

Statement of Strategy  
for School Attendance

Name of school	St. Michael's Sp. NS
Address	Holy Angels, Glenmaroon, Chapelizod, Dublin 20.
Roll Number	17971H
The school's vision and values in relation to attendance	<p>St. Michael's School is committed to providing a secure, healthy and caring environment which values the uniqueness of each person.</p> <p><i>Mission Statement</i></p> <p>The school's vision and values in relation to attendance are to:</p> <ul style="list-style-type: none"> <li>● Encourage full attendance</li> <li>● Raise awareness of importance of regular school attendance</li> <li>● Reward pupils who have good attendance records</li> <li>● Identify pupils at risk of irregular attendance and of early school leaving</li> <li>● Promote a positive attitude to learning</li> <li>● Promote a positive learning environment to enable learning opportunities to be availed of</li> <li>● Foster self-esteem, empowering each pupil to reach his/her full potential</li> <li>● Develop closer contact between school and home</li> <li>● Ensure compliance with the requirements of the relevant legislation</li> </ul> <p><b>Compliance with School Ethos</b></p> <p>This strategy is taken directly from our school policy on pupil attendance. It complements the school ethos of aspiring towards the optimum development of all pupils, to their whole education in a happy, safe learning environment, which will enable them to live as independent and fulfilling a life as possible.</p>
The school's high expectations around attendance	Regular daily attendance helps to create a stable learning environment for all pupils to reach their full potential, and the school actively promotes cooperation amongst pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.

## ***Strategies to Promote Attendance***

### **School Environment**

The school environment is welcoming and well-maintained. Parents/guardians are consulted in drafting and reviewing policies, with the aim of promoting a high-level of co-operation amongst the school community. The teaching staff collaborates in the planning and implementation of the Primary School Curriculum, so as to provide a stimulating learning environment for all pupils.

### **Transport**

Transport is provided by School Transport Services for all pupils attending St. Michael's School.

### **Early Intervention**

Staff are vigilant and show concern so that pupils' non-attendance is identified and monitored early. Appropriate contact takes place between school and Parents/Guardians, either by telephone, note in school journal or letter when this occurs. Parents/Guardians are invited to meet with the Principal/Deputy Principal if deemed necessary. When deemed appropriate and supportive a home visit by the Deputy Principal will be scheduled.

### **Communication with Parents/Guardians**

The following methods of communication are used:

- Aladdin Connect App
- Pupil's school journals
- Telephone
- Text message
- Letter
- E-mail

An Information Booklet is available on our school website ([www.stmichaelsholyangels.com](http://www.stmichaelsholyangels.com)) and will be referenced regularly and as appropriately. The school informs all parents of the implications of non-attendance as per the Education Welfare Act 2000.

The school web-site is updated regularly. The Deputy Principal takes responsibility for a school newsletter which is distributed each term among members of the school community. Regular reminders to parents/guardians in the newsletters about the importance of regular daily pupil attendance and their responsibility to inform the school using Aladdin Connect or in writing of all absences using the 'Absence Tracker'; in the School Homework Journal.

	<p>Parents/Guardians are given details of the school calendar as soon as possible in the year prior to the one to which it relates. The school calendar is also printed in the pupils' school journal.</p> <p>Parents/Guardians are requested to arrange family holidays with the official school closing in mind.</p> <p>If school-based strategies fail to address a pupil's attendance, then a home visit can be undertaken and/or contact made with the Educational Welfare Services of Túsla Educational Support Services (TESS).</p> <p><b>Late Arrivals</b> Parents/Guardians are contacted by telephone or letter. Parents/Guardians who bring their son/daughter to school late will be asked to sign the 'Leaving School Early/Late Arrivals' Book providing a brief explanation for the late arrival.</p> <p><b>Leaving School Early</b> When it is necessary for a pupil to leave school early, a note must be written by Parents/Guardians or permission sought from Principal/Deputy Principal. Any person collecting a pupil on behalf of a Parent/Guardian should present written authorisation and/or identification when requested. This person must sign the 'Leaving School Early/Late Arrival' Book indicating the pupil they are taking from school and a brief explanation for the early departure from school.</p> <p><b>Uniforms</b> A supply of school uniforms is available in school so that implementation of the school dress code is not used as a reason for non-attendance.</p> <p><b>Food</b></p> <ul style="list-style-type: none"><li>● Milk and fruit is provided for all pupils on arrival to school.</li><li>● A hot mid-day meal is available every day for all pupils.</li></ul> <p>The school promotes good attendance by:</p> <ul style="list-style-type: none"><li>● Creating a safe and welcoming environment</li><li>● Ensuring pupils are happy</li><li>● Displaying kindness, compassion, understanding and respect</li></ul>
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- Being vigilant so that risks to good attendance such as disadvantage, bullying, etc. are identified early
- Rewarding good attendance with certificates
- Praising positive attitudes at Assemblies
- Advising and educating pupils on the wise use of the internet

