



## Statement of Strategy for School Attendance

<b>Name of school</b>	Carbury School
<b>Address</b>	The Mall, Sligo. F91 FW10.
<b>Roll Number</b>	19495L
<b>The school's high expectations around attendance</b>	<p>Carbury School seeks to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school endeavours to promote co-operation among pupils, parents/guardians and staff in maintaining the existing high level of regular attendance through the school year.</p> <p>As a school, we promote inclusive and positive school experiences with high attendance levels. The school's vision is to ensure that all pupils experience success. Carbury School aims to work together with parents and guardians to foster positive attitudes to regular school attendance and learning.</p> <p>Carbury School recognises that consistent attendance is a vital element in education. Targeting and maintaining good attendance is very important in our school community and we endeavour to support and foster good attendance patterns.</p> <p>The school will work closely with all partners to ensure that the attendance rate within the school will be maintained at above 95% every year. The school ensures that school staff and families are informed and assisted in relation to attendance matters.</p>
<b>How attendance will be monitored</b>	<ul style="list-style-type: none"> <li>• Daily record of attendance is recorded on the Aladdin system by each teacher.</li> <li>• Record of late arrivals and reasons for absences are noted on Aladdin system.</li> <li>• Teachers will discuss concerns about attendance at parent-teacher meetings and will alert the Principal about concerns.</li> <li>• Teachers will monitor children who may be at risk of poor attendance.</li> <li>• Principal will inform the Board of Management about overall attendance on a regular basis.</li> <li>• Principal will inform parents, by letter, when absences of 15 days or over accrue.</li> <li>• Principal will inform parents when absences of 20 days accrue.</li> <li>• If attendance is of concern this will be highlighted on the End of Year School Reports.</li> <li>• Principal and Postholder will monitor children who regularly miss more than 10 days in a school year.</li> <li>• Currently schools report/notify the following categories of students to Tusla Education Support Services (TESS).</li> </ul>

	<ul style="list-style-type: none"> <li>- School Returns: Schools report all student who have been absent 20 days or more by submitting Student Absence Reports (SAR) twice each year.</li> <li>- Annual Attendance Report (AAR). Schools report the total number of days lost through absence by submitting an Annual Attendance Report (AAR) at the end of the academic year.</li> <li>- Educational Welfare Referrals. Where a school principal has a concern in relation to the school attendance of a pupil and having exhausted in-school interventions an Educational Welfare Referral can be made to TESS in relation to these individual pupils.</li> <li>- Reduced School Day Notifications. Since January 1st, 2022, all students who are on a reduced school day must be notified to TESS.</li> <li>- Expulsions and suspensions. Schools are obliged to notify TESS where there is an intention to expel a pupil and also must notify TESS where the expulsion has been confirmed. Where a student has been suspended for a period of six consecutive days or a cumulative total of 20 school days a notification must be sent to TESS.</li> </ul>
<p><b>Summary of the main elements of the school's approach to attendance:</b></p> <ul style="list-style-type: none"> <li>• <b>Target setting and targets</b></li> <li>• <b>The whole-school approach</b></li> <li>• <b>Promoting good attendance</b></li> <li>• <b>Responding to poor attendance</b></li> </ul>	<p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• To maintain and improve attendance of 95%.</li> <li>• To reduce the average number of children who are absent for more than 20 days.</li> </ul> <p><b>Whole-School Approach:</b></p> <ul style="list-style-type: none"> <li>• Staff and Board of Management will collaborate to implement this policy.</li> <li>• Teachers will promote and encourage excellent attendance. They will keep accurate records and notify the Principal of children at risk.</li> <li>• Carbury School, endeavours to create a safe, welcoming environment for its pupils and their parents/guardians. The teachers collaborate in the planning and implementation of the Primary School Curriculum, so as to provide a stimulating learning environment for all pupils.</li> <li>• Parents/Guardians are reminded in writing, at the beginning of each year, of the importance of regular attendance, their obligations as parents/guardians under the Education Welfare Act, 2000 and the school's guidelines/procedures regarding absenteeism.</li> <li>• Parents/guardians of new entrants receive information about the school's policies and procedures in relation to attendance. The importance of regular attendance is highlighted.</li> </ul> <p><b>Promoting Good Attendance:</b></p> <ul style="list-style-type: none"> <li>• The school curriculum, insofar as is practicable, will be inclusive and relevant to the needs of the individual child to facilitate each pupil to experience success. Inclusive Support for pupils who have special educational needs is in accordance with NCSE and DES guidelines.</li> <li>• As part of the school's programme for Wellbeing and within the Code of Behaviour, Carbury School will promote development of self-esteem in its pupils.</li> <li>• The calendar for the coming school year is issued annually and reminders of various happenings/closures are sent out as they occur throughout the school year. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.</li> <li>• When there is full attendance by every pupil in the school on any given day, the whole school is rewarded with a homework free evening.</li> </ul>

