



**PRESENTATION COLLEGE  
PUTLAND ROAD  
BRAY  
CO. WICKLOW**

**SCHOOL ROLE NO: 61800D**

**STATEMENT OF STRATEGY**

**FOR**

**SCHOOL ATTENDANCE**

**01<sup>st</sup> Sept. 2023**

## **Presentation College, Bray -**

### **School Vision & values in relation to Attendance -**

Presentation College, Bray holds high expectations for all of our students, founded on the belief that all are capable of learning and being successful in all aspects of school life.

In order to fulfill this potential, students are expected to attend school regularly and to attend and participate in all classes. Good attendance helps students to achieve academic goals and to benefit from all the activities that the college provides.

### **Presentation College - schools high expectations around attendance.**

The school encourages a culture among staff and students, which highlights the importance of regular school attendance. Our aim is to provide a whole school climate and culture that fosters teaching and learning and thereby promotes high attendance rates from our students.

### **How Attendance is monitored.**

The school uses a range of data sources to monitor attendance.

1. On a daily basis roles should be taken in every class (to be discussed further with teachers) (using COMPASS) and submitted to the office.
2. Random checks are performed by the Principal, Deputy Principal or the Year Head on a daily/weekly basis – frequency to be increased with emphasis on senior cycle
3. Text alerts are sent to parents for students absent from 1<sup>st</sup> roll call in the morning and afternoon
4. Parents of Students returning from a period of absence must furnish notes of explanation in the first instance via the school app. If access to the app is not available, parents should furnish a note in the appropriate section of the student journal. The student should present this note to the office in advance of attending classes
5. Failure to furnish an explanation note is followed up by the Attendance Co-ordinator:
  - a. **1<sup>st</sup> – 3<sup>rd</sup> Years** - Students will be called from class with their journal and reminded to furnish an absence note
  - b. **All Years** - Failure to furnish a note despite a reminder will result in the parent receiving a text message to furnish same, preferably via the app or failing that in the journal. Parents should subsequently check the student journal to ensure he has had it stamped and recorded by the office. Students will no longer receive detention for not furnishing a note. It is the parents

responsibility to provide an explanation either through the app or the student journal.

- c. If explanation has still not been furnished – advise parents of possible referral to Tusla should absence, explained or unexplained, reach 20 days
- d. **Absent without permission during school day:** Any student who leaves the school without permission during the school day may be suspended from school on the following school day. Repeat offenders in this regard will receive further sanctions
- e. Earlier intervention from Year Heads where absence is a regular occurrence.

These strategies are designed to encourage school attendance. Absence from class inhibits student learning and causes disruption to their peers and teachers.

### **Summary of main elements of Presentation College's approach to attendance**

#### **1. Target setting and targets**

- a. Aspire to decrease the total number of days lost through student absence in the entire school year
- b. Aspire to decrease the total number of students who were absent for 20 days or more during the entire school year
- c. Aspire to maintain a record of no expulsions during the school year
- d. Aspire to decrease the total number of students who were suspended during the school year.
- e. Establish an online system of reporting and monitoring attendance
- f. Take responsibility of reporting reasons/explanations away from students to parents.
- g. Make school attendance a priority in assemblies and raise awareness

#### **2. The Whole School Approach**

- a. All stakeholders will be involved in promoting good school attendance and thereby helping us to achieve our targets. We will prioritise attendance at staff meetings, tutor meetings and Year Head meetings, parent/teacher meetings, on our website and school app during school assemblies and awards ceremonies. It will also be highlighted at Board of Management and Parent Association meetings and will be recorded on school reports.

### **Promoting good attendance through positive behaviours**

We provide a set of attendance practices and strategies that promote good attendance among all students. We hope to achieve this by setting high expectations and raising awareness about the importance of regular school attendance. We communicate this message to parents and involve them in setting high expectations.

We provide support programmes and reward systems to enhance and encourage attendance. We provide support programmes to encourage attendance such as lunch clubs, homework schools and afterschool study. We have sports, music, art, drama, leadership development programmes and a mentoring provision too

### **Responding to poor attendance**

We respond to poor attendance through a variety of interventions. We follow procedures and protocol by informing parents and TUSLA where necessary and appropriate.

We work with groups of students or individuals who may need additional support

We adopt or tailor whole school approaches to groups or individuals who have poor attendance records.

We will engage in early interventions through dialogue with parents and students.

We will use internal school processes and personnel to provide individualized support.

Through a care system and multiagency support we will encourage improved attendance.

The ultimate aim is to get the students to re-engage and to function properly in the school setting

## **School roles in relation to attendance.**

### **PRINCIPAL**

- Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance
- Leads on the review and implementation of the school's Attendance Strategy
- Puts arrangements into place for monitoring and evaluating the implementation of the school's Attendance Strategy
- Provides opportunities for staff to engage actively with the development and monitoring of the school's Attendance Strategy.
- Initiates links with other schools and relevant bodies on school attendance issues
- Notifies TUSLA's Educational Welfare Services and the relevant EWO of particular problems in relation to attendance and ensures support for the work of the EWO with students who have chronic attendance difficulties.
- Furnishes pertinent attendance documentation to officers of relevant government departments.

### **TEACHERS**

- Provide a classroom climate and classroom management that support participation and engagement, especially with students who may be at risk of poor attendance.
- Actively use the school's Attendance Strategy to promote attendance
- Set high expectations for punctuality and attendance in their classrooms
- Agree punctuality and attendance standards with students as part of classroom rules.
- Set example by their own punctuality
- Ensure attendance data are recorded accurately and reviewed in line with school procedures
- Alert relevant staff if there are concerns about student absences
- Support the attendance plan for students who have difficulty in attending school on a regular basis
- Support students on return when they have missed periods of schooling
- Within the school setting there are also various roles
  - Attendance Monitor
  - An Attendance Co-ordinator (Assistant principal Position)
  - Our Pastoral Care System which includes Year Heads, Guidance Counsellor, Learning Support coordinator, Deputy Principal or Principal, play key roles in implementing our strategy

### **PARENTS**

- Set high standards for their child in relation to attendance and punctuality
- Engage with the school if there is a problem about their child's attendance and support plans to address the problem
- Ensure that their child regularly attends and arrives at school on time.

- Avoid taking their child out of class unless there is a serious reason
- Avoid taking their child on holidays during term time.

### **PARTNERSHIP ARRANGEMENTS**

We will work closely with primary schools to support student attendance in the transition to post primary school. This will be achieved by visiting the primary schools and analysing the school passport provided.

We also work closely with the following local organisations:

- Youthreach Bray/North Wicklow
- LGBT Youth Group, Bray
- Comhairle na nÓg
- Local Counselling Services
- Crosscare
- Youthspin Information Service
- Bray Emmets GAA club
- Bray Community Gardaí
- Bray Wanderers Soccer Club
- Other second level schools in the area

### **How the Statement of Strategy will be monitored**

Through the steering committee school plan and an annual review

### **Review Process and Date for Review**

The review process will involve all stakeholders and will be reviewed in May 2018

Reviewed on 01<sup>st</sup> September 2023 by:

Martin Locke – Principal

Linda Leonard – Attendance Co-ordinator