#### **Communication with Other Schools**

When a pupil transfers from St. Michael's School to another school, school reports containing details of attendance and other relevant reports are forwarded following written authorisation from the pupil's Parent/Guardian.

When a child transfers into St. Michael's School confirmation of transfer is to be communicated to the pupil's previous school.

Relevant reports on pupils on completion of their education in St. Michael's School are forwarded to the training centres on request, following written authorisation from the Parent/Guardian or the pupil as appropriate.

#### **Parents/Guardians**

Parents/Guardians are encouraged to assist in maximising attendance by:

- Developing a good relationship with the Bus Escort and Driver on their child's bus
- Encouraging friendships with pupils attending St. Michael's School and those sharing transport
- Making sure that homework is done as early as possible when the pupil arrives home
- Keeping the school uniform for school wear only
- Trying to have ready each morning the pupil's school bag, uniform and snack for mid-morning break and lunch if appropriate
- Ensuring the pupil goes to bed at a reasonable hour and is not watching television / using electronic devices / playing computer games until late at night
- Setting the alarm on their alarm
- Getting up in time so that they will not be rushing
- Not allowing the pupil to watch television in the morning
- Giving the pupil a healthy breakfast every morning

	<ul style="list-style-type: none"> <li>• Communicating with school in a timely manner when concerns which impact on attendance arise.</li> </ul> <p>Parents/Guardians who are having difficulties ensuring their children’s attendance at school can contact the school and /or the Educational Welfare Services of Túsla, TESS for advice and information.</p> <p>Positive Approaches to Behaviour and regular review of the Code of Behaviour and Anti-Bullying/Bi Cinealta Policies and implementation of same. Implementation and links to other relevant policies.</p>
How attendance will be monitored	<p>Each pupil, to whom the Education (Welfare) Act 2000 applies, ages 6 – 16 years, is obliged by law to attend school every day on which the school is in operation unless there is a reasonable excuse for not attending.</p> <p>The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) on Aladdin (a software administrative website) of each class on a daily basis by the class teacher or where necessary, by the Deputy Principal. The Roll Book may not be altered once it has been filled in.</p> <p>If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10.30am each morning. Any pupil not present when the roll is called will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence and should be recorded on the Aladdin Connect App or in the ‘Absences Tracker’ section at the back of the pupil’s Homework Journal. The Deputy Principal monitors pupils’ attendances using data on Aladdin. Dates for submission of school attendance reports are provided by the Educational Welfare Services of Túsla, TESS. When requested, class teachers and SNAs assist in the analysis of attendance for our pupils.</p> <p>If necessary, whereby absences are not explained or if absences are not as a result of medical needs/behavioural reasons, parents/guardians of pupils who have missed 16 days are informed by letter, detailing number of days missed and the fact that the Educational Welfare Services of the TESS may be informed of these absences.</p>

