



# Holy Well NS

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## Holy Well NS Statement of Strategy for School Attendance

Name of school	Holy Well NS
Address	Ballea Road, Carrigaline, Co. Cork.
Roll Number	20550A
The school's vision and values in relation to attendance	<p>In Holy Well NS we strive to provide a caring environment where our students are safe and happy, and where they will be encouraged to reach their potential, academically, spiritually, socially, physically, morally and emotionally. Ours is an inclusive school where we are delighted to have boys and girls of many nationalities and creeds among our students.</p> <p>Holy Well N.S. endeavours 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 hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.</p> <p>The aims of this strategy are</p> <ol style="list-style-type: none"> <li>1. To raise awareness of the importance of regular school attendance</li> <li>2. To promote and foster positive attitudes to learning</li> <li>3. To ensure compliance with the requirements of relevant legislation</li> </ol>
The school's high expectations around attendance	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. Accordingly, the Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.

	<p>Pupils are expected to have full attendance unless they are ill, incapacitated or have medical appointments. However, 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"> <li>• Class teachers record attendance daily on Aladdin and attendance is monitored centrally on Aladdin.</li> <li>• The Principal, Deputy Principal and Special Duties Teacher regularly review attendance matters.</li> <li>• Statistical returns are forwarded to Tusla as required</li> </ul>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li>   <li>• The whole-school approach</li>   <li>• Promoting good attendance</li> </ul>	<p><b><u>Targets:</u></b></p> <p>Our annual attendance in the school year 2021/2022 was 88.7%. This figure was lower than normal due to Covid. We aim to improve this figure significantly.</p> <p>In the 2021/2022 school year a large number of pupils missed 20 days or more. We would like to reduce this figure significantly.</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> <p><b><u>Promoting Good Attendance:</u></b></p> <ul style="list-style-type: none"> <li>• School assembly will focus on attendance and punctuality.</li> <li>• Our school motto is based on 'Meas agus Moladh' – Respect and Praise. We promote good attendance through regular praise of it.</li> <li>• Class teacher will highlight good attendance in the classroom.</li> <li>• Specific incentives may be offered to particular children to encourage attendance.</li> <li>• At the end of the school report, children's level of absence is identified.</li> <li>• Parents of any new pupils, will receive a copy of the "Don't Let Your Child Miss Out" leaflet as part of our admissions process. In addition, all parents will receive copies of attendance promotion information via school app/email annually.</li> <li>• To promote positive attendance where possible activities/games are held first thing in the morning so that children will not wish to miss out on them.</li> </ul>

<ul style="list-style-type: none"> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• In the interest of health and safety of the children, parents are reminded that external doors are closed at 8.40 each morning.</li> </ul> <p><b><u>Responding to Poor Attendance:</u></b></p> <ul style="list-style-type: none"> <li>• The Principal, Deputy Principal or Special Duties Teacher will keep in regular contact with parents where there is a concern regarding a child's attendance.</li> <li>• Once a child has missed 20 days from school parents will receive a letter detailing the absences.(appendix 1)</li> <li>• Parents may be invited to a meeting with the class teacher/Deputy Principal/Special Duties Teacher to discuss concerns regarding attendance.</li> <li>• If deemed necessary, contact will be made with the Education Welfare Officer in accordance with the Education Welfare Act.</li> </ul>
<p>School roles in relation to attendance</p>	<p><b><u>Each Class Teacher:</u></b></p> <ul style="list-style-type: none"> <li>• Encourages good attendance.</li> <li>• Implements any whole school plan to promote good attendance.</li> <li>• Provides a busy and stimulating classroom where children feel valued.</li> <li>• Calls the roll electronically on a daily basis at 10am using the Aladdin system.</li> <li>• Collects any notes/medical certificates regarding absence.</li> <li>• Records individual patterns of attendance on Aladdin</li> <li>• Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.</li> <li>• Makes Principal/Deputy Principal aware of concerns with regard to the attendance of individual children, specifically when a pupil's absences approach or exceed 20 days.</li> </ul> <p><b><u>The Principal/Deputy Principal:</u></b></p> <ul style="list-style-type: none"> <li>• Promotes good attendance at school assemblies, meetings with parents, end of year events.</li> <li>• Updates the Board of Management about attendance in the school.</li> <li>• Monitors the electronic version of the 'Leabhar Tinrimh Laethuil' (Daily Attendance Book –</li> </ul>

	<p>records summary information in relation to daily, monthly and annual attendance of pupils).</p> <ul style="list-style-type: none"> <li>• Keeps in regular contact with parents where attendance is a concern.</li> <li>• Follows up on any issues regarding attendance.</li> <li>• Ensures the statistical returns are made to Tusla as required.</li> <li>• Makes referrals to Tusla when deemed necessary.</li> <li>• Advises parents of the importance of regular school attendance by means of reminders in Family Notes.</li> </ul> <p><b><u>Board of Management:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p><b><u>Parents/Guardians:</u></b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of parents/guardians to ensure that children are in school every day, as far as possible.</li> <li>• It is the responsibility of parents/guardians to ensure that children are on time for school.</li> <li>• When children are absent/late for school, parents should provide an app notification/email/written note to the school with an explanation for that absence/lateness for school records.</li> </ul> <p><b><u>Parents/Guardians can promote good school attendance by:</u></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>• Making sure that children understand the importance of good attendance.</li> <li>• Discussing planned absences with the school.</li> <li>• <b>Refraining, if at all possible, from taking holidays during school time.</b></li> <li>• Refraining from removing pupils early from school except in cases of emergency or unavoidable medical appointments.</li> <li>• Showing an interest in their children’s school day and their children’s homework.</li> </ul>

	<ul style="list-style-type: none"> <li>• Encouraging their children to participate in school activities.</li> <li>• Praising and encouraging their children’s achievements.</li> <li>• Instilling in their children a positive self-concept and a positive sense of self-worth.</li> <li>• Informing the school in writing of the reasons for absence from school.</li> <li>• Ensuring, in so far as is possible, that their children’s appointments (with dentists etc.) are arranged for times outside of school hours. The school roll is taken daily at 10am. In the case of a medical appointment or emergency, the roll will be kept open for this child until 11.50 am (maximum). After this time, the child has missed half of the school day and will be marked absent. All late arrivals are recorded in the Late Arrivals/ Punctuality section of the school roll.</li> <li>• Contacting the school immediately if they have concerns about absence or other school-related matters.</li> <li>• Notifying the school, in writing, if their children are to be collected by another adult not known to the teacher. This applies particularly to children in junior classes.</li> <li>• Working with the school and education welfare service to resolve any attendance issues.</li> </ul>
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> <li>• Regular review of attendance records and patterns.</li> <li>• Review of attendance targets.</li> <li>• Success of implementation of attendance strategies.</li> <li>• Communication with class teachers.</li> <li>• Communication with parents.</li> <li>• Communication with B.O.M.</li> <li>• Communication with pupils.</li> </ul>
Review process and date for review	Strategy to be reviewed by Staff and Board of Management annually.
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	

Dear Parent,

Under the terms of the Education Welfare Act we are obliged to notify the Education Welfare Board if any child is absent for more than 20 days in a school year.

To date, \_\_\_\_\_ has missed \_\_\_\_\_ days.

These absences have been recorded as follows

A Illness \_\_\_\_\_

B Urgent family reasons \_\_\_\_\_

C Expelled \_\_\_\_\_

D Suspended \_\_\_\_\_

E Other \_\_\_\_\_

F Unexplained \_\_\_\_\_

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Yours sincerely,

Aidan Crowley  
Principal