



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Template for the Statement of Strategy for School Attendance

Name of school	Donabate Community College
Address	Ballisk Common, Portrane Road, Donabate Co. Dublin, K36 NN88
Roll Number	761040
The school's vision and values in relation to attendance	We value students in a holistic manner, encouraging each to see their own potential and to follow their dreams. We strive to make our school a happy and safe place to engage with education in its fullest form. Underpinning this philosophy is the value we place as an entire staff on the importance of attendance and punctuality to capitalise on the opportunities to learn and in so doing moving closer to fulfilment of potential.
The school's high expectations around attendance	Donabate Community College expects students to attend for school each day, be punctual and to give of their best effort in each class in order to achieve their full potential.
How attendance will be monitored	<ul style="list-style-type: none">• All Students are registered for each of their classes by the subject teacher. In cases of substitute teachers, they will register the attendance of the class.• In the case of school tours and extracurricular activities which take place in the school day, the facilitating teacher in conjunction with the team of supervising teachers will ensure that the attendance of each student is recorded on VShare.• Parents and Guardians submit absence requests through VShare which will be approved/rejected by the administration staff.• Parents and Guardians are asked to submit requests in advance of 9am each morning.• The administration staff will send a text to Parents and Guardians of those who have not presented to school ie an unexplained absence.• Parents and Guardians have access to the attendance record of their child/children on their VShare Dashboard by way of their unique login.

	<ul style="list-style-type: none">• The Attendance Officer will regularly run attendance reports in order to monitor individual absence totals of 10 days and upwards.
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	<ul style="list-style-type: none">• The Attendance Officer will inform the relevant Year Head in cases of concern and in conjunction with the Principal report absences of 20 days to Tusla.• Year Heads have access to the attendance records of their Year Group and will run regular reports to monitor patterns of absence.• In cases where absence patterns are of concern, the issue may be escalated to the Student Support Team.• At the end of the academic year, Year Heads use the attending reporting feature to award those students who have excellent attendance.
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<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 	<p>Target setting:</p> <ul style="list-style-type: none"> ○ In this Year Two of a Three Year Strategy, we aim to embed Absence Requests/Approvals in our everyday practise. ○ To ensure complete accuracy in our roll taking. ○ To monitor at Year Group level those who experience a challenge with attendance. <p>Whole School Approach:</p> <ul style="list-style-type: none"> ○ All staff continue to promote a positive attitude towards attending school. This is achieved through fostering a happy and safe school environment where difference is celebrated, and students are appreciated for their individual strengths. ○ In times of school closure due to weather events, the use of MS Teams to ensure the continuity of learning associated with attending school. ○ The use of Teams to help those who are absent for reasons beyond their control. <p>Promoting good attendance:</p> <p>At the end of each academic year, those who have achieved excellent attendance levels will be recognised in the award ceremonies.</p> <p>Responding to poor attendance:</p> <ul style="list-style-type: none"> • When patterns of concern emerge, Year Heads work in partnership with parents/guardians to encourage a student to attend school through the implementation of simple strategies. • A Year Head may decide, depending on circumstance to escalate to the Guidance Department and/or the Student Support Team for interventions to assist the student. • Absences of 20 days reported to Tusla.
<p>School roles in relation to attendance</p>	<p>Principal:</p> <ul style="list-style-type: none"> • Ensure systems are in place to monitor and report on attendance and absences.

	<ul style="list-style-type: none"> • Sanctions the reporting of 20 days absence records to Tusla in conjunction with the attendance post holder. • Promotes the positive and holistic nature of the school environment/atmosphere in relation to attendance. • Meets with Deputy Principals and Year Heads in cases where non-attendance is a cause for concern. <p>Deputy Principals:</p> <ul style="list-style-type: none"> • Work in cooperation with the Principal/Year Heads/Student Support Team/teachers/SNAs and
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administration staff to embed the Attendance Policy/Strategy in school culture.

Year Heads:

- Monitor the attendance of their Year Group using the VSware system.
- Contact parents/guardians to encourage attendance when a concern is emerging.
- In cases of non-attendance where low level intervention is not working, the Year Head will escalate the matter to the Guidance Department and/or The Student Support Team.
- Promote a positive focus on attendance through assemblies and award ceremonies.

Attendance Officer:

- Issues the Attendance Policy and Strategy to stakeholders on review.
- Monitors attendance levels by year group on the VSware system.
- Reports levels on non-attendance to Year Heads.
- Report to the Principal those who have reached the 20 days threshold and in conjunction with the Principal makes this report to Tusla.
- At the end of the academic year, requests feedback on the strategy in practise to inform any improvements in practise which may be deemed necessary.

Administration Staff:

- Facilitate the late entry of students to the school premises.
- To update the VSware roll when a student has arrived late up to 10am.
- Facilitate the signing out of students who have permission to leave the school premises.
- To notify SMT of a concern regarding a student wishing to leave the premises.
- To notify parents/guardians by text in cases of students with unexplained absences.

<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<p>Parents:</p> <ul style="list-style-type: none"> • Support the School Attendance Strategy in compliance with the responsibilities outlined in the Education Welfare Act 2000. • Ensure the regular attendance of their son/daughter, avoiding unnecessary absences. • Monitor their son/daughter’s attendance on the parent/guardian dashboard on VSware. • To communicate with the school where a concern over attendance and/or attendance record exists. • Submit absence requests for approval on the VSware system. • Adhere to school policy in relation to withdrawal of students during the school day. • To meet with school authorities if requested regarding attendance issues and solutions. <p>Students:</p> <ul style="list-style-type: none"> • Appreciate the importance of attending school each day, striving to capitalise on their potential. • Present to school each day on time and to each class on time during the day. • Follow school procedures for signing in/out during the school day. • Inform the office staff if feeling unwell during the school day. • To engage with interventions designed to assist good attendance. • To communicate with Year Head if a difficulty exists in relation to maintaining good attendance. <p>Attendance Officer/Student Support Team:</p> <ul style="list-style-type: none"> • To follow up on student referrals through the school reporting and care procedures in conjunction with Year Heads and the SMT. <p>External Agencies:</p> <p>In cases where external agencies are involved, a spirit of partnership will exist for the good of the student with a view to aiding the achievement of their potential both educationally and personally. Any such engagement will be with the permission of parents/guardians and the services involved.</p>
<p>How the Statement of Strategy will be monitored</p>	<p>Oversight by the SMT to ensure accuracy of reporting. In addition to regular meetings with the Attendance Officer to review practise and patterns of attendance. Year Three of the Strategy will move the focus to more data driven practise and analysis.</p>

Review process and date for review	<p>April 2023: An internal review of the operation of the system.</p> <p>April 2024: A full review through surveys of the stakeholders. Publication of the feedback and the implementation of improvements deemed necessary.</p>
Date the Statement of Strategy was approved by the Board of Management	16/11/2022
Date the Statement of Strategy submitted to Tusla	17/11/2022