

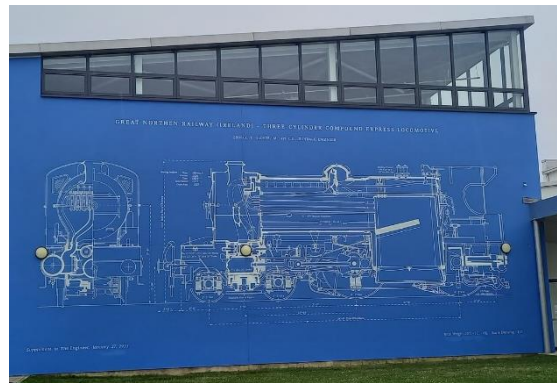


Coláiste Chú Chulainn

Roll No. 76195U

Statement of Strategy for School Attendance 2024 - 2025

Success by Design



Adopted:

Review: September 2025

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Introduction

Coláiste Chú Chulainn was established in 2014 and is located in the centre of Dundalk. We serve the community of Dundalk and North Louth.

Our school was approved by DES as a second level school for up to 1,000 students. We offer Junior Cycle, Transition Year, Leaving Certificate, Leaving Certificate Vocational and Leaving Certificate Applied. Students are offered a broad and balanced curriculum from the traditional subjects to new technologies. We strive to provide a Gaeilge Medium education in our Aonad Gaeilge when there is sufficient demand and available resources.

Teaching and learning in Coláiste Chú Chulainn is centred on our guiding vision of success for all. We plan for the success of every student and set targets of attainment that engage everybody to realise and exceed their potential. We communicate with students and families about curricular and extracurricular progress.

Coláiste Chú Chulainn has excellent facilities for sports, sciences, technologies and all subject areas. LMETB is the school patron. Louth & Meath Education and Training Board is committed to excellence and innovation in the education of young people and adults through the provision of dynamic services delivered by professional staff.

We are partners with our community, building alliances with sporting and cultural groups from around the area. Our students and staff are embedded in and ambitious for the development of the region socially, educationally, economically and culturally.

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.

Vision Coláiste Chú Chulainn - Success for All

Values 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

Behaviours **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, welcoming of difference and diversity and is based on inclusivity and celebrating success, encourages students to disclose and discuss factors which affect their attendance and 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 2023 – 2024

1. School Information Management System continued to capture relevant data.
2. SMS service to parents was maintained.
3. Parents & Guardian Bulletins were published on the school website and a link was sent to all via SMS.
4. Student photos were uploaded to support careful recording in lessons.
5. Attendance rates were reported on school reports.
6. Staff roles re: recording, monitoring and communication attendance matters were clarified in staff handbooks.
7. A Home School Community Liaison (HSCL) teacher was appointed in September 2022.
8. School was included in Dún Dealgan School Completion Programme (SCP) and a Student Support Worker was appointed in spring 2023.
9. Daily SMS notifications to parents / guardians of absent students was continued on an occasional basis.

Relevant Innovations for the 2024 – 2025 Academic Year

1. A new School Information Management System has been procured and is envisaged to improve data capture and share with guardians.

School's Expectations on Attendance

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

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

Procedures

School staff

- The class teacher records student attendance in every lesson.
- Year Heads monitor the record of student absences and follow up on parental explanations.
- Notifications are sent to parents / guardians of absent students each day, advising of requirement for a note of explanation to be entered in the Student Journal.
- Student attendance records are reported in term reports.
- Stage 1: Year Heads issue alert with follow up letter of required when 5-6 days absences are recorded.
- Stage 2: Year Heads make telephone and / or in person meeting with parents / guardians with follow up letter of required when 6 - 10 days absences are recorded.
- Stage 3: Year Heads conduct a meeting with parents / guardians with follow up letter of required when 11 - 13 days absences are recorded. HSCL teacher is included.
- Year Heads report to principal or deputy principals or HSCL teacher on attendance rates as appropriate.
- Stage 4: On referral from Year Head, deputy principal conducts a meeting with parents / guardians with follow up letter of required when 14 - 16 days absences are recorded.
- Referrals are made to outside relevant agencies as appropriate.

Parents & Guardians

- ✓ Parents and guardians are invited to seminars each academic year, hosted by school leadership. Attendance and the import of attendance will be discussed at each seminar.
- ✓ Parents / guardians are invited to and expected to attend parent - teacher meetings.
- ✓ Parent / guardian notes of explanation will be recorded in the Student Diary, pending an increase of engagement with SIMS..
- ✓ Parents / guardians must call to school in person and sign a student out when early departure is required. Parents / guardians will be required to maintain current and correct telephone, address and email contacts with school administration.

Engagement with School

- ✚ School Meals will be provided to all students at break and lunch time.
- ✚ After School Homework Club will be provided by School Completion Programme
- ✚ Extra – Curricular Activities will be offered to all students in sporting and non – sporting activities.
- ✚ First Year and incoming transfer students will be mentored by student ambassadors.

Agencies

- ❖ All TUSLA guidelines are followed in reporting attendance matters and parents corresponded to when required.

- ❖ Cases of concern are referred to TUSLA Education Support Service (TESS) and, where appropriate, attendance clinics are arranged to address concerns with parents / guardians.

Targets

Data

1. Student attendance will be recorded in 100% of lessons.
2. Parents will be notified of absences by SIMS notification daily.
3. Attendance records will be conveyed in term reports.
4. School will communicate directly with families in cases of concern.
5. Year heads will file a copy of parents notes of explanation of absences in student records.
6. Parents / guardians will record explanations of all absences in the Student Journal.
7. School will hold correct mobile telephone numbers AND email addresses for all guardians / parents.

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.
6. Parents / guardians will be required to maintain current and correct telephone, address and email contacts with school administration.

Monitoring

1. The strategy will be reviewed in January and June 2025.

Ratification of Policy

Date of Ratification

Date for Review

BOM Ratification

Date Ratified by the Board of Management:	
Proposed By:	
Seconded By:	
Signed:	Gerard McGill (Chairperson, BOM)
Scheduled Date for Review of the Policy:	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>

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

Management Policy Consultation Log

Please present this form to your BOM when considering the policy at BOM level for ratification

School:	<i>Coláiste Chú Chulainn</i>
Policy:	<i>Statement of Strategy on Attendance 2024 - 2025</i>

Staff Consultation:

<i>Date of Final Consultation:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	

Parents Consultation:

<i>Date of Final Consultation:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>Gerard McGuill (Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

BOM & LMETB Ratification/Resolution Process for This Policy

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>Gerard McGuill (Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>

