



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Template for the Statement of Strategy for School Attendance

Name of school	Lucan Community College
Address	Esker Road, Lucan , Co. Dublin
Roll Number	70080T
The school's vision and values in relation to attendance	Lucan Community College places students as active agents in their own education where each student's personal growth is encouraged through the development of self-esteem, self-confidence and self-discipline. Consistent attendance and excellent punctuality is a vital part of this learning journey, enabling all students to reach their potential and be the best that they can be.
The school's high expectations around attendance	Good attendance is promoted in Lucan Community College by maintaining a culture of high expectations, encouraging each student to take responsibility for his/her own learning and achieve his/her full potential through regular presence in class.
How attendance will be monitored	<ul style="list-style-type: none"> - At the start of each academic year the management teams and the principal meet with each year group and clearly out line the importance of regular and consistent attendance to the students in their care, emphasizing the responsibility of each student to take ownership of their attendance to ensure they can reach their potential by being present in class. - All students are registered in the morning and in the afternoon through the vsware system, subject teachers also mark class attendance through vsware system for each of their classes. - Parents have access to this attendance record through the vsware system on the school website with a specific login account circulated to all parents. - A tutor/tutors is assigned to each tutor class and they carefully monitor student's attendance/punctuality on a regular basis - If the tutor has any concerns regarding absences they raise these with their relevant Year Head & Attendance and Punctuality Officer. - Tutors follow up on student absences/punctuality by checking absence notes in the student journal

	<p>from parents and refer on any students displaying concerning attendance trends.</p> <ul style="list-style-type: none"> - The Year Head monitors trends or issues regarding student attendance/punctuality - The Year Head will intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and implementing specific strategies to improve individual student attendance - The Attendance & Punctuality Officer is responsible for monitoring student attendance and punctuality and reporting to Tulsa in conjunction with the school management - The Attendance & Punctuality Officer, on a weekly basis, monitors punctuality of students and applies a sanction in relation to poor punctuality - On a monthly basis the Attendance & Punctuality Officer collates information regarding student absences and forwards this to the relevant Year Head. On foot of this information the Attendance & Punctuality Officer sends letters are home to parents of students who have 5 or more days absent in a month. Year Heads follow up on this. - The Attendance & Punctuality Officer submits reports to Tulsa sanctioned by the Principal regarding students who have 20 days absence or more and 6 days or more suspensions. - At the end of the year the Attendance & Punctuality Officer collates results regarding excellent and consistent attendance and punctuality and awards are made to pupils regarding this at the end of year ceremonies.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<p>Whole-School Approach: As a school community we place students as active agents in their own education. Each student's personal growth is encouraged through the development of self-esteem, self-confidence and self-discipline with consistent attendance and excellent punctuality considered as a vital part of learning in Lucan Community College. The whole-school approach to fostering good attendance is achieved through maintaining a culture of high expectations and encouraging each student to take responsibility for his/her own learning and achieve his/her full potential through regular presence in class.</p> <p>Promotion of good attendance: Through positive promotion amongst students of the importance of good attendance as an integral part of the educational learning process. The school also acknowledges at a whole-school level students who</p>

	<p>maintain good attendance and punctuality through awards and certificates in whole-school ceremonies.</p> <p>Response to poor attendance: Students displaying poor attendance are provided with the following supports –</p> <ul style="list-style-type: none"> - Tutors and class teachers follow up on absences and sign absence notes in journal - Tutors refers concerns regarding attendance to Year Head, Attendance & Punctuality Officer and Student Support team - Year Heads monitor trends or issues regarding student attendance/punctuality - Year Heads intervene if concerning trends emerge through various means including contacting parents; arranging meetings with students and parents and implementing specific strategies to improve individual student attendance - The Attendance & Punctuality Officer, on a weekly basis, monitors punctuality of students and applies a sanction in relation to poor punctuality - The Attendance & Punctuality Officer collates information each month regarding student absences and forwards this to the relevant Year Head and communicates this information with the relevant student’s parents - The Attendance & Punctuality Officer submits reports to Tusla for specific attendance issues <p>Target setting and targets: TBC</p>
School roles in relation to attendance	<p><u>Principal</u></p> <ul style="list-style-type: none"> - Ensures adequate systems are in place to record attendance and absences - Monitors attendance records regularly - Makes reports in conjunction with the Attendance & Punctuality Officer to Tusla as required by the Welfare Act 2000 - Informs parents of procedures for the notification of absences/withdrawals of students from the college - Reminds students and parents of the importance of regular attendance and the negative impact of frequent absence on student progress - Meets with students and parents, along with Deputy Principals and relevant Year Heads, if student absences are causing concern <p><u>Deputy Principals</u></p> <ul style="list-style-type: none"> - Work in cooperation with Principal/Year Heads/ Attendance & Punctuality Officer/Class Tutors/Subject Teachers and Admin Staff to implement the school Attendance Policy

