



Coláiste Chríost Rí

Capwell Road

Cork

625600

Attendance and Punctuality Policy

December 2022

The school's vision & values in relation to attendance:

- At Coláiste Chríost Rí we are committed to ensuring that all students benefit fully from the education provided, by promoting regular and punctual attendance.
- This policy is formed by the school's mission statement which aims to enable students reach their full potential both academically and socially.
- High attendance rates, good time-keeping and participation of all students in the school community facilitate excellent teaching and learning in Coláiste Chríost Rí.
- The purpose of the Coláiste Chríost Rí attendance and punctuality policy is to encourage regular & full attendance at school, as well as full participation in the education system, whilst also promoting self-discipline, commitment and responsibility among students.

The school's high expectations around attendance:

Under the Education Welfare Act 2000, 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The Act makes it clear that the school cannot approve of students being withdrawn from school for holidays and for non-medical absences during the school day.

Coláiste Chríost Rí has high expectations around attendance/punctuality, as poor attendance/punctuality impacts the teaching & learning environment.

All stakeholders (students, parents & staff) have a part to play in maintaining our high expectations with regard to attendance and punctuality.

How attendance & punctuality will be monitored: [see also page 10 COPB – Code of positive Behaviour]

- Each teacher completes the class roll on VShare at the beginning of every class during the day. The 8:30 am & 1:25 pm classes record official absence for mornings and afternoons.
- The Deputy Principal may adjust the attendance/punctuality data to improve the accuracy of the data.
- All attendance data is made available to Parents/Guardians and to students on the VShare administration platform.
- In relation to absences from school, one of the following procedures must be followed.
 1. A written note of explanation in the school journal or on VShare from Parent/Guardian to be given to the Deputy Principal on day of return
 2. a phone call from Parent/Guardian, to the office explaining the student's absence
 3. An email from Parent/Guardian, to info@ccrcork.com explaining the absence.

- **On return to school, students must catch up on all schoolwork and homework they missed due to their absence.**
- All students who are absent from school due to extra-curricular activity will be marked as 'Present - School activity' on the VShare system. On return to school from extra-curricular activities, students must catch up on the schoolwork they missed due to their absence.

A student seeking permission to leave the school during the school day for a medical appointment etc.

1. must report to the Deputy Principal with a written note/journal note/VShare note from Parent/Guardian explaining why they are seeking permission to leave school.
2. The student will be given a 'Cead Imeachta' slip and
3. will be required to sign out at the main office or the Deputy Principal's office.

All such appointments should be made outside of school time if possible.

- A student who is feeling ill during the school day will report to the Deputy's Principal's office and the Deputy Principal will contact Parents/Guardians regarding collection. The student will be required to sign the 'Sign Out Book' also.
- **All arrangements must be made between the school office and the Parent/Guardian - and not via students' mobile devices [page 10 COPB]**
- A student late to school must sign the GDPR compliant Late Book in the Deputy Principal's office.
- Students who are late on a consistent basis will face sanction if no reasonable explanation is forthcoming in relation to their punctuality. This will be communicated with Parents/Guardians in the normal manner
- The Deputy Principal monitors attendance & punctuality daily. The Deputy Principal will contact the Parents/Guardians of any student whose punctuality and attendance are giving a cause for concern. Please refer to page 11 of the COPB.

Summary of the school's approach to attendance:

1. Promoting good 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.
- Presentation and celebration of full attendance certificates to students.
- At Coláiste Chríost Rí we are committed to ensuring that all students have access to an appropriate curriculum and to extra-curricular activities that both engage the student and encourage full attendance.
- At Coláiste Chríost Rí we are committed to creating a safe, welcoming, and caring environment through the implementation of our Code of Positive Behaviour, Anti-Bullying Policy, and other related policies.

2. Target Setting:

- Maintain the high attendance rate and excellent punctuality levels of recent years.
- Improve attendance rates where irregular patterns have been identified.
- Raise awareness of attendance amongst all stakeholders.
- Use of specific targets for individual students who are absent or late frequently.
- Reward those with unbroken attendance

3. Supports & Whole School Approach:

- All stakeholders of Coláiste Chríost Rí believe that there is a direct relationship between a students' success in school and regular attendance. We endeavour to make school a positive experience as this is linked to excellent attendance records.
- Coláiste Chríost Rí has implemented a whole-school approach to promoting good attendance and this Attendance Strategy.
- In the areas of Teaching & Learning, staff are continually engaging in CPD (Continuing Professional Development) to ensure that the teaching & learning environment is motivating and engaging for students.
- Attendance is a regular item at weekly Pastoral Care Team & Year Head meetings.
- The Attendance Strategy is linked to the Code of Positive Behaviour Policy [Page 10 & 11] as well as other school policies.
- Coláiste Chríost Rí promotes a broad range of extra-curricular activities which encourages students to attend school and to participate fully in the life of the school.

4. Responding to Poor Attendance:

- Attendance is a regular item at weekly Pastoral Care Team & Year Head meetings.
- The Deputy Principal monitors attendance closely and keeps records of attendance figures in the school.
- The Principal/Deputy Principal contacts Garents/guardians with concerns regarding the student's attendance.
- The Principal/Deputy Principal reports to TUSLA and liaises with the Education Welfare Officer on issues of attendance.

School roles in relation to attendance:

All members of the school community have a role in promoting full and regular attendance.

1. Board of Management

The Board of Management is responsible for preparing the school's attendance policy. As well as its oversight role in this work, the Board should play an active part in the work of reviewing and developing the attendance policy. It is the responsibility of the Board to ensure that all the measures required to promote and support developing a policy for School Attendance are in place. The Board should formally sign off on the policy before submitting it electronically to Tusla's Educational Welfare Services at the following address: attendancestrategies@tusla.ie.

2. School Principal

- Principal will provide leadership in promoting the school ethos and developing a climate that supports high levels of engagement and attendance.
- Leads on the review and implementation of the school's attendance policy.
- 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.
- The school Principal shall ensure that the whole school community are aware of their roles and are fulfilling them

3. 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.

4. Teachers

- Implement classroom management strategies 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.
- 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 attending school regularly.
- Support students on return when they have missed periods of school.

5. Parents/Guardians

- Set high standards for their child in relation to attendance and punctuality.
- Review attendance data regularly on VS Ware
- 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/note on VS Ware 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.

6. Students

- It is the student's role and responsibility to regularly attend school and by his behavior to foster a safe environment.
- To be punctual to school and to classes during the school day.
- Ensure that all notes regarding absences are given to the 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 school's IT system (*VSware*) to monitor their sons' attendance.

- 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 Attendance Policy will be monitored

A formal end-of-year review of the policy 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 Attendance policy was approved by the Board of Management 06/12/2022

Date the Attendance policy submitted to Tusla 08/12/2022

Signed: *Maria Walk*

(For and behalf of board of management)

Signed: *Padraig Mac an Rí*

(Principal)

Date: 06/12/2022