**Attendance Policy**

**The school’s vision and values in relation to attendance**

At Coláiste Chríost Rí we are committed to ensuring that all students benefit fully from the education provided by regular and punctual attendance

**The school’s high expectations around attendance**

Under the Education Welfare Act 2002 it is the legal responsibility of parents/guardians to ensure that their children attend school on a regular basis. The act obliges the school to inform Tusla of students who have been absent for a total of 20 days or more and of students who have an irregular attendance record. The Act makes clear that the school cannot approve of students being withdrawn from school for holidays and for non medical absences during the school day.

**How attendance will be monitored**

Each teacher completes the class roll for his/her classes at the beginning of class throughout the school day on the school’s IT system.  
A student arriving late for school must sign the ‘Late Register’ in the Deputy Principal’s office.  
In relation to absences from school, these procedures must be followed: A written note of explanation from the parent/guardian of the student must be provided on the student’s return to school. The note should be written in the School Homework Journal in one of the spaces provided. The student should give the note to the teacher of the first class of the day on his return to school. A student seeking permission to leave the school during the school day for a medical appointment etc. must present a note of explanation to the Deputy Principal or Year Head before 8.30am. Such appointments should be made outside school time if at all possible.  
The Deputy Principal monitors attendance and punctuality on a daily basis. The Deputy Principal will contact the parents/guardians of any student whose punctuality and attendance are giving cause for concern.

**Summary of the main elements of the school’s approach to attendance:**

* Promoting good attendance
* Target setting and targets
* The whole-school approach
* Responding to poor attendance

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

Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance.

At Coláiste Chríost Rí we are committed to ensuring that all students access an appropriate curriculum and extra- curricular activities that engages the student and encourages full and regular attendance.

At Coláiste Chríost Rí we are committed to creating a safe, welcoming and caring environment through the implementation of our Code of Behaviour, Anti-Bulling Policy and other related policies.

The school will respond to a poor attendance record in consultation with the parents/guardians of the student. A specific response will be decide on a case by case basis but could include extra supports or sanctions or both.

The school to inform Tusla of students who have been absent for a total of 20 days or more and of students who have an irregular attendance record.

**School roles in relation to attendance**

All members of the school community have a role in promoting full and regular attendance. All staff should alert relevant staff/management if there are concerns about student absences

**Board of Management**

The Board of Management has the overall responsibility for the preparation of the school’s Statement of Strategy. As well as its oversight role in this work, the Board should play an active part in the work of reviewing and developing the Statement of Strategy. It is the responsibility of the Board to ensure that all of the measures required to promote and support Developing the Statement of Strategy for School Attendance are in place and set out in the Statement of Strategy. The Board should formally sign off on the Statement of Strategy before submitting it electronically to Tusla’s Educational Welfare Services at the following address: [attendancestrategies@tusla.ie](mailto:attendancestrategies@tusla.ie).

**School Principal**

Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance; Leads on the review and implementation of the school’s Attendance Strategy; Puts arrangements in place for monitoring and evaluating the implementation of the school’s Attendance Strategy;  Provides opportunities for staff to engage actively with the development and monitoring of the school’s Attendance Strategy;  Initiates links with other schools and relevant bodies on school attendance issues.  
It is the role of the Principal, under the direction of the Board of Management, to lead and guide the work on the Statement of Strategy. The school Principal shall ensure that the whole school community are aware of their roles and are fulfilling them.

**The Deputy Principal**

Will monitor student attendance and inform parents/guardians of any concerns. The Deputy Principal in consultation with the parents/guardians and other school services, such as the Pastoral Care Team, will establish appropriate intervention(s) to deal with irregular attendance. The Deputy Principal will inform Tusla of any student under sixteen years who has absences of 20 or more days or any student he is concerned about. The Deputy Principal will submit to Tusla any report required by them or any pertinent attendance documentation to officers of relevant government departments.

**Teachers**

Provide a classroom climate and classroom management that support participation and engagement, especially with students who may be at risk of poor attendance; Actively use the school’s Attendance Strategy to promote attendance; Set high expectations for punctuality and attendance in their classrooms; Agree punctuality and attendance standards with students as part of classroom rules; Set example by their own punctuality; Ensure attendance data are recorded accurately and reviewed in line with school procedures; Alert relevant staff if there are concerns about student absences; Support the attendance plan for students who have difficulty in attending school on a regular basis; Support students on return when they have missed periods of schooling.

**Parents/ Guardians**

Set high standards for their child in relation to attendance and punctuality; Engage with the school if there is a problem about their child’s attendance and support plans to address the problem; Ensure that their child regularly attends and arrives at school on time; Avoid taking their child out of class unless there is a serious reason; A written note of explanation from the parent/guardian of the student will be provided on the student’s return to school. Avoid taking their child on holidays during term time.

**Students**

It is the student’s role and responsibility to regularly attend school and by his behaviour to foster a safe environment. Ensure that all notes regarding absences are given to to school authorities immediately on their return to school.

**Partnership arrangements (parents, students, other schools, youth and community groups**  
All parents/guardians are given access to the schools IT system to monitor their sons’ attendance on a class period and daily basis.  
All parents/guardians are expected to follow school procedures in relation to their sons’ punctuality and attendance.  
All parents/guardians are expected to work with the school in resolving any irregular attendance and punctuality issues that may arise.  
With parental/guardian support the school may contact outside school agencies, such as youth organisations, community groups, to resolve irregular attendance and poor punctuality.

**How the Statement of Strategy will be monitored**

A formal end-of-year review of the Statement of Strategy as part of preparation of the Board of Management’s annual report on attendance (as per Section 21(6)(a)(b) of Education (Welfare) Act 2000) to Tusla’s Educational Welfare Services and the Parent Association.

Date the Statement of Strategy was approved by the Board of Management 16/01/2018

Date the Statement of Strategy submitted to Tusla 17/01/2018

Signed: Maria Walk  
For and behalf of board of management  
Date: 16/01/2018