

## St Joseph's N.S Attendance Plan Year 1: 2017/2018

DEIS Area	Targets	Measures for Implementation in the current year
Attendance	<ul style="list-style-type: none"> <li>● To improve the overall attendance rate by 1% from 92.8% to 93.8%</li> <li>● To reduce the number of children who miss more than 20 unexplained days .</li> <li>● To involve parents in the improvement of attendance and in the promotion of good attendance.</li> <li>● To track children with 20 days or more absence linking with HSCL, AP 1, class teacher, parents.</li> <li>● To reduce the time being lost through pupils arriving late and leaving early.</li> </ul>	<p><b>Educational Welfare Services of the Child and Family Agency (Tusla)</b> This school will:</p> <ul style="list-style-type: none"> <li>● Submit reports on school attendance to the Educational Welfare Services of the Child and Family Agency (in accordance with legal requirements under the Education Welfare Act (2000)</li> <li>● Make every attempt to resolve attendance issues as per Tusla Pre Referral checklist <b>prior</b> to submitting a referral form to the statutory educational welfare service.</li> </ul> <p><b>Attendance Strategies for promoting good attendance:</b></p> <ul style="list-style-type: none"> <li>● Whole school approach to promoting good attendance and punctuality.</li> <li>● Parents are asked to notify the school when children are sick or unable to attend school.</li> <li>● In September, students with a poor attendance record will be identified by class teachers. Contact will be made with the parents/guardian of those children to create a positive link between home and school early in the school year and to explain the importance of regular attendance.</li> <li>● The pre-referral checklist as outlined above will be implemented in cases where attendance is becoming a concern. HSCL , AP1, principal notified by class teacher .</li> </ul> <p><b>10-15 days absence:</b></p> <ul style="list-style-type: none"> <li>● Letters sent to parents in the case of unexplained absences.</li> </ul>

		<ul style="list-style-type: none"> <li>● Meeting in school or phone call with parent/guardian. Note unexplained days, patterns of Monday/Friday absences or any issues of concern.</li> <li>● In class strategies to promote good attendance.</li> <li>● Use of appropriate interventions (e.g. attendance charts, incentives, rewards)</li> <li>● Other school interventions as per strategy.</li> <li>● Previous EWS involvement in this case- refer to HSCL, AP1 or principal.</li> </ul> <p><b>20 days absence:</b></p> <ul style="list-style-type: none"> <li>● Report to EWO in the case of unexplained absences. HSCL. AP1</li> <li>● Repeat steps as above.</li> <li>● School meeting with class teacher/HSCL/AP 1 .</li> <li>● HSCL will maintain contact with EWO after a referral has been made.</li> </ul> <p>HSCL will maintain regular contact with SCP regarding specific children presenting with attendance issues</p> <p><b>Whole School Incentives to encourage attendance</b></p> <p>The school staff will:</p> <ul style="list-style-type: none"> <li>● Create a safe, welcoming and supportive environment</li> <li>● Model empathy, kindness, compassion and understanding of circumstances and home environment and provide support and encouragement.</li> <li>● Organise school activities through HSCL to encourage children to attend school. Such activities in 2017/2018 will include -</li> </ul> <p style="text-align: right;">Health Promoting Schools initiatives ( Me Time)</p> <p>- Friendship week</p>
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		Please refer to Attendance Strategy for details.
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### **Monitoring of attendance:**

- A review will be carried out in September to look at attendance from the previous year
- Attendance will be tracked by HSCL and measures as outlined above will be implemented with a view to preventing escalating absenteeism
- A close link will be maintained with the EWO over the coming year in relation to specific attendance issues and the pre referral checklist will be implemented fully
- Targets will be used to measure progress on an annual basis.

### **Evaluation:**

- Attendance will be discussed at staff meetings with an emphasis on setting up good habits in Term 1. We will evaluate and analyse attendance from the previous year and look at the Action Plan for the year. ( HSCL, AP 1)
- Using baseline targets as a guide, comparisons will be made and reported at staff meetings.
- Attendance will be monitored at the end of each term and data analysed at the end of the year.
- Late arrivals reports will be analysed and class teachers will be asked to monitor improvements.