

Carysfort NS Statement of Strategy for School Attendance

2024

Name of school	Carysfort NS
Address	Convent Road Blackrock Co Dublin
Roll Number	14586M
The school's vision and values in relation to attendance	Carysfort National School seeks to promote and support all aspects of the children's wellbeing as a core value of our ethos. We strive to ensure that all our students can flourish in an environment that is nurturing, supportive and progressive. We are guided by our mission statement, the aim of which is to ensure that each child, through confidence and self-belief may achieve their full potential. We believe that there is a clear and direct link between regular school attendance and pupil progress. We recognise the importance of parents/guardians and school staff working together to achieve optimal attendance for each child in our care.
The school's high expectations around attendance	Attendance is crucial to effective learning and the continuity of learning experiences. Therefore, the school places great emphasis on regular attendance in communications with parents and pupils. The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning. We expect children to have full attendance at school unless they are ill or have medical appointments. We fully understand that there may also be urgent family reasons why a child cannot attend school, especially in the case of bereavement and endeavour to offer our support in these instances.
Aims of the Statement of Strategy	<p>The purpose of this statement is :</p> <ul style="list-style-type: none"> • To meet the requirements of the Education Welfare Act 2000, section 22 with regard to our school attendance strategy • To support and sustain the positive attitudes to learning already evident in our school and to highlight their importance for all students • To underpin the importance of school attendance and punctuality and their impact on children's wellbeing • To clarify procedures around matters relating to registration, attendance, punctuality and recording • To ensure awareness of and compliance with the requirements of the relevant legislation • Document our approaches to promoting and sustaining good attendance and addressing related matters
School Roles and Responsibilities/Whole-school approach	<p>All school staff members have an input into the implementation of the school attendance policy.</p> <p>Class Teachers (supported by SET and SNAs where applicable), are responsible for daily recording of attendance on the Aladdin system. It is also the responsibility of class teachers to:</p> <ul style="list-style-type: none"> • Establish a positive class environment that supports participation and engagement, being particularly mindful of pupils who may be at risk of poor attendance. • Actively use the school's Attendance Strategy • Set high expectations around attendance and punctuality using supportive, inclusive and encouraging language • Ensure attendance and punctuality data is recorded accurately and reviewed in line with school procedures • Alert relevant staff (Principal/ Deputy Principal) if there are concerns around student absences

	<ul style="list-style-type: none"> • Support the attendance plan for students who have difficulty attending school on a regular basis • Support students on return when they have missed periods of schooling <p>The School Secretary facilitates and monitors the Aladdin Connect system</p> <p>The Principal and Deputy Principal:</p> <ul style="list-style-type: none"> • Liaise with class teachers and parents/ guardians when issues around attendance arise and introduce attendance support strategies on a case by case basis • Monitor attendance through the Aladdin system • Are responsible for making returns to Túsła Child and Family Agency (NEWB) • Liaise with TESS personnel when necessary
<p>Role of Parents/Guardians in supporting school attendance</p>	<p>We recognise parents/ guardians as being the primary educators of their children and their important role in ensuring attendance at school. We seek to act in partnership with parents/ guardians to promote and sustain regular attendance at school.</p> <p>In line with Túsła’s guidelines for school (p.44), parents/ guardians are expected to:</p> <ul style="list-style-type: none"> • Display positive attitudes towards school and the school community • Set high standards for their children in relation to attendance and punctuality • Engage with the school if there is an issue around attendance and work in partnership with the school to achieve a solution that supports the wellbeing of their child • Discuss planned absences with the school • Avoid taking family holidays during term time if possible • Arrange for non-essential appointments to take place outside of school hours • Notify the school if their child, particularly in junior classes, is to be collected by a person not known to the teacher • Note the reasons for absence from school using the Aladdin Connect system. This will replace the previous system of emailing/ telephoning the school.
<p>Punctuality/ Roll Call</p>	<p>Carysfort NS is open to receive pupils from 8.50am. Formal instruction begins at 9.00am. This period is known as Reception Time.</p> <p>It is very important that children arrive in to class before 9.00am as reception time allows children to settle in, interact with their teacher, SNA and friends, and to engage in play, drawing or reading activities.</p> <p>While we recognise the challenges around punctuality and that exceptional circumstances may arise , in general the school expects that:</p> <ul style="list-style-type: none"> • Pupils and staff members are punctual for school • Class teachers record late arrivals through the Aladdin system • Class teachers contact parents/ guardians in the case of a pupil who is consistently late • Class teachers notify the Principal/ Deputy Principal of their concerns
<p>Recording and Reporting Attendance</p>	<p>Roll call is taken by class teachers at 9.30am and recorded on the Aladdin system.</p> <p>A child who is not present by this time will be marked absent. If a pupil arrives after roll call the teacher will record it on Aladdin.</p> <p>The parent/ guardian of an absent child will receive a notification via their Aladdin app. The reason for the child’s absence can be entered via the app., replacing the previous system of contacting the school directly.</p>

