



Kilgarvan Central School

Statement of Strategy

For

School Attendance



Name of School	Kilgarvan Central School
Address	Railway Road, Kilgarvan, Co. Kerry
Roll Number	19458F
The school's vision and values in relation to attendance	<p>“In Kilgarvan Central School, we are committed to nurturing the full potential of all who work and learn in our school community ... in a positive, inclusive, safe and happy environment”</p> <p>In Kilgarvan Central School, we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time.</p> <p>Kilgarvan Central School is a happy school. Children learn best when they are happy and relaxed. All school personnel are expected to show appropriate concern for each child's welfare and well-being.</p> <p>Aims of this Statement of Strategy :</p> <ol style="list-style-type: none"> 1. To raise awareness of the importance of regular school attendance. 2. To promote and to foster positive attitudes to learning. 3. To ensure compliance with the requirements of relevant legislation.
The school's high expectations around attendance	<p>As attendance is crucial to effective learning and the continuity of learning experiences, the school places great emphasis on regular attendance in communications with parents and pupils. The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.</p> <p>We expect children to have full attendance at school unless they are ill, incapacitated or have medical appointments. We understand that there may also be urgent family reasons why a child cannot attend school, especially in the case of bereavements.</p>

<p>How attendance will be monitored</p>	<ul style="list-style-type: none"> • The roll is taken each morning. Each class teacher records attendance daily on the Aladdin On-line Software Programme • The Principal and Deputy Principal regularly review attendance matters • The Deputy Principal oversees the completion of record attendance on the Aladdin On-line Software • Bi-yearly statistical returns, on or before March 31st and on or before October 31st, are forwarded to Tusla (Child and Family Agency, 2015) every year by the Deputy Principal
<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 	<p>Targets :</p> <p>In the 2018 – 2019 school year, 2 pupils missed 20 days or more. 21 pupils missed less than 4 days. 2 pupils had full attendance. We hope to improve these figures.</p> <p>We would like to raise awareness among all members of the school community about school days lost due to holidaying during term time.</p> <ul style="list-style-type: none"> • Certificates are awarded at the end of each school year to students who miss 4 days or less and their names appear on the Summer Newsletter • The first assembly in September will focus on attendance and punctuality • School calendar is given to parents in September and it is also available on the school website • Reward system for those who missed no days during the month
<p>Responding to poor attendance</p>	<ul style="list-style-type: none"> • The Principal / Class Teacher will keep in regular contact with parents where there is a concern regarding attendance • Parents will receive a letter from the Board of Management detailing absences from school, once a child has missed 20 days. In the event of a child missing 20 days or more in a school year, parents are informed that absences will be reported as per requirement to Tusla.

	<ul style="list-style-type: none"> • Parents may be invited to a meeting with the class teacher / Principal to discuss concerns regarding attendance • If deemed necessary, contact will be made with the Education Welfare Officer in accordance with the Education Welfare Act
School roles in relation to attendance	<p>Each class teacher</p> <ul style="list-style-type: none"> • Encourages and commends good attendance • Implements any whole school plan to promote good attendance • Provides a busy and stimulating classroom where children feel valued • Calls the roll on a daily basis • Has a Sign-in / Sign-out book in each classroom • Collects any notes / medical certs regarding absence • Notes any queries or concerns re absence • Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences • Makes Principal / Deputy Principal aware of concerns with regard to the attendance of individual children, specifically when a pupil's absences approaches or exceeds 20 days <p>The Principal / Deputy Principal</p> <ul style="list-style-type: none"> • Promotes good attendance at school assemblies, meetings with parents, end of year events • Updates the Board of Management about attendance in the school • Ensures that the Aladdin On-line Software Programme is completed • Keeps in regular contact with parents where attendance is a concern • Follows up on any issues regarding attendance • Makes the bi-yearly statistical return to Tusla • Makes referrals to Tusla when deemed necessary • Advises parents of the importance of regular school attendance by means of reminders in Family Notes

	<p>Board of Management</p> <ul style="list-style-type: none"> • It is the responsibility of the Principal and staff to implement this strategy under the guidance and authority of the school's Board of Management • The Board works to provide and support a positive, welcoming environment by maintaining and resourcing the school to a high standard, which in turn promotes good attendance
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p>Parents / Guardians</p> <ul style="list-style-type: none"> • It is the responsibility of parents / guardians to ensure that children are in school every day, as far as possible • It is the responsibility of parents / guardians to ensure that children are on time for school • When children are absent from school / late for school, parents should provide a note to the school with an explanation for that absence / lateness for school records <p>Parents / Guardians can promote good school attendance by :</p> <ul style="list-style-type: none"> • Ensuring regular and punctual school attendance • Notifying the school if their children cannot attend for any reason • Making sure that children understand that parents / guardians support good school attendance • Discussing planned absences with the school • Refraining, if at all possible, from taking holidays during school time • Showing an interest in their children's day and their children's homework • Encouraging their children to participate in school activities • Praising and encouraging their children's achievements

	<ul style="list-style-type: none"> • Instilling in their children a positive self-concept and a positive sense of self-worth • Informing the school in writing of the reasons for absence from school • Ensuring, in so far as possible, that their children's appointments (with dentists etc) are arranged for times outside of school hours • Contacting the school immediately if they have concerns about absence or other school related matters • Notifying the school, in writing, if their children are to be collected by someone not known to the teacher • Working with the school and education welfare service to resolve any attendance issues
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • Regular review of attendance records and patterns • Review of attendance targets • Success of implementation of attendance strategies • Communication with class teachers • Communication with parents • Communication with Board of Management • Communication with pupils
Review process and date for review	Strategy to be reviewed by Staff and Board of Management annually
Date the Statement of Strategy was reviewed and ratified by the Board of Management	January 28 th , 2020
Date the Statement of Strategy submitted to Tusla	October 20 th , 2017
Signature of Chairperson of the Board of Management	
Date	