	<ul style="list-style-type: none"> <li>• The class with the best attendance at the end of each month will be awarded Golden Time. The class will also receive recognition at assembly, as well as a certificate and trophy for the classroom.</li> <li>• The class with the best attendance for the year will be recognised before the summer holidays commence.</li> <li>• Pupils with excellent attendance are recognised at the end of the school year.</li> <li>• 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 pupil.</li> <li>• The school will use regular newsletters to promote attendance and punctuality.</li> <li>• The Principal and Postholder will assess each case individually and contact parent/guardian, if necessary.</li> <li>• The class teacher will keep a daily record of attendance on Aladdin.</li> <li>• The class teacher will encourage pupils to attend regularly and punctually.</li> <li>• The class teacher will ensure that contact is made with parents/guardians in instances where absences are not explained. Communication is in the Homework Journal.</li> <li>• Attendance figures are monitored daily by the Principal on Aladdin.</li> <li>• The Principal will also bring details of continued absences and patterns of absences to the attention of the class teachers as necessary.</li> <li>• The Principal will promote the importance of good school attendance among pupils, parents and staff.</li> <li>• Attendance is recorded on school reports.</li> </ul> <p><b>Responding to Poor Attendance:</b></p> <ul style="list-style-type: none"> <li>• On transfer to Carbury School attendance records will be sought from previous schools.</li> <li>• Class teachers will inform the Principal of any concerns s/he may have regarding the attendance of any pupil.</li> <li>• The Principal and Postholder will adopt a solution-focused approach to improve school attendance.</li> <li>• Contact between school and parent/guardian to express concern regarding attendance, late arrival or early removal e.g. phone call, letter, discuss at parent teacher meeting.</li> <li>• Specific meeting in school with parent/guardian to identify issues and discuss possible interventions.</li> </ul>
<p><b>School roles in relation to attendance</b></p>	<p>The Board of Management, teachers and whole school community will be mindful at all times of:</p> <ul style="list-style-type: none"> <li>• The identification of aspect of the school and/or of the teaching and learning that may contribute to issues relating to school attendance on the part of certain students.</li> <li>• The identification of strategies for the removal of those aspects in so far as they are not necessary or expedient for the proper and effective running of the school having regard, in particular, to the educational needs of students.</li> <li>• The identification of strategies that will encourage more regular attendance at school on the part of such students.</li> <li>• The need to review this strategy into the future to accommodate the changing needs of the school and of its population.</li> </ul>
<p><b>Partnership arrangements</b></p>	<p><b>Closer home/school relations will be fostered through:</b></p> <ul style="list-style-type: none"> <li>• Parent/Teacher meetings.</li> </ul>

<p><b>(parents, students, other schools, youth and community groups)</b></p>	<ul style="list-style-type: none"> <li>• Attendance at school events (e.g. Concerts, School Services, etc.).</li> <li>• Regular newsletters to families.</li> <li>• Up-to-date news on the school website/app.</li> </ul> <p><b>Parents can promote attendance by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring regular and punctual school attendance.</li> <li>• Notifying the school if their children cannot attend for any reason.</li> <li>• Discussing planned absences with the school.</li> <li>• Refraining from taking holidays during school time.</li> <li>• Informing the school of the reasons for absence from school.</li> <li>• Contacting the school immediately, if they have concerns about absence or other related school matters.</li> </ul> <p><b>Pupils can promote attendance by:</b></p> <ul style="list-style-type: none"> <li>• Participating in school activities, such as Green Schools and Active Schools, etc.</li> <li>• Participating in and engaging with school initiatives.</li> <li>• Engaging with the ‘Weaving Well-being’ Programme.</li> </ul>
<p><b>How the Statement of Strategy will be monitored</b></p>	<p>Carbury School will monitor the strategy by discussing attendance at meetings with all staff. School attendance will be monitored by the Principal and Postholder on a monthly basis.</p>
<p><b>Review process and date for review</b></p>	<p>The strategy will be reviewed annually in the first term of the school year.</p>
<p><b>Date the Statement of Strategy was approved by the Board of Management</b></p>	<p>This strategy was reviewed by the Board of Management and approved as follows: November 2021 October 2022 October 2023</p>
<p><b>Signed</b></p>	<p>Signed: <u>Linda McMahon</u> Date: 26<sup>th</sup> October 2023 Principal</p> <p><u>Derek Whitcraft</u> Chairperson of the Board of Management</p>