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Coláiste Gleann Lí

*Clash Road,
Tralee, Co. Kerry.
066 71 22552*

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Coláiste Gleann Lí Attendance and Participation Strategy



Office Hours

10am – 12pm

2pm – 3.30pm



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION
AND TRAINING BOARD

School Manager

Mr. Richard Lawlor

Coláiste Gleann Lí Attendance and Participation Strategy

1. SCOPE

This strategy applies to the students, staff and parents of Coláiste Gleann Lí and relates to all aspects of school attendance and punctuality. This strategy was drawn up in consultation with all the school partners, including the Board of Management, staff, parents and students.

2. RELATIONSHIP TO THE SCHOOL'S MISSION STATEMENT

Coláiste Gleann Lí is a multicultural, multi-denominational, co-educational post-primary school where all members of the school community are valued irrespective of age, gender, academic ability, class or creed.

To further these values we envisage the development of a community wherein –

- Student and Staff members are valued, and their talents and abilities recognised and developed to prepare for changes in society.
- Each person recognises his/her own responsibility in implementing agreed standards of conduct.
- Good communication is maintained between all members and where liaison with parents and local community involvement is encouraged.

The Coláiste Gleann Lí Attendance Policy involves helping each student develop to his/her full potential, both socially and educationally. In Coláiste Gleann Lí we believe this can only happen where each student is encouraged to attend punctually every day.

3 RATIONALE

In Coláiste Gleann Lí we have identified attendance and participation as an area of focus. This strategy is intended to foster a good mature attitude towards attendance and participation.

4 OBJECTIVES

Through implementation of this strategy Coláiste Gleann Lí expects to:

- To encourage full attendance at school.
- To highlight the importance of punctuality and attendance amongst students and parents.

- To positively enforce punctual attendance morning and evening and at each class throughout the day.
- To maintain an effective attendance record-keeping system through our registration system and our e-portal system
- To identify students who are at risk of disengaging from attending at school
- To develop suitable intervention strategies to improve school attendance and punctuality.

5 POLICY CONTENT

5.1 Educational Welfare Services, Child and Family Agency (TUSLA)

Under legislation every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school; whichever comes later. The Educational Welfare Services, Child and Family Agency (TUSLA) was established to support school attendance and follow up on children who are not attending school regularly.

As a parent you must notify the school if your child is absent and the reason why. It is school policy that explanations must be given in writing. The school will notify the Educational Welfare Service if a child is absent for 20 days or more or where the absence gives rise for concern. This is outlined below:

5.2 The Education (Welfare) Act 2000, Section 18

Where a child is absent from the school at which he or she is registered during part of the school day, or for a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the Code of Behaviour, prepared by the school under section 23, notify the Principal of the school of the reasons for the child's absence.

5.3 The Education (Welfare) Act 2000, Section 21 (4)

The Principal of the school concerned shall inform, by notice of writing to the Educational Welfare Officer,

Where:

- 1) A student is suspended from a recognised school for a period of not less than 6 days.
- 2) The aggregate number of school days on which a student is absent from a recognised School, during a school year is not less than 20 days.

5.4 The Education (Welfare) Act 2000, Section 22 (1)

Statement of Strategy is: ‘a statement of the strategies and measures the school proposes to adopt for the purposes of fostering an appreciation of learning among students attending that school, and encouraging regular attendance at the school on the part of such students’.

Coláiste Gleann Lí recognises the importance of good attendance and participation.

Regular or prolonged absences will have a negative impact on a student’s learning and development and therefore should be avoided whenever possible. The school has an Attendance Strategy in place, the aim of which is to promote good attendance in the school. Poor punctuality has a similarly negative impact on the learning of the student, and has the further effect of disrupting the class into which the student is arriving late. The guidelines below should be adhered to by all students.

1. The school day begins at 9.00a.m. Students are expected to be in their classrooms by 8.55 a.m.

Lunch is from **01.15 p.m. to 01.45 p.m.** and students are expected to be in their classrooms by **1.45 p.m.** upon their return from lunch. Time in between lessons should only be used to prepare for the next lesson.

2. Students who arrive late to school in the morning (after 9.00a.m.) and the afternoon (after 01.45 p.m.) must report to the office and sign in.

3. When a student is absent, the student must present an absence note to their class teacher on the day they return to school.

4. Class teachers must store the absence note in a safe place and record the reason for the absence on the day of the student’s return to school.

5. A student may not leave school during the school day without being collected by parent/guardian who signs the student absence book.

a. If a student needs to attend an appointment, he/she must present an appointment slip or note at the office and must be collected by parent/guardian who signs the student absence book.

b. On return the same day, the student must sign back in at the office.

- c. If a student leaves school and does not return on the same day, an absence note is required on return to school.
- d. A student may not leave school without being collected by the parent/guardian and without the knowledge of school management.
- e. Any contact with parents/guardians in relation to leaving school must be made through the office.

