



**Scoil Mhuire agus Íde  
Newcastlewest,  
Co. Limerick**

**64170L**

## Statement of Strategy for School Attendance

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# MISSION STATEMENT SCOIL MHUIRE

## AGUS ÍDE

In Scoil Mhuire agus Íde we aim

- To create a caring environment in which everyone recognises the value of each individual and to encourage an awareness of, and a response to, the needs of other
- To foster an appetite for learning and to develop self-discipline, initiative, responsibility and perseverance
- To involve the students in the life-long process of education and to ensure that everyone achieves some degree of success in life
- To value all kinds of achievement, and to learn to cope with success and failure

## Vision and Values in relation to attendance

- Scoil Mhuire agus Íde believes that students need to be present in school in order to maximise learning.
- We also believe that in order for students to learn they need to be happy and feel secure. We in SMI aim to offer this atmosphere for all students.
- We aim to minimise absenteeism by creating an environment where students want to be in school and have experiences that encourage them to attend.
- Scoil Mhuire agus Íde aim to keep accurate attendance records and communicate these with parents and other relevant agencies, in compliance with current legislation, **Section 17 (2002)**
- All students to learn to take responsibility for their own attendance and punctuality.

## Schools high expectations around attendance

- Under the constitution the parent is the primary educator for their child and as such parents are responsible for ensuring that their children attend school on a consistent basis to receive the education that they are entitled to and deserve. The school is here to support this process and will always strive to offer the relevant supports to aid this process.
- Attendance is essential for learning to take place and therefore it is expected that students will not be taken on family holidays or other non-essential trips during the school year.

- It is expected that all parent/guardian and students will study the year timetable and that all students will be present for all classes of the school year,
- Communication between the school and parents/guardians is essential to maximise the attendance of all students and it is expected that parents communicate by phone the reason for the absence of all students on any given day.

## **How attendance will be monitored**

- Attendance is taken by the class teacher in every class or school activity.
- All attendance are recorded centrally in the school closed IT system and is encrypted for security.
- Year Heads and school management analysis attendance reports and report any concerns as per current legislation.
- Parents can request the attendance records of their student at anytime.

## **Main elements of the school approach to attendance**

- At the start of every year parents/guardians are supplied with the calendar for the entire school year clearly stating any days off for students. Parents will receive a letter or text in relation to any changes to this calendar,
- All students must be in class by 9am and any student late must sign in at the office, receive a late stamp and remain out of class for the 1<sup>st</sup> class so as not to disturb the learning of other. Any student with a signed note may proceed to their first class promptly,
- It is expected that parents communicate by phone the reason for the absence of all students on any given day.
- When a student returns to school after an absence they must have a signed note for their parent/guardian explaining their absence for school records.
- If a parent fails to contact the school by phone on the day of the absence they must accompany their child to school on the day of their return and sign them in.
- Parents of students whose absenteeism or punctuality has before a concern will be asked to attend a meeting in the school to address these concerns and develop an action plan for future attendance,
- Students will be reminded in regular assemblies of the importance of attendance,
- SMI offers a wide range of extra-curricular activities or encourage students attend school. All new activities are considered if an interest is expressed by students,
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# Roles and Responsibility

## Principal

- 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 education Welfare Officer as required by the Education (Welfare) Act 2000,
- To inform parents/guardians and students with the aid of the Deputy Principal and Year Heads the procedures for the notifications of absences withdrawn 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 the student progress
- To meet along with the year head parents of students whose attendance has become a concern,

## Deputy Principal

- To the aid the principal in making reports to NEWB
- To work with admin staff to update Digital records for student attendance
- To monitor attendance regularly,
- To meet along with the year head parents of students whose attendance has become a concern,
- To liaise with NEWB staff members around attendance of students of concern.

## Year Head

- To collect notes that are signed by a parent/guardian from students on the morning on return after an absence of any length,
- To keep an accurate record of all absences,
- To report to the Deputy Principal students whose attendance is of concern and students who have exceeded 20 days,
- To meet parents along with the Principal/Deputy Principal the parents and students whose attendance has become a concern.
- To impress on students the importance of attendance in every class.

## Class Teacher

- Take a register of every class of everyday. Teachers covering S&S must also that the register for that class.
- Report any attendance concerns to the year head,
- To impress on students the importance of attendance in every class.

## Admin Staff

- To administer the signing in and out of students.
- Aid the Deputy Principal to submit the two reports to the NEWB
- Stamp the journal of late students with the late stamp.
- a concern.

## Partnerships Arrangements

Scoil Mhuire agus Íde will work with all relevant agencies the aid the attendance of student with in the school. These agencies include

- NEWB
- CAMS
- Tusla
- Garda
- Foróige

## How the Statement of Strategy will be monitored

- This Strategy will be monitored and reviewed on an annual basis and attendance recorded will be analysed to gauge its success. This annual review will be overseen by the schools Board of Management in conjunction with school Management.
- Staff, Students and Parent Council will be consulted during the duration of this process.

This Statement of Strategy was ratified by the Board of Management of Scoil Mhuire agus Íde on \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Date submitted to Tusla \_\_\_\_\_