	<ul style="list-style-type: none"> • Attendance data is monitored by the Class Teacher, Principal and Deputy Principal and submitted to the National Education Welfare Board (NEWB) annually. • Parents/ Guardians are made aware of the requirements of the NEWB, particularly the bye-law relating to absences of more than 20 days per year. • Parents/ Guardians of a child whose attendance is of concern are invited to meet with the Principal to discuss the issue and to work in partnership to find a solution which prioritises the wellbeing of the student. • The school is obliged to inform the Education Welfare Officer in writing of any child who has been absent for 20 days or more in a school year, where attendance is irregular, where a child has been removed from the school register or where a child has been expelled or suspended from school for a period of 6 days or more. • Each child’s attendance record is documented on their annual summer report.
<p>Strategies to promote good attendance and punctuality</p>	<p>The Board of Management, staff, students, parent body and wider community of Carysfort NS work in partnership to create a school culture that is welcoming, nurturing and inclusive.</p> <p><i>The BOM</i> directs energy and available resources towards maintaining and improving our school building and the general school environment. This in turn creates a positive backdrop for school attendance</p> <p><i>The Parents’ Association</i> support the work of the school throughout the year and provide additional funding and opportunities for students which enhance their wellbeing eg funding the school garden and library, organising bake sales and the school Walkathon etc.</p> <p><i>As a staff</i> we strive to provide a supportive learning environment in which all students are respected and valued and in which cognisance is taken of their learning needs.</p> <p><i>Students</i> in Carysfort NS enjoy a broad and balanced curriculum. Provision is made for a wide range of co-curricular and extra-curricular activities. The Student Council and Green Schools committee offer opportunities for students to express their views regarding enhancing the school climate. These opportunities impact positively on pupil engagement and can in turn have a positive effect on attendance.</p> <p><i>Supportive parish and community links</i> further enhance the experience of Carysfort students and their families which is a positive factor in school attendance.</p> <p>We recognise the link between regular, punctual attendance and the wellbeing of our students and engage in positive strategies such as:</p> <ul style="list-style-type: none"> • Providing a safe, secure, welcoming and enriching learning environment for all students • Identifying early and responding to differing learning needs sensitively • Resourcing additional learning materials and supports for some children • Communicating openly and sensitively with parents if there are areas of concern • Staff members at each entrance to meet and greet students by name each morning and to facilitate any students experiencing anxiety leaving a parent/ guardian in a sensitive and needs-based manner. • Class teachers facilitate a calm and welcoming reception time by setting up play, reading or other activities and chatting informally to the children until formal teaching time begins.

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	<ul style="list-style-type: none"> • Class teachers, SET and SNAs liaise to ensure that homework requirements are tailored to the capabilities of children who may struggle with independent work and therefore experience anxiety around homework • Monthly assemblies promote the importance of regular attendance and punctuality in positive and supportive language. Children also learn what is happening throughout the school and of impending whole-school events such as Seachtain na Gaeilge, Book Week etc. • Positive achievements, kind behaviour and improved behaviour are noted and celebrated at assembly • Accurate and efficient daily recording of attendance and punctuality data at designated time as a whole-class interaction (in English or as Gaeilge) • Attendance and punctuality are discussed at Parent/Teacher meetings • Matters relating to school hours, attendance and punctuality are addressed in the induction meeting for parents of new Junior Infants and published on the school website. • The school calendar for the coming year is agreed by staff as early as possible and published on the school website. This gives parents/ guardians an opportunity to plan holidays and family breaks accordingly. The school urges parents not to take holidays during term time. • The school informs parents/guardians that standardised testing requires careful time-tabling and the deployment of support staff. We ask parents to avoid arranging holidays during the period of standardised testing as re-scheduling tests puts a strain on available teaching resources. Standardised testing takes place early in Term 3 each year depending on where Easter break falls. Standardised testing is spread over a number of weeks.
Role of TUSLA	<p>Túsla Child and Family agency is informed if:</p> <ul style="list-style-type: none"> • A child is expelled or suspended for 6 days or more • A child has been absent from school for 20 days or more
Communication with other schools	<ul style="list-style-type: none"> • Under section 20 of the Education (Welfare) Act 2000, the principal of a child's current school must inform the principal of the child's previous school, via POD (Primary Online Database), that the child is now registered in their school. • When a principal receives notification that a student has been registered in another school they must notify the principal of the new school of any problems regarding attendance and of such matters relating to the student's educational needs as considered appropriate. This applies to students who transfer between primary schools and to those who transfer from primary to second-level education. • When a student transfers <i>into</i> Carysfort NS, confirmation of transfer will be communicated to their previous school via POD, and appropriate records sought
Communication with Parents/Guardians	<ul style="list-style-type: none"> • Parents/Guardians are made aware of the requirements of Túsla Child and Family Agency, particularly the by-law relating to absences of more than 20 days per school year. • When a child has been absent for 15 days within a school year, parents/guardians will receive a notification via Aladdin alerting them to the fact and that their child is approaching 20 days absence. • Class teachers and the principal communicate directly regarding absence rates of concern

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Evaluation	The success of the Strategy for School Attendance will be measured through <ul style="list-style-type: none">Accurate data including absence reasons available to Administrative staff on AladdinChildren's positive dispositions toward attendance and punctualityPositive working relationships between home and school in finding solutions to problems around attendance and punctualityTeacher observations and reports
Review	The Statement of Strategy for School Attendance will be evaluated on an on-going basis by representatives from the relevant sections of the school community and will be reviewed every three years by the Board of Management of Carysfort NS.
Ratification and Communication	January 2024 BOM and Parents' Association

This policy was ratified at the meeting of the Board of Management on **Tuesday, January 30th 2024**, and will be reviewed next in 2027.

Chairperson: Mr. Declan Flynn

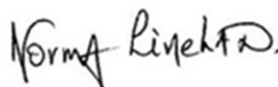
Signature:



Date: 30/01/2024

Principal: Mrs. Norma Linehan

Signature:



Date: 30/01/2024