

St. Oliver Post Primary Statement of Strategy For School Attendance

Name of school	St. Oliver Post Primary
Address	Cavan Road, Oldcastle, Co. Meath, A82RK76
Roll Number	71990R
The school's vision and values in relation to attendance	<p>Mission Statement</p> <ul style="list-style-type: none"> • St. Oliver Post Primary School is committed to quality education. • It seeks to enrich students' lives and empower them for life's many challenges. • This is done in a caring atmosphere of good order and discipline and in partnership with parents. • In our daily life we value the principles of justice, mutual respect, equality and tolerance leading to promotion of a positive self-image and the confidence to achieve the highest levels.
The school's high expectations around attendance	<p>St. Oliver Post Primary expectations;</p> <p>Students</p> <ul style="list-style-type: none"> • To attend every day • To be on time every day • To bring a note to explain any absences • To bring a note in in relation to any medical issues/conditions <p>Parents/Guardians</p> <ul style="list-style-type: none"> • To send their son/daughter to school every day • To notify the school in relation to any absences – prior to, or immediately after • To discuss with their son/daughter, the importance of school attendance • To liaise with Year Head/Tutor regarding any absence issues • To minimise/discourage the signing out of students for non-emergency situations • To avoid family holidays/leisure activities during the school year <p>Staff</p> <ul style="list-style-type: none"> • Encourage students to attend • To monitor school attendance • To follow the attendance referral process • To report chronic attendance issues

	<ul style="list-style-type: none"> • All teachers/supervision teachers to complete COMPASS registration for all classes • Tutors to monitor attendance for the tutor group, and to alert Year Heads as necessary • Year Heads to follow up on attendance issues • To engage in attendance initiatives during the year and implement whole school approaches to attendance <p>There are many reasons St. Oliver Post Primary places a high priority on attendance, such as:</p> <ul style="list-style-type: none"> • The positive impact of high levels of attendance on teaching and learning • The established links between good attendance, student engagement, and staying in school to complete their senior cycle • The well-established impact of poor attendance on all student's educational outcomes • The research evidence suggests that even when students stay at school, Leaving Cert students with poor attendance do less well in the exam and are less likely to go on to further study (McCoy et al. 2007) • The impact of poor attendance on wider aspects of a students' life such as weak peer relationships, risk of engagement in anti-social activity and family relationships. • The pressures for students and for teachers that arise when students miss out on classes and key parts of the curriculum • The fact that the school provides a safe environment for students, away from the problems of social deprivation that exists in some students' homes.
How attendance will be monitored	<p>A register of all students who have been admitted to the school will be maintained.</p> <p>School attendance/absenteeism/lateness will be monitored carefully as follows:</p> <ul style="list-style-type: none"> • A roll is called at 8.52am, daily by each class tutor; • This is recorded on COMPASS; • Email notifications are sent home daily after period 3 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 COMPASS at the beginning of every individual class; <p>Our school will be particularly mindful of students with different needs and will encourage those students to attend;</p> <ul style="list-style-type: none"> • 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;

	<ul style="list-style-type: none"> • Primary and Post Primary will liaise as closely as possible especially in school absenteeism / lateness. • Our induction programme assists 1st year pupils with transitioning into post-primary school. • Passport programme from Primary school will aim to highlight at risk students to encourage early intervention and promotion of good attendance
<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 • Responding to poor attendance 	<ul style="list-style-type: none"> • Through the various personnel involved from class teacher to tutor to yearhead to attendance officer, pupils attendance is monitored. • All absences should be explained by parents. • Support personnel become involved if a pupil's absences hit certain thresholds. • Alerts and reminders will issue to parents via COMPASS.
School roles in relation to attendance	<p>Principal/Deputy Principal</p> <ul style="list-style-type: none"> • To ensure that adequate systems are in place to record attendances and absences of students; • To liaise with Attendance Officer to monitor attendance records regularly and notify concerns; • To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000 • To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School; • To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress; and • To receive reports from Attendance Officer relating to attendance. <p>Teachers:</p> <ul style="list-style-type: none"> • To call a roll for each class; • To ensure accuracy – the names of each student must be called aloud and reply heard; • To submit this information on COMPASS; • To notify any discrepancies in class registration list to the relevant tutor/year head/school office; • To create a welcoming atmosphere in class for returning students; • To impress on students the importance of regular attendance and ensure the understanding of the links between academic achievement and regular attendance; • To monitor non-attendance during the day and to alert the Year Head if necessary;

