

| Statement of Strategy for School Attendance | |
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| Name of school | Meán Scoil Mhuire, Longford |
| Address | 5 St Joseph's Road, Longford |
| Roll Number | 63760E |
| The school's vision and values in relation to attendance | <ul style="list-style-type: none"> • To promote and foster an environment that encourages regular attendance and participation at school. • To develop a welcoming school environment where both the educational and personal needs of the students are met within the resources of the school. • To develop links between the school and the home and thus improving communication. • To identify students at risk of poor attendance as early as possible. • To support strategies and programmes aimed at preventing non attendance. |
| The school's high expectations around attendance | <ul style="list-style-type: none"> • To promote a culture of high expectations, encouraging students to take responsibility for their own learning and achieve their full potential through regular presence in class. • To reinforce the idea that attendance at school and full participation in all aspects of school life supports and enhances education and therefore the life chances and future employability of the student. • To encourage partnership with parents to ensure that a caring environment is created in school. One in which students feel safe, valued and look forward to coming to school on a daily basis. |
| How attendance will be monitored | <ul style="list-style-type: none"> • Class by class recording of attendance on the VSware management system for all classes by teachers. • Late arrivals must sign in at the main office; student journal is stamped prior to class attendance, late arrival is recorded on VSware. • Early departures must sign out at the main office. • Students must be signed out by Parent/ Guardian. • Students attending school activities during the school day will be marked as SA on VSware. • Text message sent home daily if student is not present for first class. • Winter and Summer Reports indicate numbers of days missed. • Deputy Principal in conjunction with Year Heads monitors , record absences , gathers written explanations of absences and raises concerns at weekly meetings. • Attendance Officer and HSCL liaise with school management, parents and outside agencies e.g EWO to support attendance strategies. |

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| | <ul style="list-style-type: none"> • Written notification to parents when a child has reached 10, 20 days etc. . • Term reporting to Tusla. |
| <p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance | <p>Target Setting and Targets</p> <ul style="list-style-type: none"> • Encourage full attendance • Support students at risk of poor attendance • Recognise good attendance <p>The Whole School Approach</p> <ul style="list-style-type: none"> • Attendance issues discussed at weekly care team meetings • Class Tutor and Year Heads address attendance issues with students prior to the development of a Significant pattern <p>Promoting Good Attendance</p> <ul style="list-style-type: none"> • Annual attendance awards at end of year awards ceremony. • The school recognises the importance of raising awareness about attendance <ul style="list-style-type: none"> ✓ Principal addresses the importance of attendance at parents evening ✓ Attendance updates provided by the Year heads and the attendance officer. <p>Responding to Poor attendance</p> <ul style="list-style-type: none"> • Year Head / Attendance Officer will contact parents where there is an attendance concern , inviting them in for a meeting to discuss attendance, offer support and set targets for improvement. • Referral to EWO when attendance does not improve following such meetings |
| School Rolls in relation to attendance | <p>Board of Management</p> <ol style="list-style-type: none"> 1. To ensure that the policy is implemented and reviewed regularly. 2. Ensure that all information is collected and issued in accordance with the Data Protection Act 1998 3. Ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly. <p>Principal</p> <ol style="list-style-type: none"> 1. To maintain a register of all students attending school. 2. To oversee the implementation of the attendance policy. 3. To ensure that adequate systems are in place to record attendance or absence of students. 4. To maintain a record of late arrivals, early departures and returns to school. 5. To notify TUSLA as follows , where a student is suspended for a period of not less than 6 days where the aggregate number of school days on which a student is absent during a school year is not less than 20 days. Where a students name is removed from the register and where in the opinion of the principal, a student is not attending school regularly. 6. Refer to EWO in the case of attendance concern. |

