



Coláiste Chú Chulainn Roll No. 76195U

Statement of Strategy for School Attendance 2022 - 2023

Adopted: 31st August 2022

Review due: September 2023

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Introduction

Coláiste Chú Chulainn is a multi-denominational and co-educational post-primary school under the patronage of Louth and Meath Education and Training Board. As such, it operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed. School data and staff, student, parent views were considered in the preparation of he document.



Fís na Scoile

Our school's Vision Statement is built on the three strands of Vision, Values & Behaviours as adopted by our Board of Management. This statement is central to all plans, policies and routines in school.

<i>Vision</i>	Coláiste Chú Chulainn - Success for All.
<i>Values</i>	We Plan for Success for Every Student We Model Success in Our Practice We Celebrate Success We are Partners for Success in Our Community We Deliver Success for Students, Families and Community
<i>Behaviours</i>	We Plan for Success for Every Student We set and share learning intentions in our work. We differentiate in our lessons. We give formative feedback to our students on their work. We use self and peer assessment in our lessons. We engage all students in school life. We Model Success in Our Practice We implement LMETB and Coláiste Chú Chulainn policies in all of our work. We are prepared for our work as students and staff. We reflect on our professional practice and strive for improvements where identified. We share resources, knowledge and experience. We Celebrate Success We praise our students for their efforts and achievements. We hold Awards Events. We share our stories at every opportunity. We include the whole community in our celebrations. We are Partners for Success in Our Community. We collaborate with local and national enterprises. We are active in community activities. We invite guests to work with us in our learning. We are inclusive of everybody. We Deliver Success for Students, Families and Our Community Our students achieve the best possible grades. Our students complete their 2nd Level education in Coláiste Chú Chulainn. Our students progress to Higher & Further Education or employment. Our students have excellent attendance.

Aim

The primary aim of the strategy is to maximise student participation in teaching and learning in our school.

Key Principles

The Board of Management recognises the importance of excellent attendance and strives to achieve:

- A positive school culture and climate which is conducive to student attendance:
 - is welcoming of difference and diversity and is based on inclusivity and celebrating success;
 - encourages students to disclose and discuss factors which affect their attendance;
 - promotes respectful relationships across the school community;
- Effective leadership which builds leadership capacity within the entire school community.
- A whole school collegiate and consistent approach.
- A shared and clear understanding of the need for excellent attendance.
- Effective supervision and monitoring of pupils.
- Consistent recording, investigation and follow up of attendance.
- On-going monitoring, evaluation and review of student attendance.

Review of Strategy 2021 – 2022

1. School Information Management System was amended to continue to capture relevant data.
2. SMS service to parents was maintained and enhanced.
3. Student photos were uploaded to support careful recording in lessons.
4. Attendance rates were recorded on school reports.
5. Staff roles re recording, monitoring and communication attendance matters were clarified in staff handbooks.

School's Expectations around Attendance

School expects all students to be present each day and in every lesson.

School expects that unavoidable absences are notified to school via the Student Journal.

Procedures for Monitoring, Investigating, Recording and Follow up Absenteeism

The class teacher records student attendance in every lesson.

Absences are informed to parents by SMS message each day.

Parent notes of explanation will be recorded in the Student Diary.

Year Heads maintain a record of student absences and follow up on parental explanations.

Assistant Principal assigned role of reporting to principal on attendance rates fortnightly. All TUSLA guidelines are followed in reporting attendance matters and parents corresponded to when required.

Student attendance records are reported in term reports.

Targets

Data

1. Student attendance will be recorded in 100% of lessons.
2. Parents will be notified of absences by SMS daily.
3. Attendance records will be conveyed in term reports.
4. School will communicate directly with families in cases of concern.

School Roles

1. BOM will adopt this strategy and receive updates at meetings.
2. Class teachers will record attendances.
3. Year Heads will monitor attendance rates and monitor parent notes in journals.
4. School management will ensure all staff are trained in attendance recording.
5. Management will correspond to parents as appropriate re attendance rates.
6. Home School Community Liaison teacher will liaise with Year Heads on matters of concern and work with specific families.

Partnerships

1. Attendance Awards will be part of the school Annual Awards Event.
2. Attendance Certificates will be issued each term.
3. School will host 2 Every Day Counts Weeks per school year.
4. Parents will be required to attend school to sign a student out for unavoidable absences.
5. Extra – Curricular activities will be encouraged to improve student engagement and commitment to the school routine.


Monitoring

1. The strategy will be reviewed in January and June 2023.

Date of Ratification 31st August 2022

Date for Review September 2023

BOM Ratification

Date Ratified by the Board of Management:	31 st August 2022
Proposed By:	Siobhán Greer
Seconded By:	Maria Doyle
Signed:	 Gerard McGuill (Chairperson, BOM)
Scheduled Date for Review of the Policy:	September 2023

LMETB Ratification/Resolution of the ETB Board

Date of Resolution of ETB Board	
Signed	(Chairperson)

Policy Formulation & Ratification/Resolution Process

Identify Policy to be reviewed and/or developed at school level

Commence the developmental and consultation process with all members of the school community including BOM, staff, students and Parents Association

Liaise with the Director of Schools regarding the content of the Policy and discuss Data Protection and Legal Proofing

The BOM Meeting:

Bring the Draft Policy to the BOM for ratification.

Each Draft Policy brought to the BOM should have as the last page the '**BOM & LMETB Ratification/Resolution Process for this Policy**' sheet

Each Draft Policy brought to the BOM should have a 'School Policy Consultation Confirmation Sheet'. This will provide the BOM with evidence of the dates when the draft policy was discussed with the different partners of the school community and the proposer and the seconder for the draft policy

The BOM should discuss the Draft Policy and if accepting to ratify same complete the top part of the standard last page of the policy indicating date ratified by the BOM, proposer, seconder and date for review of the policy. This should be signed by the Chairperson of the BOM

The Draft Policy (hard copy & soft pdf copy) along with the forms listed at point 4 above should be forwarded to the Director of Schools in preparation for the next LMETB Committee meeting. Please forward hard copy to LMETB Offices, Chapel Street, Dundalk, Co. Louth Schools will be advised when the Resolution of the LMETB Board has been completed