



ST. OLIVER POST PRIMARY SCHOOL

**ATTENDANCE  
AND  
PARTICIPATION POLICY**

November 2019

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## SCOPE

Whole school

## RATIONALE

This policy aims to provide clear guidelines on how attendance is encouraged and monitored in St Oliver Post Primary School.

It also details how students access the various programmes on offer in our school i.e. Transition Year and Leaving Certificate Applied.

## GOALS/OBJECTIVES OF THIS POLICY

In terms of attendance, the goal is for all students to attend school every day in order to achieve:

- Better results;
- Better career opportunities;
- Better understanding of material being taught in class;
- Increased confidence and self-esteem;
- To promote a spirit of partnership involving Senior Management, parents, teachers, students and community; and
- To promote a good attendance record and active participation in school. This develops a good work ethic and prepares students to be responsible employees/employers for the future.

In terms of access to school programmes, the goal is to have clear guidelines to inform all stakeholders regarding the school's approach to selection of pupils.

## ATTENDANCE

A register of all students who have been admitted to the school will be maintained.

School attendance/absenteeism/lateness will be monitored carefully as follows:

- A roll is called at 8.57a.m. daily by each class tutor;
- This is recorded on eportal;
- Text messages are sent home twice daily at after period 1 and period 7 to alert parents re absent pupils;
- Year Head contacts parents if a pattern of absence is causing concern;
- Each teacher also submits a class registration on eportal at the beginning of every individual class;
- Our school will be particularly mindful of students with different needs and will encourage those students to attend;
- In order to encourage good attendance, every effort will be made to make school a happy and welcoming place for students, teachers and parents. Our positive discipline, pastoral care and extra-curricular structures will contribute towards this; and
- Primary and Post Primary will liaise as closely as possible especially in the area of school absenteeism/lateness. Our induction programme assists 1<sup>st</sup> year pupils with transitioning into post-primary school.

## Daily Routine

Students must be in attendance by 8.50am each day, have visited lockers / toilets and must go to their designated classrooms for registration with their tutor.

- Students who are late to school with no good reason will be subject to school sanctions – written punishment work, detention, report, loss of privileges etc.
- If a student is late more than 3 times per term (3 terms in the school year), school sanctions will start to be applied.

On a daily basis, late attendance to class is not acceptable – students should use their locker before school starts and during both break times.

- If a student is delayed due to working with a teacher, the student must ensure they get a note in their journal to explain the situation.
- Students who are late to class with no good reason will be subject to school sanctions – written punishment work, detention, report, loss of privileges etc.
- If a student is late more than 3 times to a particular teacher's class, school sanctions will start to be applied.

## Supporting Good Attendance

The school will utilise some or all of the following measures to support good attendance:

- Acknowledgement of good school attendance at year group assemblies and award ceremonies;
- Communication (telephone call/ letter) with parents;
- Early identification of 'at risk' students;
- Establishment of a 'care team' for the purpose of identifying and supporting 'at risk' students;
- Reasoning with the student and advice on how to improve; and
- Sanctions including loss of privileges and detention.

## Roles and Responsibilities

Teachers:

- To call a roll for each class;
- To ensure accuracy the names of each student must be called aloud and answer heard;
- To submit this information on eportal;
- To monitor non-attendance during the day and to alert the Year Head if necessary;
- Teachers of extra-curricular activities to put list of students attending matches etc. in staff rooms and / or email this list to the Deputy Principal so it can be posted to the online noticeboard in Eportal;
- Tutors are to call a roll every morning and to submit this on eportal; and
- Tutors are to alert their year head if/when a student has missed 3 days in a row.

*Note for Teachers:*

- It is the responsibility of students who are absent from class/school for any reason to find out details of work missed. This applies also to students who miss class due to sporting or other extra-curricular activities;
- It is also the responsibility of students to notify the teacher beforehand that they will be absent from class due to sporting or other extra-curricular activities; and

- Teachers organising sports etc. need to remind students of the above points, and provide staff with a list of all students involved in the event in a timely fashion.

