



## Statement of Strategy for School Attendance 2019-20

Name of school	St. John the Apostle, Knocknacarra NS
Address	Western Distributor Road, Galway
Roll Number	201081
The school's vision and values in relation to attendance	This school values attendance highly and expects high rates of pupil attendance daily and annually.
The school's high expectations around attendance	We consistently promote high expectations regarding attendance, through regular reminders at parent meetings, newsletters and class visits. Overall the school currently has a very good attendance rate (95%) include date measured
How attendance will be monitored	Daily through the school's Student Management System. Each child's attendance record is available in graph form with a table of the data relating to absences etc. This record is now visible to each parent through the App from the Student Management System.
Summary of the main elements of the school's approach to attendance: <ul style="list-style-type: none"> <li>● Target setting</li> <li>● The whole-school approach to promote good attendance</li> <li>● Responding to poor attendance</li> </ul>	<p><b>Target setting :</b></p> <ul style="list-style-type: none"> <li>● To maintain/improve ( over 94%) the attendance of children in our care</li> <li>● To help parents understand the importance of school attendance and the school's responsibility with regard to attendance.</li> </ul> <p><b>Whole School Approach for promoting Good Attendance</b></p> <ul style="list-style-type: none"> <li>● All classes take a roll call before 10 am daily and record this on the Student Management System</li> <li>● All parents are reminded of their requirement to explain all absences in writing via the Aladdin Student Management System App (or by note) <ol style="list-style-type: none"> <li>a. at the school's Curriculum Meetings each September</li> <li>b. regularly through school newsletters</li> <li>c. at parent/teacher meetings</li> </ol> </li> <li>● Parents can view their child's attendance record on the Aladdin App and see graphs and patterns of attendance and absences.</li> <li>● Regular Monitoring of Attendance patterns on the school's Student Management System.</li> <li>● TUSLA Certs awarded annually for Unbroken and Outstanding Attendance .</li> </ul> <p><b>Responding to Poor Attendance</b></p> <ul style="list-style-type: none"> <li>● An automated text will issue on a day when a child is absent requesting an explanation for the absence</li> <li>● An automated text will issue through the Aladdin Connect App, once a child has missed 15 days of school. This will highlight the concern regarding days missed to date for parents.</li> </ul>

	<ul style="list-style-type: none"> <li>● Class teachers seek clarification directly from parents if absences are unexplained.</li> <li>● Parents are reminded that they should check on graphs and patterns of attendance and absences and ensure that they have explained all absence records.</li> <li>● At 20 days a further text is sent reminding parents that their child's details will be included on the TUSLA Report as per circular to all schools</li> <li>● A phone call from Class Teacher/Assistant Principal/Principal to highlight the concern again at 20 days, if this number is reached before the end of April of the year.</li> <li>● A printout of the Attendance Record &amp; graphs will issue to parents once 25 + days have been missed with a meeting request where a legitimate explanation has not been provided</li> <li>● Following this meeting, if a concern remains, the principal/assistant principal will contact the Education Welfare Officer for advice/referral</li> <li>● Letters for issue regarding 25+ days absent by the end of the year will be held over until the beginning of September, with a view to improving their effectiveness from the start of the new school year.</li> <li>● The school makes a Student Absence Report to Tusla, twice annually as per circular</li> <li>● At staff meetings, class teachers are reminded to look out for patterns of non-attendance and to report these patterns to the Assistant Principal with responsibility for Attendance.</li> </ul>
School roles in relation to attendance	<ul style="list-style-type: none"> <li>● The principal has overall responsibility for promoting and monitoring attendance</li> <li>● Assistant Principal, Aedín Geary, has responsibility for monitoring, alerting the principal to patterns of non-attendance, making phone calls, reminding staff, alerting staff to communicate verbally to parents etc.</li> <li>● Should principal/teachers / AP be alerted to any new developments or ongoing difficulties with regard to attendance, these will be dealt with on an individual basis.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	<ul style="list-style-type: none"> <li>● The principal is involved in the local TUSLA Network group who convene at Westside Resource Centre every 6 weeks.</li> <li>● Principal liaises with the local Knocknacarra Family Support Services regarding support for families experiencing difficulty with regard to school/ attendance.</li> <li>● The principal communicates with EWO where any concern exists.</li> </ul>
How the Statement of Strategy will be monitored	The Assistant Principal carries out a quarterly review of Attendance, reports to the Principal and monitors our strategy accordingly.
Review process and date for review	Our School also had an Attendance Policy which is regularly reviewed and communicated to parents via the school's website. Annual review of our Strategy Statement is each October/ November.
Date the Statement of Strategy was approved by the Board of Management	December 10th 2019
Date the Statement of Strategy submitted to Tusla	December 11th 2019