



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Statement of Strategy For School Attendance

Name of school	Scoil Bhríde, Mercy Secondary School
Address	Dublin Road, Tuam, Co. Galway
Roll Number	63160D
The school's vision and values in relation to attendance	<p><b>Scoil Bhríde School Mission Statement</b></p> <p><b>Scoil Bhríde is a voluntary Catholic School which maintains a Christian ethos of mercy, justice and equality for all. Its aim is the pursuit of excellence in a centre of holistic learning. We actively nurture a caring environment in which respect for all is the hallmark.</b></p> <p>In keeping with the spirit of Catherine McAuley, the Founder of Mercy Schools, and with our trustees CEIST we show a special interest in the disadvantaged.</p> <p><b>School Aims</b></p> <p>Our aim is the pursuit of excellence in a centre of holistic learning by developing the academic, spiritual, physical and social abilities of each girl, in a Christian atmosphere. To achieve this:</p> <ul style="list-style-type: none"><li>• We will continue to promote equality of opportunity for all, using a student centered approach.</li><li>• We will continue to enhance a climate which values individuals and nurtures learning through a disciplined environment.</li><li>• Pastoral care will continue to be an integral part of school life.</li><li>• We will avail of our personnel and resources to provide new and to develop existing courses that meet the educational needs as laid down by the Board of Management</li><li>• Parental involvement is welcomed through our Parents Association and through</li></ul>

Parent/Teacher meetings

- We will encourage responsible student participation through the Student Council and other school based clubs and groups.
- We support co-operation between the Parents and Student Councils.
- We endeavor to link the above aims with our school motto

**"Serviamus in Veritate"**

**meaning**

**'We serve in Truth'**

#### **CEIST CORE VALUES**

The **Core Values of CEIST** are:

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

To achieve this Scoil Bhríde seeks:

- To provide a broad and balanced curriculum suited to the needs of each individual and the demands of a changing world.
- To recognise and affirm individual skills and abilities through curricular and extra-curricular activities.
- To encourage positive interaction and good communication among students, staff, parents/guardians and the wider community.
- To continue to develop and provide a framework of support and care which meets the needs of individual students and staff.
- To continue to provide religious education and spiritual development enabling the students to celebrate the Christian vision of life.
- To maintain and foster our willingness for and openness to ongoing staff development.

Inspired by these values, we dedicate ourselves to the ongoing development of our school.

#### **Attendance Strategy**

#### **Vision and Values**

**Curriculum:**

	<p>Scoil Bhríde approaches attendance not only within the context of legislation but also within the context of the schools Ethos and Mission Statement. The school recognises that equality of access does not necessarily equate with equality of opportunity. Access alone (admissions, policies and procedures) is insufficient in encouraging attendance if it is not supported by curricular options that recognise the learning styles and choices of every student. It is with this in mind that the school offers:</p> <ul style="list-style-type: none"> <li>• A broad and varied curriculum at every level</li> <li>• Access to Learning Support</li> <li>• Access to Learning Level 2 programmes</li> <li>• Access to two different Course Options at Senior level i.e.: Leaving Cert Traditional, Leaving Cert Transition Year, Leaving Cert Vocational programme</li> </ul> <p><b>Pastoral Care Structures</b></p> <ul style="list-style-type: none"> <li>• Class Tutor</li> <li>• Year Head</li> <li>• Student Support Team</li> <li>• SEN Coordinator</li> <li>• Guidance Counsellor</li> <li>• Chaplain</li> </ul> <p>Non- attendance at school is considered a matter of great significance in student development at many levels. This is acknowledged within the school structures listed above. Year Heads monitor attendance. Where concerns are raised in connection with a student’s attendance the Year Head may be informed by a teacher. Parents will be contacted. The student may be included for discussion at a weekly year head and student support team meetings. The Principal and Deputy Principal are in attendance at these meetings. The Guidance Counsellor and the Chaplain also attend the Student Support Team Meetings. Year Heads will inform the DP about attendance and she will send out a reminder letter to parents at 12 days and a letter informing parents at 20 days. A referral to TUSLA will be made if appropriate. Such interventions are always designed to facilitate the student’s return to school and subsequent re-integration. Staff responsible for monitoring attendance are aware of the implications of possible child protection matters.</p>
<p>The school’s high expectations around attendance</p>	<p>The school expects high standards of attendance for all students.</p> <p>Full attendance is expected. Less than full attendance must be explained.</p> <p>Attendance is a consistent theme at Year Group and Year</p>