#### Year head:

- To contact home in cases of concern regarding poor attendance.

#### Students:

It is the responsibility of each student to:

- Bring a note regarding absences if they know prior to absence (various note templates provided in student journal);
- Ensure the accuracy of notes i.e. dates, reasons etc.;
- Attend every day unless for a valid reason;
- Be punctual for all classes;
- Sign the late book, and sign in and out where necessary;
- Get notes signed by tutor or year head;
- Excuse themselves from classes missed due to extra-curricular activities;
- Find out details of work missed; and
- Notify the teacher beforehand that they will be absent from class due to sporting or other extra-curricular activities.

#### Parents:

St. Oliver Post Primary School affirms that parents/guardians have the primary responsibility for ensuring that children of compulsory school going age attend school regularly once they are enrolled at school and bearing in mind that they are obliged to complete three years of post-primary education up to their sixteenth birthday.

St. Oliver Post Primary School affirms that parents/guardians have a social responsibility to ensure that their children attend school regularly regardless of age or status and they should ensure that their children complete their education.

St. Oliver Post Primary School affirms that parents/guardians have a statutory obligation (Welfare Act 2000) to notify the school Senior Management or his/her nominee, in the form of a written explanation or a doctor's certificate, explaining the reason for each absence and date of absence.

Parents need to be aware of the negative impact of work /part-time jobs on attendance and participation in school and involvement in extracurricular activities.

#### Senior Management:

The Senior Management of St. Oliver Post Primary School will maintain a register of all students who have been admitted to the school. Students will be taken off the roll in accordance with appropriate legislation. For example:

- a) For inter-school transfer and then only after all details regarding attendance and educational progress have been issued to the new school;
- b) In the case of an expulsion;
- c) Where for whatever reason a student is removed from the school under the Education (Welfare) Act 2000 Section 20 (4);
- d) Short term pupils when their time at the school has finished; and
- e) Pupils who pass away while in attendance at the school.

St. Oliver Post Primary School affirms that Senior Management shall, after admitting a student from another second level school, notify the principal of said school that he/she has registered said student.

St. Oliver Post Primary School affirms that Senior Management must maintain a record of attendance and non-attendance on each school day or part thereof of each student registered at the school.

#### Board of Management:

The Board of Management of St. Oliver Post Primary School shall ensure that the statutory obligations of the school with regard to school attendance and participation are adhered to.

St. Oliver Post Primary School shall ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

St. Oliver Post Primary School shall ensure that all information is collected and issued in accordance with Data Protection.

#### Success Criteria

1. Improved attendance over a sustained period.
2. Reduced disruption to class.
3. In line with the stated goals and objectives of this policy:
  - a. Better results;
  - b. Better career opportunities; and
  - c. Better understanding of material being taught in class.
4. Senior Management to provide statistics on lates and absences regularly.

## ACCESS TO PROGRAMMES

### Access to the Transition Year Programme

#### Transition Year Participation Policy:

- St. Oliver Post Primary's Transition Year Programme is a highly structured one-year optional programme aimed at developing a more mature student with a wide range of transferable skills.
- It allows students to partake in a range of subjects and educational experiences, many of which involving trips away, therefore, enhancing their personal development while maintaining a very academic tone.
- Our Transition Year Programme facilitates young people to become familiar with adult and working life through the provision of weekly work experience opportunities and career guidance.
- St Oliver Post Primary strives to achieve the mission of Transition Year which is: *'To promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society'*.
- St Oliver Post Primary acknowledges its duty to promote equality of access to and participation in the Transition Year Programme subject to the procedures and criteria outlined in this policy.

#### Application Procedures:

- Early in the third year, the Coordinator will visit all third year classes. The co-ordinator will make it clear to all prospective applicants that knowledge of and research into Transition

Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. The criteria for participation to the programme will also be fully outlined to students.

