



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Statement of Strategy for School Attendance

Name of school	Coláiste Iognáid S.J.
Address	Sea Road
Roll Number	62970K
The school's vision and values in relation to attendance	<p>The ultimate goal of the education which Coláiste Iognáid S.J. provides is an effective appreciation of the radical goodness of the world "charged with the grandeur of God." In accordance with the Jesuit educational tradition, our response to God working in our world is the pursuit of excellence in all things. Every person is called upon to cooperate in the work of restoring creation; to heal, restore, and develop Creation for the good of all using the talents of each. This principle is at the heart of all we attempt within the College and is applied to all areas of school life. Our aim is to assist in the complete development of each student, as an individual personally loved by God. This concept leads to the full growth of the person which in turn leads to action through the use of talents for the good of others.</p>
The school's high expectations around attendance	<p>Coláiste Iognáid S.J. believes school attendance to be essential if this vision is to be realized in the life of our pupils. Likewise, the College believes school attendance to be essential for successful educational outcomes. The correlation between attendance and educational outcome is well documented.</p>
How attendance will be monitored	<p>The 8.55 am and 2pm daily roll call constitute the official daily record. If a student is late they must report to the Office of the Deputy Principal and sign in to ensure the roll is changed to record LATE as distinct from ABS. Those who are late must present a note from parents/guardians. If a student is recorded as absent at 8.55am and 2pm, a SMS message stating that the student is not in school is sent to parents/guardians.</p> <p>Recording class attendance during the day is the responsibility of the class teacher. A student who is absent from a class must present a note to the class</p>

	<p>teacher. A list of students who have not presented notes is given to the Year Head on a weekly basis for follow up in the first instance. A student who is absent must, on return to school, present a note explaining that absence to the Year Head or Deputy Principal. The Record is changed to read ABN.</p> <p>A list of students engaged in extra-curricular activities must be displayed in both staffrooms. Moving towards electronic uploading via <i>ePortal</i> is hoped for in the future. Ensuring an accurate list as well as clear times for departure and return is the responsibility of the teacher responsible for the group. Class teachers are to access this list to accurately record attendance.</p> <p>For students whom the College has particular concerns, especially around attendance at all class periods during the school day, a Daily Report Card is issued. This must be presented to each class teacher at the start of the class and returned to the Year Head the following morning having been signed by the student's parent/guardian. This card records the number of classes attended as well as noting the student's participation and behaviour.</p> <p><u>Absence Due to Medical/Mental Health Issues</u></p> <p>Where a student is absent for medical/mental health reasons the College authorities will be guided by the advice of medical/mental health professionals as to how best to address the student's educational needs in light of their medical/psychological issues. This includes reduced curriculum and shortened school days, if in the opinion of the medical/mental health experts this is the best way of re-integrating a student into full time schooling.</p> <p>Even in circumstances of medical/mental health issues, the College will inform the EWO when 20 days of non-attendance is recorded.</p>
<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"> ● The College expects full attendance as a matter of course. ● All teachers have a responsible for recording class attendance. Teachers take roll call at 9am and 2pm. Deputy Principal Monitors daily attendance and sends an SMS message to parents/guardians on a daily basis. ● Year Heads follow up on absent notes and late

	<p>notes.</p> <ul style="list-style-type: none"> • Students are particular concern are brought to the attention of the Pastoral Care Team • Principal writes to EWO when a student's absence reaches 20 days.
School roles in relation to attendance	<ul style="list-style-type: none"> • The Deputy Principal and Year Heads monitor student attendance. Where a pattern of non-attendance in the daily roll call is identified or patterns of non-attendance during class periods the student will be brought to the attention of the Pastoral Care Team. The Deputy Principal or Year Head will speak with the student to establish reasons for poor attendance and follow-on conversations with members of the chaplaincy and/or guidance team. The Deputy Principal will following this up with a conversation with parents/guardians, a letter outlining the student's attendance, and, if necessary arrange a meeting with parents/guardians. • When a student reaches 20 days non-attendance the College the Principal writes to the EWO and informs him/her of the situation. The EWO may request a meeting between his/her office, the College, and the family. The College will take advice on how to best support the student from the EWO. • On a phased basis, the College is opening the <i>ePortal</i> system to parents/guardians. In the initial phase it will be rolled out to Transition Year parents/guardians who will be able to log-on to their child's page and see morning and afternoon attendance.
Partnership arrangements (parents, students, other schools, youth and community groups)	
How the Statement of Strategy will be monitored	The Board of Management will review on a yearly basis.
Review process and date for review	<p>The Board to ask the Principal and Deputy Principal to report how the strategy is being implemented along with recommendations for change.</p> <p>Review Date: May 2018</p>
Date the Statement of Strategy was approved by the Board of	15 th January 2018

Management	
Date the Statement of Strategy submitted to Tusla	16 th January 2018