

Statement of Strategy for School Attendance

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| Name of school | Donabate Community College |
| Address | Ballisk Common, Portrane Road, Donabate, 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 reach their potential. 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 | <ul style="list-style-type: none"> • The college endeavours to maximise attendance and participation. Students are expected to attend every day, absent only when it is unavoidable, in cases of genuine illness, family bereavement etc. • Absence requests are submitted by parents/guardians through the Attendance section of their VSware Dashboard. |

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| | <ul style="list-style-type: none"> • Students are expected to be punctual in the mornings and for classes. • Recognition of both excellence attendance and improved attendance is recognised as part of our annual awards ceremony. |
| <p>How attendance will be monitored</p> | <ul style="list-style-type: none"> • All Students are registered for each of their classes by the subject teacher or substitute teachers. • In the case of school tours and extracurricular activities, the facilitating teacher in conjunction with the team of supervising teachers will ensure that the attendance of each student is recorded on VSware for the period of the activity. • Parents and Guardians submit absence requests through VSware which will be approved/rejected by the administration staff. • Parents and Guardians are asked to submit requests in advance of 11am each morning. • Parents and Guardians will submit through Vsware an absent request if a student must leave early for any reason. • These notes are approved in the normal way. • Students must sign out at the main office and will be allowed to leave, once the office staff check that a note has been approved. • Students will return to class if a note has not been submitted or not on the approval list. • The administration staff will send a text to Parents and Guardians of those who display as unexplained absences on the system, following the approval of requests submitted prior to 11am. • Parents and Guardians have access to the attendance record of their child/children on their VSware Dashboard by way of their login. • The Attendance Officer will regularly run attendance reports in order to monitor individual absence totals of 10 days and upwards. • 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. • In cases where absence patterns are of concern, the issue may be escalated to the Student Support Team. |

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| | <ul style="list-style-type: none"> • At the end of the academic year, the Attendance Officer use the attending reporting feature to award those students who have excellent attendance and those who have improved attendance. |
| <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"> • Our school attendance and punctuality rates are listed at the end of this document. • Our aim in reviewing each year our strategy is to improve our rates in both areas. <p>The whole-school approach</p> <ul style="list-style-type: none"> • The importance of good attendance is promoted throughout the school. • Teachers maintain accurate and live class rolls on VSware. • Teachers affirm the importance of attendance when the roll is being taken. • Teachers alert Year Heads and refer to SST (Student Support Team) if they have concerns. • Late arrivals and early departures are recorded. • School reports to parents provide a record of attendance on the print template. <p>Promoting good attendance</p> <ul style="list-style-type: none"> • Our school aims to provide a caring and happy environment where students feel safe and welcome. • Students receive attendance awards at the end of the year for attendance of 95% or higher. Students who have improved their attendance by 5% or more also are recognised by receiving an award. • Our Year Heads and Student Support Team provide support directly and indirectly to both parents and students in encouraging good attendance. • The college has procedures in place to support students with additional education needs. • Regular contact is made with parents in relation to attendance. |

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| | <ul style="list-style-type: none"> • Attendance Officer monitors attendance rates and promotes good attendance. <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. • 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 administration staff to embed the Attendance Policy/Strategy in school culture. • In cooperation with the Attendance Officer issues the 10 Day Absence Notification to parents. • Throughout the year monitors the effectiveness of the strategy in consultation with stakeholders and the Attendance Officer. <p>Year Heads:</p> <ul style="list-style-type: none"> • Monitor the attendance of their Year Group using the VShare system. |

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| | <ul style="list-style-type: none"> • 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. <p>Attendance Officer:</p> <ul style="list-style-type: none"> • Issues the Attendance Policy and Strategy to stakeholders on review. • Monitors attendance levels by year group on the VShare 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. • In cooperation with the Deputy Principal(s) collates the information for the 10 Day Absence Notifications to parents/guardians. <p>Administration Staff:</p> <ul style="list-style-type: none"> • Facilitate the late entry of students to the school premises. • To update the VShare 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. |
| Partnership arrangements (parents, students, other schools, youth and community groups) | <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 VShare. |

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| | <ul style="list-style-type: none"> • 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>Student Support Team:</p> <ul style="list-style-type: none"> • When a referral is received and discussed, the action is noted in the minutes of the meeting and a follow up note logged subsequent to that action. <p>External Agencies:</p> <ul style="list-style-type: none"> • 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>How the Statement of Strategy will be monitored</p> | <ul style="list-style-type: none"> • The strategy will be monitored on an ongoing basis throughout the school year by the Senior Management Team in consultation with stakeholders. • Attendance data will be analysed and shared with staff. The strategy will be reviewed and amended as needed. |

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| | <ul style="list-style-type: none"> 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. |
| Review process and date for review | <ul style="list-style-type: none"> Information and statistics on school attendance shared with Board of Management, Student Council and Parent Council in May 2026 An annual review of this strategy and how it is working at the final board of management meeting of the year. |
| Date the Statement of Strategy was approved by the board of management | 29/5/2025. |
| Date the Statement of Strategy submitted to Tusla | 31/5/2025. |

| Academic Year | Codes Included | % Absent | % Present |
|---------------|----------------|----------|-----------|
| 2024-2025 | A, B, E, F, H | 11% | 89% |

| Academic Year | Codes Included | % Late to school | % On time to school |
|---------------|-------------------------------------|------------------|---------------------|
| 2024-2025 | Explained Late and Unexplained Late | 5% | 95% |