaying kindness, compassion and understanding to everyone
- Collaborating in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils
- Being vigilant so that risks to good attendance are identified early for individual children.
- Intervening early with personalised support and engagement with families and their children
- Inviting parents/guardians of new entrants to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained
- Reminding parents/guardians of the importance of regular school attendance from Junior Infants onwards and the Principal's obligation to report to the National Education Welfare Officer (EWO) Tusla absences of 20 days or more.
- The calendar for the coming year is published annually in the summer term and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term
- A special incentive system is in place to celebrate and reward good attendance and punctuality.
 - Individual reward system in place for being in the line at 9.20am (if at the end of a month a child has been in the line by 9.20am each morning they will be rewarded with a homework pass/lucky dip)
 - Achievement assembly to reward punctuality and attendance every month
 - Whole class award for punctuality and attendance with an extra twenty minutes at break time

	<ul style="list-style-type: none"> - Termly attendance certificates from excellent to very good attendance 0 days absent – excellent 1-2 days absent – very good 3-4 days absent - good - A full attendance certificate along with a special award is presented to those who have full attendance for the school year - A rota for playground games in the Senior Room will be drawn up by the pupils with their class teacher - All necessary equipment will be on the yard and footballs will be replaced as needed to ensure that the playground rota for games can be followed <p>Responding to poor attendance:</p> <ul style="list-style-type: none"> • Talk to the child • Parents of pupils whose non-attendance is a concern are invited to meet with the Principal and are informed of the school’s concerns
School roles in relation to attendance	All classroom teachers take a daily roll call which is recorded on the school’s data software programme ‘Aladdin’ by the school principal/deputy principal.
Partnership arrangements (parents, students, other schools, youth and community groups)	St. Patrick’s N.S strives to promote good communication between home and school, school and other schools. This will ensure support for the child’s progression and development in school. We promote outside supports e.g GAA coaching, NETT team to broaden their school experiences
How the Statement of Strategy will be monitored	Attendance figures will be analysed at the end of each term/annually and compared with attendance of previous school years <ul style="list-style-type: none"> • At the end of each term every parent will be informed of their child’s absences for that term and the total number of absences for that year to date • Referral to Tusla’s Educational Welfare Service. The school complies fully with reporting procedures to TUSLA and liaises with the Education Welfare Officer when necessary. Details of reporting procedures are set out in the school Attendance Policy. • The number of pupils referred to the Education Welfare Officer will be monitored and compared to previous years.

	<ul style="list-style-type: none"> • Attendance for individual pupils with poor attendance, will be monitored and compared to previous years. • The number of absences due to pupil illness will be reviewed. • The average number of absences per pupil will be compared to previous years. • The School Attendance Policy will be reviewed and updated.
Review process and date for review	The policy will be reviewed every 3 years at a meeting of the Board of Management alongside the School Attendance Policy.
Date the Statement of Strategy was approved by the Board of Management	14/3/2024
Date the Statement of Strategy submitted to Tusla	18/3/2024