Students will receive sanctions for unexcused absences and lateness in accordance with the Coláiste Gleann Lí Code of Behaviour.

6 ATTENDANCE INCENTIVES

Coláiste Gleann Lí will recognise and reward students who achieve full attendance in the school year by presenting the students with an acknowledgement of full attendance at the students' awards ceremony at the end of the school year.

7 EARLY IDENTIFICATION OF POOR ATTENDERS

Student attendance is monitored by class teachers and when the absence reaches 5 days the issues is reported to the class year head. Contact is made with parents at this early stage to identify the issues which are causing the poor attendance. Every attempt is made to address the issues identified and attendance rates are carefully monitored to assess the success of the measures.

8 ESTABLISHING CLOSER CONTACT LINKS WITH FAMILIES OF POOR ATTENDERS

When attendance issues are identified at the early stages the Home School Community Liaison officer is notified and closer links are immediately established with the parents/guardians of the offending student. Text messages are sent to the parents at every opportunity to report absences and to keep the lines of communication open.

9 LINKS WITH OUTSIDE AGENCIES

Coláiste Gleann Lí has established very good working relationships with the offices of the EWO, Youthreach Tralee, Tralee Community Workshop, GYDP Tralee, Tralee MY Project, Rathoonane Community Project with a view to identifying students who are at risk of leaving school early and who are not attending regularly. Every effort is made with external agencies to develop joint initiatives to promote improved attendance.

10 ACTIVITIES DESIGNED TO ENCOURAGE ATTENDANCE

Coláiste Gleann Lí provides additional activities to promote improved student attendance. These include:

- Lunch time activity clubs
- Free lunch
- Smaller class sizes with additional support
- Student Care team support
- Weekly counselling support

11 DISCIPLINARY CONSEQUENCES

11.1 Disciplinary actions consistent with the Code of Behaviour will be imposed by the Principal, Deputy and Year Heads for unexcused absences. Individual class teachers will impose sanctions for lateness consistent with the Code of Behaviour.

The remaining content of this policy outlines in detail the whole school approach to the following attendance and punctuality procedures:

- Daily monitoring of attendance at 9.00am and 01.45pm.
- Daily monitoring of punctuality at 9.00am and 01.45pm.
- Recording of daily attendance.
- Recording lateness.
- Recording absence notes and parental communications.
- Recording early departures and time of return to school.
- Sanctions for lateness.
- Sanctions for unexcused absences.
- Informing parents when concerns arise.

12 ROLES AND RESPONSIBILITIES

Coláiste Gleann Lí acknowledges the contribution of all members of the school community in the implementation of this Attendance and Punctuality Strategy.

12.1 PRINCIPAL AND DEPUTY PRINCIPAL

- The Principal and Deputy Principal to carry out spot checks on absences.
- The Principal will inform parents in a letter, both in May and September that unnecessary absences from school are detrimental to student educational progress.

- Apply disciplinary procedures to students for unexcused absences and lateness, consistent with Coláiste Gleann Lí Code of Behaviour and the Educational Welfare Services, Child and Family Agency legislation on attendance.
- If a student has no note he/she may not leave school without the permission of the Principal or Deputy Principal

12.2 CLASS TEACHER

- Record student absences and file all absence notes in individual student files.
- Record all verbal and written communication from parents/guardians.
- Record and attend to student absences.
- Apply Behaviour Management procedures (in consultation with Management) to students for unexcused absences consistent with Code of Behaviour and the Educational Welfare Services, Child and Family Agency legislation on attendance.
- Inform the parents, by letter when the number of absences has reached ten days and again when it has reached fifteen days during an academic year.
- When the number of absences has reached twenty days inform the parents and the Educational Welfare Services, Child and Family Agency by letter.
- Record the number of days a student is absent in student reports to parents.

12.3 SUBJECT TEACHER

- All teachers will keep individual class attendance records for every class taught in the teacher diary and on VShare.
- Subject teachers will follow up on student absences and report to the Class Teacher if necessary
- Students away for school outings and/or activities must not be marked absent.
- Promote and encourage good attendance in class.
- Teachers should communicate with parents/guardians at parent teacher meetings on the importance and value of good attendance.

12.4 STUDENTS

- Students must present absence notes to class teachers on the day they return to school.
- It is the student's responsibility to provide documentation (e.g. appointment slips, notes etc.) and present them to the office for all appointments that will prevent him/her from attending a class. Such documentation should be presented prior to his/her release from school.
- Students must report to the office if late arriving to school in the morning and the afternoon.

- If a student has no note he/she may not leave school without permission from the Principal or Deputy Principal and SIGN the leaving school register in the office.
- If a student returns to school during class time he/she must SIGN back in at the office.
- Students will receive sanctions for unexcused absences and lateness in accordance with the Code of Behaviour

This Coláiste Gleann Lí Attendance and Participation Strategy was adopted by the Board of Management of Coláiste Gleann Lí on:

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Signed _____
(Chairperson)

Signed _____
(Principal)