

## Statement of Strategy for School Attendance in St. Kevin's Community College

Name of school	St. Kevin's Community College
Address	Ninth Lock Road, Lucan, Co. Dublin
Roll Number	70042L
The school's vision and values in relation to attendance	<p>In St. Kevin's Community College we recognise the importance of attendance. Students attend school regularly to learn, socialise with friends and to prepare themselves to take their place in society as well rounded and responsible citizens.</p> <p>There is a clear link between student achievement and their level of attendance at school. We want all students to achieve the very best they can and for this to happen they need to be in school regularly.</p> <p>We endeavour to develop a supportive and welcoming environment that encourages our pupils to attend where their needs are met.</p>
The school's high expectations around attendance	<p>St. Kevin's Community College places great emphasis on attendance as this links directly to the continuity of learning.</p> <p>We will promote and encourage regular attendance in all aspects of school life and believe we all have a role to play in the promotion of regular attendance.</p>
How attendance will be monitored	<p>How attendance will be monitored:</p> <ul style="list-style-type: none"> <li>• Registers</li> <li>• Class tutor monitoring</li> <li>• Absence text sent daily.</li> <li>• Weekly attendance report</li> <li>• Termly reports by DP</li> <li>• Reports to Tusla</li> </ul>
Summary of the main elements of the school's approach to attendance: <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> </ul>	<p>Target: 93%. We have taken into account how we performed in relation to attendance in 2015/2016. We will evaluate our target yearly and will always put an aspirational target in place.</p>

<ul style="list-style-type: none"> <li>• Responding to poor attendance</li> </ul>	<p>Whole School Approach:</p> <ul style="list-style-type: none"> <li>• All staff play a role in encouraging good attendance. All staff consistently enforce same approach to raise attendance rate.</li> <li>• Regular item on leadership team meetings to keep attendance high profile.</li> <li>• Attendance noticeboard.</li> <li>• Regular feature in assemblies.</li> <li>• Noted on school reports.</li> <li>• Links in units in SPHE.</li> </ul> <p>Promoting good attendance:</p> <ul style="list-style-type: none"> <li>• Praise by tutor and teachers.</li> <li>• VS ware points.</li> <li>• Certificates in termly assemblies.</li> <li>• Texts home.</li> <li>• Letter home for 100% year attendance.</li> <li>• Certificate at Student Awards.</li> <li>• School pencil, pen or badge.</li> <li>• Foster an element of competition between the tutor groups with a leader board update.</li> </ul> <p>Responding to poor attendance:</p> <ul style="list-style-type: none"> <li>• Form tutor discussion with pupils; encouraging them to attend and provide top tips to help them.</li> <li>• Year Head involvement; meeting 1:1, involving home, setting targets to improve, offering support and encouragement.</li> <li>• Work with counsellor.</li> </ul>
<p>School roles in relation to attendance</p>	<p>Pupil</p> <ul style="list-style-type: none"> <li>• To punctually attend all scheduled classes every day unless there is a valid reason for not doing so.</li> <li>• 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.</li> </ul> <p>Parent:</p> <ul style="list-style-type: none"> <li>• To ensure regular and punctual attendance of students and avoid unwarranted absences.</li> <li>• To provide a written explanation for the student's absence on the return to school.</li> <li>• To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.</li> <li>• To arrange, where possible, all elective appointments for after school or during school holidays.</li> <li>• Not to book family holidays during term time.</li> </ul>

Principal:

- Responsibility for attendance across St. Kevin's Community College.
- Will monitor overall attendance and liaise with the Deputy Principal and Year Heads re year group attendance and individual concerns where applicable.
- Will promote regular attendance to staff, students and parents.

Deputy Principal:

- Delegated responsibility for attendance.
- Monitor and evaluate systems in place that record and monitor attendance.
- Check in with Year Head on attendance concerns where appropriate.
- Generate and distribute attendance data to staff.

Year Head:

- Responsible for the attendance of their individual year groups.
- To meet 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.
- To remind the pupils during the assemblies of the Year Group of the importance of regular attendance and punctuality.
- Where the Year Head is concerned about a pattern of poor attendance and following consultation with the Principal/Deputy Principal they will prepare a report to be submitted by the Principal to Tusla (20 day absence report).

Class Teacher:

- To record the attendance of every class every day.
- To impress on students the importance of regular attendance and insist on punctuality.

Tutor:

- To check absence notes from parents/guardians.
- To amend, ideally on a weekly basis, the records from '*absence unexplained*' to '*absence explained*' where relevant.
- When there are 3 accounts of unauthorised absences the class tutor is to call home.

	<ul style="list-style-type: none"> <li>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.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	Feeder primary school meetings. Education Welfare Officer. External agencies – E.G. Pieta house.
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> <li>Termly reports on attendance and breakdown of absence.</li> <li>Annual attendance figures.</li> <li>Feedback from inspectors, parents and staff.</li> </ul>
Review process and date for review	This strategy will have an annual review and we will take these finding into account when setting a new attendance target.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	