



## Template for the Statement of Strategy for School Attendance

Name of school	Temple Carrig School
Address	Blacklion, Greystones, Co. Wicklow
Roll Number	68081J
The school's vision and values in relation to attendance	Attendance is essential if a child is to reach their full potential. In most subjects, learning is cumulative, with concepts building on those which went before. If a student misses class, some of these concepts may never be fully grasped. Improvement in a subject also requires regular exposure to it in class, and students may not develop the necessary skills if they are not present for sufficient time to gain them.
The school's high expectations around attendance	The School expects students to attend school on every day in which they are not sick or on which they do not have an unavoidable appointment (e.g. funeral, medical appointment). School should not be missed for unnecessary reasons. The School attempts to instil these values into its student and parent bodies.
How attendance will be monitored	School management software (currently VS Ware) is used to record attendance at the beginning of each day, and then in each class which follows.
Summary of the main elements of the school's approach to attendance: <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Target setting and targets The school typically enjoys an excellent level of attendance. Students with a high level of absenteeism are followed up as detailed below</li> <li>• The whole-school approach All staff are aware of the expectations regarding attendance and of the procedures for targeting students with poor attendance</li> <li>• Promoting good attendance Teachers, particularly Form tutors, regularly discuss with their classes the importance of consistent attendance in the achievement of good grades. Parents are expected to inform the school of the reason for absences. Parents are reminded at events about the importance of good attendance</li> <li>• Responding to poor attendance See below for procedures.</li> </ul>
School roles in relation to attendance	<ul style="list-style-type: none"> <li>• An absence text is sent to parents if their child is absent for the morning roll.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students who are late attend a 15 minute lunch-time detention on the day of their lateness. Excuses that, for example, their parents were the cause of the lateness, are not accepted.</li> <li>• Absent students bring a note explaining their absence to their form tutor on the day of their return. These are sent to the office so that the correct category of absence may be recorded.</li> <li>• Form Tutors check that all notes have been provided, and contact parents if no reason has been provided for the absence.</li> <li>• Form tutor contact the parents if a student is absent for a number of consecutive days (usually after 3 days) to check why they are not in school.</li> <li>• Form tutors keep an eye of the overall attendance of students in their form, and if they have concerns, or if they do not feel that the parents are taking enough responsibility for their child's attendance, they refer the matter to the Year Head. The Year head contacts the parents to convey the school's concerns and to offer assistance.</li> <li>• The Deputy Principal uses the school management software to monitor students with a significant number of absences. In the case of those under 16, when a student reaches 15 days, a letter or email is sent home warning that the student is approaching the 20 day limit which triggers a report to TUSLA. If a student reaches 20 days, the Deputy Principal send a report to TULSA at the next deadline and a letter is sent home to parents informing them that this will happen.</li> <li>• The Deputy Principal may also contact the parents of students who are over 16 to express the School's concerns.</li> <li>• If a student has a high level of school refusal, a meeting will be set up in the school between the parents, the tutor, the Year head and, if deemed necessary the Deputy Principal or Principal.</li> <li>• In cases when, in the view of the School, parents are not meeting their obligations relating to their child's attendance, the matter may be referred to the Board of Management.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	The School endeavours to work with the parents and students to resolve the problems of poor attendance, and helps to find solutions
How the Statement of Strategy will be monitored	The strategy will be monitored by the Deputy Principal on a regular basis
Review process and date for review	The policy will be reviewed regularly and updated if necessary.

*Approved by the Board of Management following a consultation process with the Student Council,  
PTA Committee and Teaching Staff:*

*28<sup>th</sup> June 2019*