

Greaghrahan NS, Staghall, Belturbet, Co. Cavan. H14 CH74

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Name of school	Greaghrahan National School
Address	Staghall, Belturbet, Co. Cavan
Roll Number	18346M
The school's vision and values in relation to attendance	<p>The Board of Management of Greaghrahan N.S. wishes to promote and encourage regular attendance as an essential factor in our pupils' learning. We recognise the clear and direct relationship between regular school attendance and pupil progress. Overall good attendance engenders a positive attitude towards school and learning. The Board also recognises the impact of poor attendance on wider aspects of a pupil's life such as weak peer relationships, risks of engagement in anti-social activity and poor family relationships. In light of the fact that absenteeism is often a complex matter, we view each pupil in the context of their family circumstances. A holistic approach to improving attendance will be followed by striving for greater understanding of the barriers faced by pupils and the supports and interventions that can be of help in ensuring students engage, participate and attend. Our vision for our school is that children will develop a sense of personal responsibility and an appreciation of the importance of punctuality and regular attendance in achieving their full potential as learners and individuals. This policy compliments the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.</p>
The school's high expectations around attendance	<p>The school expects that where possible all pupils should fully attend school. Children who are unwell are not expected to attend school. This can lead to more infection in the classroom and invariably the child that is unwell is sent home during the school day. Children who maintain a full or near full school attendance record during the school year will be commended in June of that year.</p>
How attendance will be monitored	<ul style="list-style-type: none">• Attendance and non-attendance is recorded daily on Aladdin, the school's electronic on line system for recording and monitoring attendance.• Roll will be called at the same time each day, normally within the first forty minutes after the commencement of the five hour forty minute day (Circular 33/2015).• Roll call is taken daily at 9.30am.• Under Circular 0028/2013, Section 3.3 (b) "A pupil will be marked either present or absent at the time of roll call and where a pupil subsequently does not complete the full school day or arrives after the roll call." An exception to this exists where a pupil has an appointment (e.g. medical, dental etc), the teacher is made aware in advance and the parent subsequently provides this information by email or in writing.• Children arriving to school after 9.30am are marked "late and absent." All children who arrive to class late have their arrival

time logged on Aladdin by class teachers. This will indicate the amount of minutes the child is late.

- In cases where a child arrives late having given prior notice of an important appointment to the school, he/she must be present for a minimum of an hour and a half to be marked present that day.
- If a child is absent at the time of roll call he/she will be marked absent for the day.
- In the event of a late arrival parents should notify the school in writing.
- If a child has been absent for 15 days or more, the school will inform parents in writing of their child's absence.
- Once a child has reached 20 days absences this will then be reported to Tusla (Child and Family Agency) and parents will be informed in writing.
- In the event of a class teacher being absent the substitute teacher will inform the principal of the attendance and the secretary will record the attendance on Aladdin.
- In the event of the principal being absent the substitute teacher will inform the school secretary of the attendance for that day. The school secretary will then record the attendance on Aladdin.

Punctuality

- School begins at 8.50 am
- All pupils and teachers are expected to be on time.
- The children enter their classrooms from 8.50am. to 9.00am. to commence classes. Children are required to be in their classrooms not later than 9.00am.
- The Principal is obliged under The Education Welfare Act, to report children who are persistently late. The school will contact parents/guardians in the event of pupils being consistently late and are obliged to contact the Education Welfare Board.
- All children who arrive to class late i.e. after 9.00am, have their arrival time logged on Aladdin. This will indicate the number of minutes the child is late.
- If a child is persistently late, the class teacher will organise a meeting with parents/guardians and an Action Plan may be put in place.
- If there is no significant improvement in punctuality within the agreed timeframe of the action plan, a meeting is held with parents/guardians, class teacher and principal.

	<p>Promoting Punctuality: The school will promote punctuality by:</p> <ul style="list-style-type: none"> • Informing parents on enrolment of school times, expectation of punctuality and attendance and the reasons for this. • Reminding parents at the start of the school year of school times, expectation of punctuality and the importance of school attendance. • Ensuring that school starts and finishes punctually. • Varying the morning timetable to motivate pupils. • Informing parents that a note/email is required if a child has an appointment and needs to leave school early before the end of the school day.
<p>Summary of the main elements of the school's approach to attendance:</p> <p>Target setting and targets</p> <p>The whole-school approach</p> <p>Promoting good attendance</p> <p>Responding to poor attendance</p>	<p>Target Setting and Targets</p> <ul style="list-style-type: none"> • Encourage pupils to attend school regularly and punctually. • Develop parents' understanding of the need for good attendance and punctuality. • Share the promotion of school attendance amongst all in the school community. • Inform the school community of its role and responsibility as outlined in the Education (Welfare) Act, 2000. • Identify pupils who may be at risk of developing school attendance problems. • Ensure that the school has procedures in place to promote attendance/participation. • Develop, subject to resources, links between the school and the families of children who may be at risk of developing attendance problems. • Identify and remove any obstacles to school attendance. • Establish behaviour that will serve children well in the future. • Ensure children do not become alienated from the Education System through poor attendance. • Have clear procedures in dealing with problems of poor attendance. <p>Whole School Approach to Promote Attendance</p> <ul style="list-style-type: none"> • General awareness raising and setting high expectations e.g. discussion at parent-teacher meetings, highlight the importance at school enrolment meetings, positive affirmation when roll is being taken, at assemblies, records of attendance in student's school reports, records of attendance in a student's Education Passport. • Reminding parents of the importance of school attendance in Newsletters.

