**Statement of Strategy for School Attendance**

**Gleneely National School**

**Killygordon, Lifford, Co. Donegal**

**Roll Number: 18172F**

**Aims:**

Gleneely National School is committed to providing a learning environment that will foster all children’s learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending schools. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all of our pupils.

Casual absences (for whatever reason) are discouraged as they have a direct impact on children’s learning. We aim to support children and parents in achieving good attendance.

**Procedures for notification of student absences to the school**

Parents will be informed on enrolment to issues surrounding absences.

* School opening times 9:20 – 3:00pm
* A holidays list will be sent to the parents at the beginning of the school year
* Parents should inform the class teacher ~~i~~ on Aladdin when the child returns to the school as to the reason for the absence.
* The roll will be called 40mins after class starts in the morning at 10:10am, children who are not present at this time will be marked absent.
* If a child arrives after this time, they will be marked in the Aladdin system as late, with the total numbers of minutes missed.
* If a child needs to leave school before the end of the school day, the teacher needs to be informed via Aladdin. Any parent who does not inform the school ~~in writing~~ will have to sign a form, when they collect the child.
* The school strongly discourages parents from taking children on holidays during term time and this will be communicated to the parents at the beginning of the school year. If a parent decided to take a child out of school for holidays, the principal will request the parent to provide a letter to the school to say they are doing so and are aware of the implications. Where there are regular holiday absences, the school should remind the parents of the educational and potential legal impact of removing students from school for periods of time.

**Recording and Monitoring Attendance Data**

* The staff and Board of Management of the school will monitor overall attendance data, while trying to identify any trends in attendance. Particular emphasis will be placed on specific times of the school year, week or day and vulnerable groups or individuals.
* Monitoring of attendance will be facilitated through the use of Aladdin.

**Promoting Good School Attendance**

* There will be general awareness raising and setting high expectations and the importance of attendance will be highlighted during assemblies.
* A system to reward attendance will be implemented and recognised at assemblies and a medal at the end of the year for full attendance. Certificates will be given at the end of each term for good attendance
* There will be a record of attendance in the child’s report and Education Passport
* There will be a display to mark positive attendance in the school

**Report Absenteeism to Tusla**

Since the inception of the Education (Welfare) Act, 2000 schools are obliged to report on school attendance.

Schools report individual student absences and expulsions by submitting Student Absence Reports. Schools also report the total number of days lost through absence by submitting an Annual Attendance Report (AAR) at the end of the academic year. Both Reports can be submitted online.

Schools are required to submit Student Absence Reports on those students with serious attendance issues that have been identified during the current academic year i.e. students that have been absent from school for a cumulative total of twenty days or more falling within the following categories:

* Illness
* Urgent Family Reason
* Holiday
* Suspended
* Other
* Unexplained

Schools should not submit children with less than 20 days’ absence.

**Annual Attendance Report (AAR)**

Each recognised school in the State is obliged to submit a report to the Educational Welfare Services, Child and Family Agency, on the levels of attendance at the end of each academic year. Schools are required to provide the following data in the AAR:

* Total number of days lost through student absence in the entire school year.
* Total number of students who were absent for 20 days or more during the school year.
* Total number of students expelled in respect of whom all appeal processes have been exhausted or not availed of during the school year.
* Total number of students who were suspended for any number of days during the school year.

**Involving Parent in Education**

* Parents have a huge influence on their child’s school attendance. In Gleneely National School we recognise that parental involvement is of paramount importance to students’ well-being and success in school.

**Setting Attendance Targets**

We are targeting an increase in average yearly attendance from 94.2% to 96%.

We are targeting a reduction in unexplained absences by ½%

At the Principal’s discretion and having looked at the reasons for absences parents may be contacted when their child reaches 15 or more days absent in the school year.

**Monitoring**

This strategy will be monitored by the staff and board of management of Gleneely National School on a regular basis.

This policy will be reviewed every three years.

**Ratified by the Board of Management**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of the Board of Management:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted to Tusla: \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_