- Liaise with Tutors/Year Heads/Pastoral Care Team/Attendance & Punctuality Officer to address any difficulties surrounding a particular student's attendance
- Contact parents/guardians of pupils with regular attendance issues and/or suspicious attendance issues
- Meet with aforementioned pupils and parents and relevant staff regarding ongoing attendance issues
- Inform new staff members of the procedures and policy regarding attendance and punctuality in the school.
- Submit annual statistics for attendance to Tulsa at the end of each academic year

Year Heads:

- Monitor attendance records using the VShare system
- Liaise with Tutors/Student Support Team and Attendance & Punctuality Officer regarding difficulties surrounding particular students attendance/punctuality
- Meet with particular students whose attendance/punctuality is causing concern
- Contact parents/guardians where absences are unauthorised and notify Principal/Deputy Principals of same
- Contact/meet with parents/guardians of students with attendance issues to formulate and agree a plan to improve attendance
- Monitor on a monthly basis attendance records provided by Attendance & Punctuality officer regarding students with 5 or more days absence and contact parents and speak to students highlighted as appropriate
- Remind students at Year Group assemblies of the importance of regular attendance and punctuality

Attendance & Punctuality Officer:

- Monitors punctuality on a weekly basis
- Applies detention/sanction to students with a number of lates in a week (2 lates for 2017/2018)
- Collates monthly attendance figures for each year group and will send letters home to students with 5 or more days absence, this information will be forwarded to all relevant Year Heads for their consideration and action
- Collate results and formulate report to be submitted to Tulsa as requested in conjunction with both Year Heads and Principal/Deputy Principals

- Collate and organise attendance and punctuality awards for each year for end of year awards ceremonies

Class Tutor:

- Check absence notes in the journal following students return from school following an absence and record on vsware
- Refer students to Year Head regarding regular and or suspicious absence
- Refer students to Attendance & Punctuality Officer regarding issues concerning punctuality of students
- Contact home where a student absence is a cause for concern

Subject Teacher:

- Record attendance for every class via vsware
- Check student absence notes in journal when they return to class from absence
- Refer any regular student absence from their class to Tutor/Year Head/Deputy Principals
- Support the student on their return to class by informing him/her of work missed out on and advise on how to catch up.

Student Support Services:

- Student Support Meetings are held weekly for each year group where issues such as student attendance are discussed (Principal, Year Head, Guidance Counsellor, SEN team)
- Information regarding student issues are communicated with staff where necessary through appropriate
- Guidance counsellors will follow up on attendance issues following report from Tutors or Year Heads
- Guidance counsellors may request meetings with students and/or parents if issues concerning attendance arise
- Guidance counsellors may offer additional support for students who demonstrate issues with school attendance

Admin Staff:

- Facilitate late sign in by students and late stamp in journal in the morning and afternoon
- Facilitate sign in/sign out procedures for students arriving and leaving school during the day
- Update daily attendance and punctuality records of all students on VSware following morning and afternoon registration

<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p>Students:</p> <ul style="list-style-type: none"> - Should be in class on time - Take responsibility for their attendance and punctuality - Ensure there is a written explanation in their journal from a parent/guardian on their return from school after absence - Follow school procedures regarding signing in for lates and signing in/out during the day. - Inform Tutor/Year Head if they feel ill during the school day - Inform a Deputy Principal if feeling unwell in the absence of either Tutor/Year Head (students are not allowed to leave school premises without permission of the Year Head/Deputy Principal who will have contacted home) - Attend detention/sanction as assigned by Attendance & Punctuality Officer if they demonstrate punctuality issues (2 lates in 2017/2018) <p>Parents:</p> <ul style="list-style-type: none"> - Support the school's Attendance Strategy in compliance with their legal responsibilities outlined in the Education Welfare Act 2000 - Ensure regular attendance of their son/daughter and avoid unnessecary absences - Phone the college when son/daughter is absent - to provide a written note in the school journal on the day their son/daughter returns to school - Adhere to procedures regarding withdrawal of son/daughter from school during the day and for any extended periods during the school term - Acknowledge and where necessary reply to correspondence regarding absence issues from the school - Meet, if requested, with the relevant school personnel regarding on-going attendance/ punctuality issues. - Meet with the Welfare and Attendance Officer appointed by Tusla regarding attendance issues if requested <p>Tulsa/Attendance and Welfare Officer:</p> <ul style="list-style-type: none"> - Follow up on students who have been referred to them by the principal through emergency and normal reporting procedures.

How the Statement of Strategy will be monitored	Time will be given at Staff Council meetings on an annual basis to review, amend and update Attendance Policy, Strategy and Procedures
Review process and date for review	This strategy document will be reviewed annually in April of each academic year
Date the Statement of Strategy was approved by the Board of Management	Approved by Board of Management on Monday 23rd April
Date the Statement of Strategy submitted to Tusla	20/04/18