- During the Second Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The criteria for participation to the programme will again be fully outlined to students as well as informing students of the qualities that are essential for successful participation in Transition Year.
- In the Spring-time, initial interest in Transition Year is expressed via the Fifth Year Options Form where students can indicate whether or not that they would like to do Transition Year. After this a formal evening presentation on the Senior Cycle Options will be delivered to parents/guardians and third year students. On this evening those interested in applying for a place on the Transition Year Programme will receive a formal Application Form.
- Students apply for a place on the formal Application Form, witnessed by their parent(s)/guardian(s) – see appendices for a sample of a Transition Year application form.
- A Personal Statement must accompany each application.
- The final submission date for applications will be indicated on the form (3.30pm on the first Friday in March can be used as a guide date for submission). Valid applications will be date-stamped on submission.
- Any application received subsequent to the stated deadline may be considered only after students whose applications were submitted on time have been processed.

#### Criteria for Participation

- Each application will be considered on its own merit. However, the following criteria will apply in assessing a prospective Transition Year student's application:
- The number of students that can be accommodated in Transition Year will be decided by the school's Board of Management (66).
- The student's compliance with the schools Code of Behaviour Policy.
- The student's homework, project and classwork record.
- The student's attendance and punctuality record.
- The Application Form must be completed to a high standard and include evidence of knowledge of the Transition Year Programme based on individual research.
- The student must submit a Personal Statement which will indicate their interest, suitability and planned contributions to the Transition Year Programme.
- The school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

#### The Transition Year Participation Committee:

- The Transition Year Participation Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.
- The criteria outlined above, the Application Form and the Personal Statement will be critical factors in determining a student's participation on to the Transition Year Programme.
- The Transition Year Participation Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- The Transition Year Participation Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.



## Offer & Acceptance of Places to Transition Year:

- The school will aim to make offers in writing to successful applicants within 10 school days of completion of the application process.
- Unsuccessful applicants will be informed in writing within the same time frame.
- Students may be provisionally accepted, with a view to them demonstrating that they can demonstrate a readiness to enter Transition Year.
- This may involve being monitored on report for a number of weeks.
- Students accepting a place must complete and return an Acceptance Form within the date specified.
- This form must be signed by the applicant and witnessed by a parent/guardian.
- Failure to return the acceptance form to the school secretary within the specified time frame will result in the place being forfeited.
- At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.
- They will be expected to present definite proposals in writing in relation to these placements before the start of the new academic year.

## External Applications to Transition Year:

- External Applicants interested in the TY Programme must follow the procedures detailed in St Oliver Post Primary's Admissions Policy in order to apply to transfer to St Oliver Post Primary School in the first instance;
- Following acceptance of an application to transfer, an applicant may then apply to join the TY programme. The application is then subject to the same participation procedures as internal applicants; and
- Should places be available, applications from external candidates will be considered by the Transition Year Participation Committee only after the 'Offer and Acceptance of Places' process for internal candidates has been completed.

## Transition Year Programme Fees:

- The cost of the Transition Year programme will be ratified by the Board of Management and the LMETB board. When this figure is confirmed it will be circulated. On average, Transition Year costs between €350-€400. These fees go towards the costs associated with running the Transition Year programme.

## Transition Year Appeals

- A student who fails to secure a place on the programme may appeal the decision to the Principal.
- **This appeal must be made in writing by the parent(s) / guardian(s) of the student within 10 clear days of the school's decision to refuse entry to Transition Year.**

## Access to the Leaving Certificate Applied Programme

### Participation Procedures:

- The number of places available in Leaving Certificate Applied will be decided by the Board of Management.

### Information Sessions:

- A formal presentation on the Senior Cycle Options will be delivered to parents/guardians and third year students in the springtime of the year of entry. Prior to this, information seminars for Junior Cycle (Third Year) and TY students are held during school time.

### Application Forms:

- Following the information presentation, L.C.A. Application Forms are made available to students/parents/guardians from the L.C.A. Co-Ordinator;
- Completed Application Forms must be returned to the School Office by the Closing Date specified. (Late applications may not be considered); and
- Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.

