



# St. Angela's Secondary School

## Statement of Strategy for School Attendance

Name of school	St. Angela's Secondary School
Address	Ursuline Convent, Waterford.
Roll Number	64990D
The school's vision and values in relation to attendance	St. Angela's school aims to cherish the uniqueness of each individual student. With this in mind we recognise the importance of full attendance as a means of leading our students towards reaching their full potential. We actively encourage students to take responsibility for their own learning and linked to this is the significance of an excellent attendance record.
The school's high expectations around attendance	<p>Good attendance is promoted in St. Angela's by a culture of high expectations, encouraging each student to become actively engaged in their own learning through regular attendance in class.</p> <p>Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance. This is also promoted by the Pastoral Care Team.</p> <p>Reports to Parents/Guardians include a note on attendance for the period in question.</p>
How attendance will be monitored	<p>Maintain effective attendance records through our Vsware system. Attendance is recorded at the start of every class by the class teacher. The following details are printed in the school journal.</p> <ol style="list-style-type: none"> <li>1) If a student is absent from school, a note explaining the absence must be brought to her Tutor for signing and then the note must be brought to the Deputy Principal.</li> </ol>

**(Remember: Bring from home, Bring to Tutor, Bring to Deputy Principal)** If the note is not presented to the Tutor within a reasonable length of time, discipline points will be given.

- 2) If a student is absent for a full day without permission, a detention is given.
- 3) If a student is absent for part of a day without permission, 6 points or more may be given. This sanction is at the discretion of the Deputy Principal and it may be referred to the Principal.
- 4) If a student needs to LEAVE EARLY, the following steps must be followed:

**Please note that students must be signed out by a Parent/Guardian**

- A note explaining the reason for early departure must be brought to the Student's Tutor/ Year Head/ Deputy Principal/ Principal for signing.
- This signed note is then brought to Reception where the student waits to be collected by Parent/Guardian. The student and parent then sign the DEPART EARLY BOOK.
- If a staff member is not available at reception, the student must fill in a DEPART EARLY SLIP which is located beside the red post box at Reception. This must be signed by both student and parent.

If the above procedure is not followed correctly, 6 points will be given.

**Please note that just putting a note from home into the Red Post Box at Reception is not sufficient.**

- 5) If a student is late to school, the ARRIVE LATE BOOK must be signed by the student before going to class.
- 6) If a student does not return to school after lunch, a phone call to the General Office to explain the absence must be received before the end of the school day. Otherwise this is considered to be Absence without Permission and 6 points will be given. A note to explain the absence is also required when the student returns to school.

<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> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage full attendance at school.</li> <li>• Highlight the importance of punctuality and attendance amongst students and parents.</li> <li>• Positively enforce punctual attendance at 9.00, 2.05 and in each class throughout the day.</li> <li>• Maintain effective attendance records through our Vsware system. These records are maintained by the Deputy Principals and communicated to the Pastoral Care Team.</li> <li>• Contact Parents/ Guardians when reasons for absences are unknown or have not been communicated. This is achieved through phone calls, text messages or letters in a timely manner. Where necessary an appointment with the Deputy Principal is arranged.</li> <li>• Inform Tulsa and the Board of Management regularly regarding our attendance records.</li> <li>• Inform the EWO of any students that have been absent for 20 days.</li> <li>• Develop a plan of action for students with poor attendance. This may include the following – link person to meet the student at 9.00 to establish a safe environment, ‘sign in’ register with the Deputy Principal, organizational booklet to help develop routine, reduced timetable, permission slip to leave class if necessary, appointments to see Guidance Counsellor, access to homework club, any other measures that are deemed suitable depending on the individual case.</li> </ul>
<p>School roles in relation to attendance</p>	<ul style="list-style-type: none"> <li>• To ensure that adequate systems are in place to record attendances and absences of students.</li> <li>• To monitor attendance records regularly.</li> <li>• To report to the Educational Welfare Officer as required by the Education (Welfare) Act 2000.</li> <li>• To inform Parents/Guardians and students of procedures for the notification of absences and the collection of students from the school before the end of the school day.</li> <li>• To identify at an early stage the students who are at risk of developing school attendance problems.</li> </ul>
<p>Partnership arrangements (parents, students, other schools,</p>	<p>Parents/Guardians are asked to:</p> <ul style="list-style-type: none"> <li>• To support the school’s Attendance Strategy in</li> </ul>

youth and community groups)	<p>compliance with their legal responsibilities to ensure that their child is attending a recognised school on every day that the school is open. (Section 17 of the Education (Welfare) Act 2000). Only absences relating to activities organised by the school or in which the school is involved can be authorised by the Principal (Section 21(9) of the Education (Welfare) Act 2000).</p> <ul style="list-style-type: none"> <li>• To ensure regular and punctual attendance of students and avoid unnecessary absences. Where possible to arrange medical appointments outside of school time. If such appointments must take place during school hours, then students should return to school following the appointment.</li> <li>• To provide a written explanation for the student's absence on the first day of return to school.</li> <li>• To inform the Tutor/ Year Head/Deputy Principal in advance of any planned absences from school.</li> <li>• To provide the school with reliable contact numbers and alternative 'emergency' numbers.</li> <li>• To adhere to the procedures set out in the school journal under the heading 'Clarification on Attendance'.</li> <li>• To reply to communications from the school in relation to attendance issues.</li> </ul> <p>Students are asked to:</p> <ul style="list-style-type: none"> <li>• To punctually attend all classes every day unless there is a valid reason for not doing so.</li> <li>• Following an absence from school, to present a written explanation to their Tutor.</li> <li>• If arriving late for school, students are required to sign in at Reception.</li> <li>• To adhere to the procedures set out in the school journal under the heading 'Clarification on Attendance'.</li> </ul>
How the Statement of Strategy will be monitored	The Board of Management will monitor this policy in consultation with the Principal, Deputy Principals and teaching staff.
Review process and date for review	This Statement of Strategy for Attendance will be reviewed in September 2018.
Date the Statement of Strategy was approved by the Board of Management	October 2017
Date the Statement of Strategy submitted to Tusla	September 2017

