

Statement of Strategy for School Attendance in St. Joseph's Secondary School Spanish Point, Co. Clare

Name of school	St Joseph's Secondary School Spanish Point
Address	Spanish Point Co Clare
Roll Number	62010C
The school's vision and values in relation to attendance	<p>At St. Joseph's Spanish Point, we believe that attendance plays a crucial role in a student's overall academic achievement, social development and wellbeing.</p> <p>Our school works hard to ensure that every student is engaged, motivated and thriving in their educational journey.</p> <p>We foster a learning environment that challenges students to reach their full potential and encourages them to explore their passions and interests.</p> <p>We endeavour to develop a supportive and welcoming environment that encourages our pupils to attend where their needs are met.</p>
The school's high expectations around attendance	<p>Good attendance is promoted in St Joseph's Spanish Point through a culture of high expectations, encouraging each student to take responsibility for his or her own learning, and through providing opportunities for students to achieve their full potential through regular presence in class.</p> <p>Without such a pattern of regular attendance, it is not possible to provide "a complete education maximising student potential to the highest possible standards" (Ref: School Mission Statement)</p>
How attendance will be monitored	<ul style="list-style-type: none"> • Clear roles and responsibilities outlined in strategy • Effective use of Tyro¹ • Class Teacher rolls • Class Tutor rolls • Class Tutor monitoring • Absence notifications sent daily • Year Head monitoring • Home School Liaison

¹ School Management System that replaced VSware

	<ul style="list-style-type: none"> • Reports to Tulsa by Principal/Deputy
<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>2022-2023</p> <ul style="list-style-type: none"> • Attendance feature on VSWare opened to parents to enable more effective monitoring of attendance. • Notifications sent daily to parents for unexplained absences. • Introduction of Tutor Time, attendance patterns and support needed can be identified. <p>2023-2024</p> <ul style="list-style-type: none"> • Review Attendance Strategy • Curriculum Review Junior Cycle • Class Tutor/Year Head Link Document • Statistical Analysis to enable a more meaningful review next year <p>Whole School Approach</p> <ul style="list-style-type: none"> • All staff plays a role in encouraging good attendance. • Regular item discussed at Year Head Meetings. • Regular feature in Year Groups Assembly. • Agenda Item on every Staff Meeting. • Noted on School Reports. <p>Promoting Good Attendance</p> <ul style="list-style-type: none"> • Praise by tutors, teachers, Year Head & Management • Attendance feature in Tyro open to parents to view • Tulsa Certificates utilised • <i>"If you're not in you can't win"</i> initiative! (95% attendance) <p>Responding to poor attendance</p> <ul style="list-style-type: none"> • Class Tutor Role. • Year Head Role. • Home School Liaison Role. • Deputy/Principal links in with student and home • Tulsa referrals and seek support from outside agencies where warranted

School roles in relation to attendance

Student:

- To be in class on time
- On return to school ensuring parents/guardians have used Tyro app to update absence
- Required to source and complete work missed due to absence. Work which has not been completed or sourced while absent must be explained in writing to the relevant teacher by the parent, otherwise normal disciplinary procedures apply.

Parent/Guardian:

- To support the school's attendance strategy in compliance with their legal responsibilities. (Education Welfare Act 2000)
- To ensure regular and punctual attendance of students and avoid unnecessary absences. Where possible, to arrange appointments outside of school time, e.g. Friday afternoons/holidays.
- Not to book family holidays during school time, refer to school calendar shared in August yearly.
- To record all absences, full, partial and late arrival correctly through the Tyro app. Do not allow sons/daughter access to recording absences
- To ensure notification is turned on in Tyro so to receive any absence updates.
- To inform the school in advance through the Tyro app of any planned absences from school.
- To provide to the school reliable contact telephone numbers and alternative 'emergency' numbers.
- To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.

Class Teacher:

- Set example by being punctual with their attendance to classes.
- To record through Tyro the attendance of every class within first 15 minutes.
- When substituting under the S&S scheme or when providing cover for personal leave, the cover teacher will complete registration for that class using Tyro.
- To input attendance for first class on a Friday before 9am. If there is a technical difficulty the class teacher will record the attendance manually on paper and submit to the secretary's office before 9am.
- To impress on students the importance of regular attendance and insist on punctuality. To record

any student late through Tyro

- Acknowledge students, welcome them back and support them upon their return to school.
- Teachers need to be fully aware of their responsibilities regarding the recording of attendance and follow up of any concerns regarding attendance with relevant Year Head.