### External Applicants:

- External Applicants interested in the LCA Programme must follow the procedures detailed in St Oliver Post Primary's Admissions Policy in order to apply to transfer to St Oliver Post Primary School in the first instance;
- Following acceptance of an application to transfer, an applicant may then apply to join the LCA programme. The application is then subject to the same participation procedures as internal applicants; and
- Should places be available, applications from external candidates will be considered by the L.C.A. Selection Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

### Evaluation of Applications:

#### Selection Committee:

- A L.C.A. Selection Committee will be established annually comprising of some or all of the following:
  - L.C.A. Co-Ordinator;
  - Third Year Yearhead;
  - Transition Year Yearhead;
  - Guidance Counsellor; and
  - Deputy Principal.

#### Interview:

- Applicants will be interviewed by at least two members of the Selection Committee.

#### Evaluation Criteria:

- The following criteria will help ascertain suitability for the Programme:
  - Quality of completed application form;
  - Level of interest indicated by the candidate at interview;
  - Willingness to participate fully in all elements of the L.C.A. Programme;
  - Student's satisfactory attendance record in school;

- Student's record of adherence to the Code of Behaviour of St Oliver Post Primary School. Or in the case of an external candidate, the student's previous school;
- Knowledge of the L.C.A. programme;
- Assessment of the contribution the applicant can make to the L.C.A. Programme;
- The applicant's age; and
- The pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

#### Marking Scheme:

- The Interview will be conducted and marked according to the following Marking Scheme:
  - Attendance/Punctuality 10
  - Application Form 10
  - Interview 20
  - Behaviour Record 30\*\*\*
  - Personal Achievements to Date 10
  - Overall Suitability 20
  - Total 100
- \*\*\*Behaviour Record\*\*\*
- 30 Marks are awarded for Behaviour Record with 10 marks being deducted for each detention or report served by a student during the current academic

#### Offering and Acceptance of LCA places:

- Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter;
- This provisional place on the programme will be subject to their acceptance of the requirement to sign the L.C.A. Contract; and
- Students who return a signed L.C.A. Contract are considered accepted to the L.C.A. Programme of St Oliver Post Primary School.

#### Review of Places offered:

- A review of students' suitability will be conducted in September of Fifth Year; and
- Should it be deemed that students are not suitable for the programme or the programme is not suitable for the students, they will be removed from LCA and transferred to Fifth Year Leaving Certificate / Fifth Year Leaving Certificate Vocational Programme / Transition Year Programme.

#### Appeals

- A student who fails to secure a place on the programme may appeal the decision to the Principal.
- **This appeal must be made in writing by the parent(s) / guardian(s) of the student within 10 clear days of the school's decision to refuse entry to LCA.**

Appendices:



# Application for Transition Year

Place Photo Here

Name: \_\_\_\_\_

Current Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age; Years: \_\_\_\_ Months: \_\_\_\_

Home Phone Number: \_\_\_\_\_

Parent/Guardian Mobile Number: \_\_\_\_\_

\_\_\_\_\_

How many Bronze Stars do you have so far this year?

Number of detentions this year: \_\_\_\_\_

Number of days missed this year: \_\_\_\_\_

**1. What are your reasons for choosing Transition Year with regards to the following?**

**Personal Development** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Social Development** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Educational Development** \_\_\_\_\_

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**Vocational Development** \_\_\_\_\_

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**2. Outline details of your contribution to school life in St Oliver Post Primary so far.**

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**3. Outline two career areas are you interested in exploring as part of your work experience.**

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**4. Personal Statement:** Please attach a personal statement of no more than **one A4 page** to your application '**Why do you think you should get a place in Transition Year?**' This must indicate what interests you most about Transition Year, your suitability to the programme and your planned contributions to the Transition Year Programme.

**5. Fees for TY:**

**€100 deposit – due by 5<sup>th</sup> March**

**€130 Instalment 1 – due by end of April**

**€130 Instalment 2 – due by end of May**

If a deposit is paid and a student does not end up doing TY that deposit will be transferred to their book rental for Fifth year.

