



Crescent College Comprehensive SJ

Attendance Strategy



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Scope:

Board of Management, Teaching Staff, Administration Staff, Parents Council, Student Council

Relationship to School's Mission Statement:

At Crescent College Comprehensive S.J., we are committed to encouraging our students to develop a pattern of regular and punctual attendance in order to benefit fully from the education provided.

Without such a pattern of regular attendance, it is not possible to *“develop each student’s religious, moral, social, intellectual, physical and cultural sensibilities.”* (Ref: School Mission Statement)

Rationale:

- To work to protect, in conjunction with all other aspects of school life, the care and welfare of the students.
- ☐ To facilitate continuity and progression in the learning process.
- To ensure that students benefit fully from opportunities that this school offers them.
- To ensure all parents/guardians, students and teachers are aware of their responsibilities to ensure high levels of attendance.
- To ensure the school fulfils its legal obligations in accordance with the Education (Welfare) Act 2000 and other relevant acts. Under the Act, Education Welfare Boards have been established to oversee school attendance nationwide and each school has been assigned an Education Welfare Officer whose duty it is to liaise with the school in relation to any attendance problems which may emerge. The Principal must inform the Educational Welfare Officer where any of the following occur:
 - I. A student is suspended from school for a period of not less than six days
 - II. The aggregate number of school days on which a student is absent from school during a school year is not less than twenty
 - III. A student’s name is, for whatever reason, removed from the register by the Principal
 - IV. A student is, in the opinion of the Principal of the school in which he/she is registered, not attending school regularly

Goals

To achieve:

- Accurate records of students’ whereabouts at all times during school hours.
- ☐ That students learn to take responsibility for their own punctuality and attendance.
- That parents appreciate the vital role they play in their child’s school attendance.
- ☐ Minimum rate of absenteeism.
- ☐ The early detection and correction of patterns of poor attendance.

A positive approach to attendance and punctuality:

Good attendance is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for his or her own learning and achieve full potential through regular presence in class.

Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance. This is also promoted through the Pastoral Care programme.

The Year Head and/or member(s) of the Care Team meet with students for whom attendance or punctuality has been identified as an issue.

Reports to Parents/Guardians include a detailed breakdown of attendance for the period in question.

The School has assigned a Special Duties post to support the implementation of the Attendance Strategy.

Records of attendance are available to parents to view on ePortal by logging in using the unique password for that student.

Strategy Content

Roles and responsibility:

Student:

- I. To punctually attend all scheduled classes every day unless there is a valid reason for not doing so.
- II. Following an absence from school, to present a written explanation in the designated section of the School Journal on the day of return to class.
- III. If arriving late for school, to be accompanied by a parent/guardian or to present a written explanation.

Parent/Guardian:

- I. To support the school's Attendance Strategy in compliance with their legal responsibilities. (Education Welfare Act 2000)
- II. To ensure regular and punctual attendance of students and avoid unwarranted absences.
- III. To provide a written excuse for the student's absence on the first day of return to school.
- IV. In the case of Transition Year students, to inform the school, in advance, of the nature and duration (where possible), of each absence.
- V. All messages relating to student absences must be confirmed in writing as soon as possible for the attention of the Form Tutor.
- VI. To provide to the school reliable contact telephone numbers and alternative 'emergency' numbers so that the school may contact parents/guardians or other authorised parties if necessary.

- VII. To adhere to the procedures set out in this Strategy for the withdrawal of students from school during the school day.
- VIII. To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.
- IX. To arrange, where possible, all elective appointments for after school or during school holidays.
- X. Any student who arrives late for school must be either accompanied by a parent /guardian or provided with an explanatory note.

Principal:

- I. To ensure that adequate systems are in place to record attendances and absences of students.
- II. To monitor attendance records regularly.
- III. To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000.
- IV. To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School.
- V. To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.

Deputy Principal:

- I. To work in cooperation with the Principal, Year Heads, Class Teachers, Form Tutors , Administration Staff and Attendance Officer to implement the School Policy.
- II. To liaise with the Year Head and Pastoral Care Team to address the difficulties surrounding a particular pupil's attendance.
- III. To meet, along with the Year Head, the students who had unauthorised absence from class.

Class teacher:

- I. 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 take a list of the names of every student in the classroom (essential information in the event of an evacuation of the school.)
- II. It is the responsibility of the class teacher, including when a student teacher is teaching the class, to input the attendance for the first and ninth periods into the ePortal system. If there is a technical difficulty the class teacher will record the attendance manually on paper and submit to the School Reception. If the class teacher is substituting during these periods the attendance should be recorded, preferably, electronically on ePortal, or on the class list available for that time and then submitted to the School Reception.
- III. To impress on students the importance of regular attendance and insist on punctuality.

Year Head:

- I. To monitor regularly the attendance records on the ePortal system for the given year.
- II. To liaise with the Pastoral Care Team to address the difficulties surrounding a particular pupil's attendance.
- III. To meet, along with the Deputy Principal, those students for whom attendance or punctuality is a problem in order to discuss the issue.
- IV. 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.
- V. To remind the pupils during the assemblies of the Year Group of the importance of regular attendance and punctuality.
- VI. To monitor the Lates/Sign-Out Book, and to administer, where appropriate, agreed sanctions for persistent lates.

Form Tutor:

- I. To record manually into the teachers diary the attendance of the form class at 8.55 am each morning.
- II. To check absence notes from parents/guardians and to store these safely for the duration of the year.
- III. To amend, ideally, on a weekly basis, the records on ePortal from *absence unexplained* to the appropriate option, where relevant.
- IV. 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.

Attendance Officer:

- I. To liaise with and assist class teachers in matters relating to the recording and inputting of the attendance into ePortal.
- II. To work in conjunction with the Administrator in the School Office in submitting the four reports to the NEWB.
- III. To inform new teachers of their obligations with regard to recording attendance.
- IV. To attend meetings with the Principal, Deputy Principal and Year Heads, to discuss matters relating to attendance.

Administrative Staff:

- I. To input attendance data from Class Teachers when required.
- II. To work in conjunction with the Attendance Officer to submit the four reports to the NEWB.
- III. To administer the signing in and out of students.
- IV. To provide students who sign in late (after 9.00am) with a late note to be presented to the Class Teacher.

Day to day implementation:

- I. All students attend Form Tutor Roll Call at 8.55am in the Form Tutor Room. The roll is recorded electronically on ePortal or manually into Form Tutor's Roll Book. Absence notes are submitted to the Form Tutor. He/she will subsequently amend the *absence unexplained* to *absence explained* on ePortal.
- II. The attendance will be recorded into ePortal at 9.20am. **Those arriving after the start of class are recorded as late.**
- III. Students who arrive at school after 9.00 am are required to sign in at the School Reception. The student will be given a late note from the School Reception confirming that signing in has taken place and that the student is *late explained* or *unexplained*. The student will then go to the first class of the day according to the timetable where the class teacher will record the student as late.
- IV. Students who leave the school during the day due to illness or appointments must be collected by a parent/guardian at School Reception and must then sign out. The signing out is inputted to ePortal by the Admin Staff.
- V. The attendance is also entered into ePortal at 2.45pm by the relevant Class Teacher.
- VI. Where students are absent from school for school-related extra-curricular activities, this is entered in the system by Admin staff as *school business or sport*. The teacher who oversees the activity prepares a list of the names and, prior to departure, posts this on the Staff Notice Board and provides a copy of the list to Reception. If a student listed is absent from the trip, the teacher will notify the Admin Staff of same.