Class Tutor:

- To promptly and accurately record attendance during Tutor Time
- To flag any regular students who are late or non-attendeers of Tutor Time to relevant Year Head through link document.

Year Head:

- To remind Year Group during assemblies and/or classes of the importance of regular attendance and punctuality, and the consequences of poor attendance. To acknowledge excellent attendance and punctuality and to raise concerns about patterns of poor attendance and punctuality.
- To do a weekly check of year group attendance records through Tyro Attendance Tab and send notifications to parents of 5/10/15 days of unexplained absences.
- To liaise with the Class Tutors through link document re attendance and to address the difficulties surrounding a particular student's attendance.
- To meet, those students for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents/guardians where unauthorized absences occur or are suspected and/or where patterns of absences are developing, setting targets to improve, offering support and encouragement.
- To liaise with and inform Home School Liaison of concerns if no improvement occurs and concerns remain outstanding
- To conduct an attendance and punctuality audit at the end of each month and forward to Deputy.

Extra-Curricular Staff:

- To mark bulk attendance through Tyro in a timely manner so attendance is accurately reflected at all times

Administration Staff:

- To send notifications daily to parents before

9.30am



- To input attendance data from Class Teachers when required.
- To work in conjunction with the Principal/Deputy to submit the four reports to the NEWB.
- To administer the recording of attendance for students leaving and returning to school if warranted
- To liaise with parents, effective use of Tyro app

Home School Liaison:

- Following up referrals from members of staff on our link document.
- Linking in with families of non-attenders taking a pastoral care approach
- Developing a structure of communication with the Year-Head team
- Communication with staff re difficulties of students non attending
- Liaise with Principal/Deputy with concerns outstanding

Principal/Deputy:

- To inform parents/guardians and students of procedures for the notification of absences and withdrawal of students from the School through Tyro
- To inform the parents of the importance of keeping Tyro's password confidential from students
- To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.
- To ensure that adequate systems are in place to record attendances and absences of students.
- To collate monthly Year Head report as a termly report.
- Refer after 20 unexplained absences, to the NEWB
- To make referrals to the Education Welfare Officer as required by the Education (Welfare) Act 2000.
- Facilitate mixed ability classes in so far as possible throughout the curriculum.
- To work in cooperation with the Year Heads, Class Teachers, Class Tutors , Administration Staff to implement the School Policy.
- To liaise with the Year Head and Home School Liaison to address the difficulties surrounding a particular student's attendance at Monthly Year

	<p>Head Meetings.</p> <ul style="list-style-type: none"> To link in with staff at staff meeting regarding attendance To inform new teachers and student teachers of their obligations with regard to recording attendance. <p>Board of Management:</p> <ul style="list-style-type: none"> To promote good attendance practice through reviewing the Attendance Strategy annually
Partnership arrangements (parents, students, other schools, youth and community groups)	The school will liaise with relevant bodies and engage with services where there is a concern regarding attendance.
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> Termly reports on attendance and breakdown of absence. Annual attendance figures. Feedback from inspectors, parents and staff.
Review process and date for review	This strategy will have an annual review and we will take these finding into account when setting a new attendance target.
Date the Statement of Strategy was approved by the Board of Management	07/02/2024
Signature Con O'Donoghue <i>Chairperson Board of Management</i>	
Signature Paul Reidy <i>Principal</i>	
Date the Statement of Strategy submitted to Tusla	19/02/2024

Appendix
[Link Document](#)

Class	Late	Unexplained Absence	Escalate to Home School Liaison
1A	•	•	•
1B	•	•	•
2A	•	•	•
2B	•	•	•
2C	•	•	•
3A	•	•	•
3B	•	•	•
3C	•	•	•
TYA	•	•	•
TYB	•	•	•
TYC	•	•	•
5A	•	•	•
5B	•	•	•
6A	•	•	•
6B	•	•	•
LCA	•	•	•