- Involving parents in high expectations e.g. high levels of parental involvement in all aspects of school life, involving parents in decision making.
- Providing support programmes to enhance attendance e.g. art, music, drama and sporting activities, Green Schools initiatives, SPHE programmes.
- Reward Systems e.g. Attendance certificates.
- Promoting a warm, open, happy, positive environment.
- The school curriculum is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The assistance of the Education Welfare Officer will be utilised.

Reports

- Every parent will be provided with details of their child's total attendance for the year in the child's school report. Attendance patterns are also discussed at parent-teacher meetings. Attendance figures for each child are recorded from year to year and kept on file in the school.
- Certificates and prizes will be awarded for good attendance at the end of each school year.

Strategies in the event of non-attendance

- Working with groups or individuals who may need additional support.
- Tailoring whole school approaches to group or individual needs.
- Class teacher engaging in early dialogue with students in a positive manner to identify reasons for non-attendance.
- Principal telephones parents or arranges meetings to identify the in-school and out-of-school factors influencing attendance.
- Attendance targets to be set in collaboration with student and parents.
- Using internal school processes to provide individualised support i.e. SET.
- Monitor how the strategies are working and communicate any improvements to student and parents.
- Using school led multi-agency support processes.

	<ul style="list-style-type: none"> Referral to Túsla's Educational Welfare Services
School roles in relation to attendance	<p>School Principal</p> <ul style="list-style-type: none"> Support parents and families where there is a concern about attendance. Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil. Promote the importance of good school attendance among pupils, parents and staff. Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance. Lead the review and implementation of the school's Attendance Strategy. Put arrangements in place for monitoring and evaluating the implementation of the school's Attendance Strategy. Provide opportunities for staff to engage actively with the development and monitoring of the school's Attendance Strategy. Initiate links with other schools and relevant bodies on school attendance issues. Notify Tusla's Educational Welfare Services and the relevant EWO of particular problems in relation to attendance. Furnish pertinent attendance documentation to officers of relevant government departments. Inform the Education Welfare Officer: <ul style="list-style-type: none"> If a pupil is not attending school regularly. When a pupil has been absent for 20 or more days during the course of a school year and/or their attendance level is of concern. If a pupil has been suspended for a period of six or more days. When a pupil's name is removed from the school register. <p>Teachers</p> <ul style="list-style-type: none"> Provide a classroom climate and classroom management 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. To agree punctuality and attendance standards with students as part of classroom rules. Set example by their own punctuality. Alert relevant staff if there are concerns about student absences.

	<ul style="list-style-type: none"> • Support the attendance plan for students who have difficulty in attending school on a regular basis. • Promote a class reward system for pupils with exceptional attendance. • Encourage pupils to attend regularly and punctually. • To support students on return when they have missed periods of schooling. • To ensure attendance and punctuality data are recorded accurately on the Aladdin system, and in line with this policy, and reviewed in line with school procedures. Each teacher will: <ul style="list-style-type: none"> - Take roll call daily at 9.30am. - Record time of all “late” arrivals i.e. after 9.00am - Keep a record of explained and unexplained absences and record same on Aladdin.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Parents</p> <ul style="list-style-type: none"> • Parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open unless there is a genuine reason not to attend (Section 17 of Education Welfare Act 2000). • To set high standards for their child in relation to attendance and punctuality. • 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. • Parents are strongly discouraged from taking students on holidays during term time. • Parents are asked to notify the school on the first day of their child’s absence by telephone or email giving reason for the child’s absence. • Discuss planned absences with the school. • Show an interest in their children’s school day and their children’s homework. • Encourage them to participate in school activities. • Praising and encouraging their children’s achievements. • Ensuring, as far as possible, that children’s appointments (with dentists etc.), are arranged for times outside of school hours.

	<p>Pupils</p> <ul style="list-style-type: none"> • Pupils have the clear responsibility to attend school regularly and punctually. • Pupils should inform staff if there is a problem that may lead to their absence. • Pupils are responsible for promptly passing on absence notes from parents to their class teacher. • Pupils are responsible for passing school correspondence to their parents, on the specified day. <p>Community Supports</p> <ul style="list-style-type: none"> • Krafty Kidz After-School Club onsite. • Building community support for attendance through links with other schools and community groups e.g. St. Mogue's Irish language Initiative, Drumlane GAA club, Green Schools Programme, Amber Flag, Active Schools Programme, Cavan GAA football coaching • Tutors invited to deliver music /drama lessons etc. • CASE Peace IV Programme with Newtowngore N.S. • Bounce Back: Local service linked to the ISPCC providing one-to-one child centred advice for children with social or emotional difficulties. • Garda Primary School's Programme
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child. Aladdin will automatically notify the Principal and relevant Class Teacher when a pupil misses 15 and/or 20 days. • Pupils with a poor attendance record will be supported in an effort to improve their attendance. • Attendance will form part of the Principal's report at Board of Management Meeting.
Review process and date for review	<ul style="list-style-type: none"> • Reviewed annually by Board of Management and Staff
Date the Statement of Strategy was approved by the Board of Management	<ul style="list-style-type: none"> • 22nd March 2023