	<ul style="list-style-type: none"> Teachers of extra-curricular activities to create an event on COMPASS which includes all students involved; <p>Tutors</p> <ul style="list-style-type: none"> Tutors are to call a roll every morning and to submit this on COMPASS; Tutors are to encourage pupils to have all absences explained via COMPASS, any physical notes of explanation should be stored in the tutor group blue folder Tutors should set up the alert functions in COMPASS Chronicle Digest, and alert their year head if/when a student has missed 3 days in a row, or is displaying concerning trends in attendance <p>Year head:</p> <ul style="list-style-type: none"> To contact home in cases of concern regarding poor attendance; To contact parents and/or meet when in consultation with Class Tutor when attendance has been identified as an issue; and To contact parents/guardians meet where unauthorised absences occur or are suspected and to notify the Deputy Principal/Attendance Officer of same. <p>Students</p> <p>It is the responsibility of each student to:</p> <ul style="list-style-type: none"> To ensure their parent explains absences on COMPASS 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. <p>Parents</p> <ul style="list-style-type: none"> 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.
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	<ul style="list-style-type: none"> • To provide St. Oliver Post Primary with reliable contact telephone numbers and alternative 'emergency' numbers so that the school may contact parents/guardians or other authorised parties if necessary. • 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. <p>Parents should</p> <ul style="list-style-type: none"> • Ensure regular attendance of students and avoid unwarranted absences. • Explain all absences via COMPASS. • Provide medical certificates for absences where appropriate. • Adhere to the procedures set out in this policy for the withdrawal of students from school during the school day. • Acknowledge and, where necessary, reply to communications from the School in relation to attendance issues. <p>Senior Management</p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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. <p>School Office:</p> <ul style="list-style-type: none"> • To amend the school database to reflect latecomers and early leavers to school.
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	<p>Co-ordinator of Attendance and Participation (Attendance Officer)</p> <ul style="list-style-type: none"> • Plan for, organise and lead interventions to improve attendance and participation on a school wide basis; • Promote improved attendance and participation through school-based initiatives; • To send quarterly (Halloween; Christmas; Mid-March; and Summer) absence letters to parents/guardians where frequent absences occur • To send out standard letter to parents regarding notification to Túsla and notify Educational Welfare officer of same (20 days letter with/without concern) • To liaise with SEN teachers and Guidance Counselling Service in implementing strategies for supporting at risk students; • To recommend students to Guidance Counselling Service who are displaying at risk behaviours with regard attendance; • Promote improved attendance and participation through national initiatives such as Túsla's 'Every School Day Counts'; • To collect data on attendance in order to assess success of strategies; • Support chronically poor attending pupils (will be referred by SMT) with structured interventions which involves pupil, year head, and parents and guardians; • Liaise with Educational Welfare Services on possible cases for referral; • Reviewing and amending the attendance and participation strategy (in line with Túsla's Guidelines for Schools on developing a statement of strategy of attendance) every 2 years; <p>Board of Management</p> <ul style="list-style-type: none"> • 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.
Partnership arrangements (parents, students, other schools, youth and community groups)	<ul style="list-style-type: none"> • Parents/Guardians must contact the school if their child is absent for more than 2 days. • Parents/guardians to update Compass to explain all days missed, providing the reason for the absence. • Partnership with parents in dealing with chronic attendance problems is key. • This will be supported by Senior Management, Tutors, Year Heads and the Attendance Officer.

How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • The Statement of Strategy will be monitored by the Senior Management Team and Attendance Officer.
Review process and date for review	<ul style="list-style-type: none"> • The Strategy will be reviewed and updated every 2 years and all relevant stakeholders will have an input. • The Board of Management will review and ratify the policy every 2 years.
Date the Statement of Strategy was approved by the Board of Management	12.03.2025
Date the Statement of Strategy submitted to Tusla	14.03.2025

BOM & LMETB Ratification/Resolution Process for This Policy

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	12.03.2025
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	(Chairperson, BOM)
<i>Signed:</i>	 (Secretary to the BOM)
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

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