**6. Declaration**

- I wish to apply for a place in Transition Year.
- If offered a place, I promise to engage fully with the learning experiences in Transition Year.

Signature of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Late applications may not be considered. Not all students may be interviewed.

**Deadline 5<sup>th</sup> March 3.20pm**

## LCA Application Form

Please complete this application form and return to the School Office by 15<sup>th</sup> February

### Personal Details:

Name:	Surname:
Address:	
Parent(s)/Guardian(s) Name:	
Date of Birth:	Medical Card:    Yes    No
Year Group:	Name of your Tutor:

### Junior Certificate Subjects:

Subject	Level (H/O/C)	Subject	Level (H/O/C)

Please rate yourself under the following headings:

	Very Good	Good	Needs improvement
Attendance			
Punctuality			
Ability to follow instructions			
Ability to take correction			
Completion of homework			

What do you like about school at the moment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



What are your 3 Favourite Subjects (Explain why):

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

2 Areas that you might like to get Work Experience in: \_\_\_\_\_

\_\_\_\_\_

2 Areas that you might like to study / work in after finishing your studies: \_\_\_\_\_

\_\_\_\_\_

Reasons for applying for the LCA programme:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Why do you think you are a suitable candidate for LCA? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What can you bring to LCA? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Commitment:**

If selected for the LCA programme, I agree to abide by the school rules and I undertake to work hard to achieving the academic and extra-curricular targets set for me.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's Commitment:**

I support \_\_\_\_\_'s application for participation to the LCA programme and I accept the terms and conditions of entry to the programme.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LCA Attendance and Behaviour Contract

Student Name: \_\_\_\_\_

I agree to the following rules, I understand that my success in the LCA programme depends on my attendance, behaviour and class work:

- I will have 90% attendance for all subjects;
- I will complete all key assignments for each module;
- I will meet all deadlines for tasks, projects and assignments as set by the teachers;
- I will undertake all work experience placements to the best of my ability;
- I will behave excellently in school and on all out of school activities;
- I will wear my correct school uniform every day;
- I will bring all necessary equipment, books and materials into class every day;
- I will co-operate and share facilities with my classmates;
- I take full responsibility for arriving to school and every class on time;
- I will be co-operative, courteous, friendly and mature in my relationships with my class mates and teachers;
- I understand that students forfeit their credits for days in which suspension may occur; and
- If a student is not meeting the above criteria they will forfeit their place in LCA and will be placed into the traditional Leaving Certificate Fifth year class.

I have read and understood all the school rules outlined in my school journal.

I agree to follow these rules and give the LCA programme my best effort.

Signed: \_\_\_\_\_

Student

Signed: \_\_\_\_\_

Parent/Guardian

Signed: \_\_\_\_\_

LCA Coordinator

## MONITORING PROCEDURES

Management (Senior Management, B.O.M., and Assistant Principals) will monitor the implementation of this policy.

## REVIEW PROCEDURES

As part of the review procedure, this policy will be circulated to all relevant stakeholders. The policy will be reviewed in light of suggestions received, relevant legislation, resources available to the school, and the best interests of the school community as a whole.

## TIMEFRAME

The policy will be reviewed and ratified by the Board of Management every 2 years.

## BOM & LMETB Ratification/Resolution Process for This Policy



<b><i>Date Ratified by the Board of Management:</i></b>	
<b><i>Proposed By:</i></b>	
<b><i>Seconded By:</i></b>	
<b><i>Signed:</i></b>	<b><i>(Chairperson, BOM)</i></b>
<b><i>Signed:</i></b>	<b><i>(Secretary to the BOM)</i></b>
<b><i>Scheduled Date for Review of the Policy:</i></b>	

### ***LMETB Ratification/Resolution of the ETB Board***

<b><i>Date of Resolution of ETB Board</i></b>	
<b><i>Signed</i></b>	<b><i>(Chairperson)</i></b>