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| | <p>7. The Principal may delegate other duties regarding attendance to other professionals .</p> <p>Deputy Principal</p> <ol style="list-style-type: none"> 1. Liaise with Principal on all issues and procedures regarding students including attendance. <p>Attendance Officer</p> <ol style="list-style-type: none"> 1. Monitor students attendance daily in conjunction with Year Heads. 2. Follow up on any issues regarding attendance. 3. Make referrals to Tusla when deemed necessary. 4. Work with EWO , facilitate Attendance Clinic Meetings 5. Weekly meeting with Care Team meetings to identify students most at risk <p>Year Head</p> <ol style="list-style-type: none"> 1. To monitor and record attendance in year group and make students aware of the importance regular attendance 2. Ascertain reasons for non-attendance 3. To seek and file written explanations for student absences from parents/guardians and note same on the roll. 4. Where necessary make referrals to the Care Team, Deputy Principal and Principal , Guidance Counsellor, HSCL and Attendance Officer 5. To liaise with the Principal, Deputy Principal and HSCL and Attendance Officer on matters relating to attendance. <p>HSLO</p> <ol style="list-style-type: none"> 1. To encourage improved Attendance, Participation and Retention of students 2. To identify students most at risk of leaving school early. 3. Initiates links with other schools and relevant bodies such as the Schools Completion Programme on school attendance issues. 4. Notifies TUSLA’S Education welfare Services and the EWO of Particular Problems in relation to attendance and ensures support for the work of the EWO with students who have chronic attendance difficulties. <p>Class Tutor</p> <ol style="list-style-type: none"> 1. Ensure that students are aware of the importance of good attendance and the procedures involved in recording partial and full day absences <p>Class Teacher</p> <ol style="list-style-type: none"> 1. To take the roll electronically on VSware for the day during the first class each morning and submit to the office. Roll to be taken manually and submitted to office in the event of IT problems 2. To take attendance during every class on the VSwawre system for monitoring purposes. 3. Calls the roll electronically in every class using the VSware system. 4. Bring any concerns regarding student absence to the appropriate Year Head. 5. Teachers discuss attendance records of students with |
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| | <p>Parents / guardians during Parent/ Teacher Meetings.</p> <p>Student</p> <ol style="list-style-type: none"> 1. To punctually attend all scheduled classes every day unless there is a valid reason for not doing so. 2. To present explanation of absence on the day of return to school. 3. To sign in at reception and get a late stamp in the school diary prior to proceeding to class if arrival is late than 9am on any school day. 4. Students leaving leaving the school for any reason during the school day must be signed out by a Parent / Guardian at reception <p>School Completion Programme</p> <ol style="list-style-type: none"> 1. The school completion Programme operates in the school to target pupils who are considered to be at risk of leaving education early. |
| Partnership arrangements (parents, students, other schools, youth and community groups) | <p>Parents / Guardians</p> <ul style="list-style-type: none"> • Parents/ Guardians have a legal obligation to ensure that their daughter attends school unless there is an unavoidable and legitimate reason for their absence • It is the responsibility of the Parent/ Guardian to provide the school with a signed and dated note outlining the reason for EVERY recorded absence. Such notes will be collected and filed. They will be used in the returns to the NEWB as outlined in the Education Welfare Act. • Respond to correspondence from the school on the day of their child's absence and confirm reason for absence. • To provide a written and dated explanation via VSWare or notes from the school journal to the school re the cause of the absence. • Telephone messages must be confirmed in writing. • To check and monitor student journal each week for attendance issues. <p>Primary Feeder Schools.</p> <ul style="list-style-type: none"> • Career Guidance Counsellor will Liasise with 6th class teacher to discuss possible issues regarding attendance being highlighted before transitioning to First year. <p>Youth and Community Groups</p> <ul style="list-style-type: none"> • Groups such as Foroige . Longford Youth Service and Leap, Longford Community Resources often offer after school Programmes to support students. • The SCP Project worker and coordinator may work with targeted students <p>Outside Agencies</p> <ul style="list-style-type: none"> • Liasion is maintained with Outside agencies that support the school in promoting full attendance e.g. HSE , TUSLA, N.E.P.S, CAMHS, Leap, etc. |
| How the Statement of Strategy will be monitored | Strategy is reviewed annually in association with the Board of Management |

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| Review process and date for review | Strategy is reviewed annually in association with the BOM. |
| Date the Statement of Strategy was approved by the Board of Management | 6/12/2023 |
| Date the Statement of Strategy submitted to Tusla | Karen Clabby |