<p>How attendance will be monitored</p>	<p>Head meetings, assemblies and during Pastoral Care time.</p> <p>Attendance is monitored through roll call at every class which is recorded in teacher journals.</p> <p>Year Heads monitor the attendance of students for their Year Group.</p> <p>Notes in diaries are expected to explain absence.</p> <p>Where absence is unexplained at 9.00am roll a SMS text alert is sent out daily.</p> <p>Where absences are due to on-going illness Doctor's notes are requested.</p> <p>Absences are recorded on the school's administration system and on the notes in the students' journal, signed by parent/guardian.</p> <p>Where patterns of non- attendance are identified parents and students are met to be assisted and supported.</p> <p>Where patterns of non -attendance continue to cause concern, students are referred to TUSLA.</p> <p>Where students under 16 and who have not completed three years at second level approach or exceed 20 days absence, this is reported to TUSLA at designated times throughout the year.</p> <p>Regular meetings are held with the school's Educational Welfare Officer and a very good relationship has been built between the school and the EWO focused on improving attendance and access to .</p>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p>All students are expected to have 100% attendance</p> <p>Good attendance is promoted through:</p> <ul style="list-style-type: none"> <li>• Contact with home.</li> <li>• Attendance awards on a termly and yearly basis</li> <li>• Through providing whole school activities that promote a sense of belonging and community</li> <li>• Text Alerts home when students do not attend school without explanation</li> <li>• Through encouraging students to be responsible for their own attendance and participation in school</li> <li>• Through the building of positive and respectful relations with individual students and home.</li> </ul> <p><b>Whole School Approach:</b></p> <p>Attendance strategy in Scoil Bhríde is linked to the school's Child Protection Policy, whole School Guidance Policy and the School's Code of Behaviour</p> <ul style="list-style-type: none"> <li>• All teachers take roll for their class in their journal.</li> <li>• A morning roll and an afternoon roll are taken and recorded.</li> <li>• Attendance forms part of teacher induction at the beginning of each school year. The importance of vigilance in relation to student</li> </ul>

	<p>attendance is stressed particularly in the context of student well-being and attainment and also in the context of the school's legal obligations.</p> <ul style="list-style-type: none"> <li>• The Care team meeting once a week marks issues of poor attendance as an indicator of students who are a cause for concern.</li> <li>• The Year Head meeting once a week notes students' attendance.</li> <li>• Attendance is on the agenda of Staff meetings throughout the year</li> <li>• Teachers who note students who have a pattern of non-attendance that is a cause for concern communicate it to the year head</li> </ul> <p><b>Poor attendance is responded to through:</b></p> <ul style="list-style-type: none"> <li>• Communication with students and parents. SMS texts, phone calls, letters home, meetings.</li> <li>• Pastoral Intervention and supports offered from Class Tutors, Year Head, Resource Department, School Counsellor, Student Support Team, Deputy Principal and Principal.</li> <li>• Code of Behaviour where appropriate. Sanctions are applied where a student is absent without leave.</li> <li>• Referral to TUSLA when indicated.</li> </ul>
School roles in relation to attendance	<p>Monitoring Intervention Response Provision School Climate and Culture Child Protection Duty of Care</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>Code of behaviour is in the student journal -PARENTS Notes in Journal Home/school-PARENTS Absence Notes-PARENTS Enrolment Forms-PARENTS Information/Open Nights-PARENTS Meetings with Parents-PARENTS/STAFF Parent Teacher Meetings-PARENTS/STAFF Reports-PARENTS/STAFF TUSLA CAMHS NEPS TUAM YOUTH SERVICES LOCAL ATTENDANCE MEETINGS FOR TUAM SCHOOLS LIAISON WITH PRIMARY SCHOOLS SCHOOL TRANSITION PASSPORTS</p>
How the Statement of Strategy will be	<p>Monitored by Management/Year Head Team/Student Support team</p>

monitored	
Review process and date for review	Management/Assistant Principals/Care Team to review the Strategy -May 2018
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	

**Related Policies**

Mission Statement  
Admissions Policy  
Guidance Policy  
Special Needs Policy  
Pastoral Care Policy  
Anti-Bullying Policy  
Child Protection Policy  
Code of Behaviour

**Related Documents**

School Plan  
School Journal

Signed \_\_\_\_\_  
Chairperson BOM

Date \_\_\_\_\_