	<p>Parents/guardians of pupils who have missed 20 days are informed by letter, detailing the number of days missed and the fact that the Educational Welfare Services of Túsla, TESS will be informed of these absences.</p> <p>The above letters are updated at each cut-off date for reporting (and if a pupil has missed 3 more days since a previous letter, another letter is sent.).</p> <p>Class attendance data is recorded in the Leabhar Tinrimh (Attendance Book) daily. The annual attendance of each individual pupil is recorded in the Clar Leabhar (Register), together with information provided in enrolment form.</p> <p>As stated in our Information Booklet: <i>'Punctuality and regular attendance by the pupils is expected.</i></p> <p><i>The pupils must have a letter from their Parent/Guardian when early departure from school is requested.</i></p> <p><i>The Parent/Guardian of a child who is absent from school shall notify the Principal of the school of the reason for the child's absence as required by the Education (Welfare) Act 2000. It is best to do this by writing a note in the child's journal. There is a statutory obligation as outlined in this Act to report pupils' absences to the National Education Welfare Board, irrespective of the reasons given for the absences. This will happen if a child has missed a total of 20 days in the school year, even if those absences are accounted for by letter. Holidays during term are not encouraged.'</i></p> <p>Parents/Guardians are informed in writing on the end of year report of the total number of absences during the school year. The Parents/Guardians of pupils whose non-attendance is a concern are contacted by phone or in writing and informed of the school's concerns.</p> <p>The school is obliged to inform the Educational Welfare Services of Túsla, TESS in writing where a pupil is removed from the school register and where a pupil is suspended or expelled.</p>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>● Target setting and targets</li> </ul>	<p><b>Target Setting and targets:</b> All pupils will attend for 95% of the school year.</p> <p><b>The whole-school approach:</b></p> <ul style="list-style-type: none"> <li>● Compliance with legislative requirements</li> </ul>

<ul style="list-style-type: none"> <li>● The whole-school approach</li> <li>● Promoting good attendance</li> <li>● Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>○ The Education Act 1998</li> <li>○ The Education Welfare Act (2000)</li> <li>● Role of the Educational Welfare Services of Túsla, TESS, Túsla Educational Support Services (TESS).</li> </ul> <p>The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.</p> <p>Our School endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils to reach their full potential, and the school hopes to promote co-operation amongst pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.</p> <p><b>Promoting good attendance:</b> To ensure a warm and welcoming school climate and classroom climate exists; interactions are positive with all pupils, where questions are asked and praise is used. A positive climate of pupil-teacher relationships exists, of mutual trust and respect, where pupils are engaged and have a voice in the school matters. Teachers have high expectations of pupils.</p> <p>Use of Attendance Certificates from the Educational Welfare Services of Túsla, TESS for our pupils:</p> <p>Unbroken School Attendance Certificate; Improvement in School Attendance Certificate; Consistent and Regular School Attendance Certificate</p> <p><b>Responding to poor attendance:</b> Intervening early, offering support and engagement with families and the pupils. Use of sample school letters as saved from Túsla.ie, notifying parents/guardians of attendance issues. Class Teachers and the Deputy Principal will be vigilant, so that risk students are identified early and communication/ support /engagement between home and school will be used to encourage attendance.</p>
<p>School roles in relation to attendance</p>	<p>Principal Deputy Principal Class Teacher Class SNA</p>

	<p>School Secretary</p> <p>All members of staff have a responsibility to implement the Attendance Policy and Strategy. Class teachers record individual patterns of attendance, and the school's Deputy Principal makes returns to the Educational Welfare Services of Túsla, TESS. The Deputy Principal has responsibility for taking the class rolls using the Roll Books (Leabhar Rolla) on Aladdin, maintaining the Leabhar Tinreamh and Register and submitting all reports to the Educational Welfare Services of Túsla, TESS.</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents Committee</p> <p>Student Council</p>
How the Statement of Strategy will be monitored	<p>The Statement of Strategy will be monitored through:</p> <ul style="list-style-type: none"> <li>● Regular review at staff meeting</li> <li>● Monitoring of pupils' attendances-Improved attendance levels</li> <li>● Teacher vigilance</li> <li>● Happy and confident pupils</li> <li>● Positive parental/guardian feedback</li> </ul>
Review process and date for review	September 2027
Date the Statement of Strategy was approved by the Board of Management	<p>2<sup>nd</sup> May 2017</p> <p>Reviewed: May 2020, May 2025</p> <p><b>Signed:</b> _____</p> <p><b>Chairperson, Board of Management</b></p> <p><b>Date:</b> _____</p>
Date the Statement of Strategy submitted to Tusla	19 <sup>th</sup> May 2017