



**ST. LOUIS**  
COMMUNITY SCHOOL

## **STATEMENT OF STRATEGY FOR SCHOOL ATTENDANCE**

**Name of School:** St Louis Community School

**Address:** Kiltimagh, Co. Mayo

**Roll Number:** 91494R

### **School's Vision and Values in relation to Attendance**

St Louis Community School is a focal point in the community for learning and teaching of young people. Through its policies and activities, it aims to provide a tolerant and caring environment in which young people and adults can enjoy, exercise and fully develop their knowledge, talents and interests in the context of their responsibilities to themselves, to others, to the school and to society.

The school encourages students to fully attend and participate actively in school life, recognising that poor school attendance can negatively affect exam results, school completion and long-term life chances. It is our aim to respond early and proactively when attendance problems arise.

### **School's Expectations around Attendance**

St Louis Community School requires that all students attend school regularly and that absences will occur only when absolutely necessary.

### **Monitoring of Attendance**

Student attendance will be recorded on the school's electronic registration system, for each class period. Each class group is allocated a class teacher who collects absence notes from students and passes these to the Attendance Co-ordinator for filing. Records of attendance will be monitored by the individual Subject Teacher, Class Teacher, by the Year Head and the Attendance Co-ordinator. The Year Head and/or the Attendance Co-ordinator will have responsibility for intervening where patterns of absenteeism emerge and are not adequately explained.

### **The School's Approach to Attendance**

The school's approach to promoting student attendance is based on encouragement and acknowledgement. Student attendance is referred to in the Admissions Policy and the Code of Positive Behaviour.

Attendance trends/concerns are periodically discussed at the fortnightly Pastoral Care meeting comprising the Principal, Deputy Principal, Chaplain, Guidance Counsellor, Year Heads, Programme Heads, Attendance Co-ordinator, S.E.N. Co-ordinator and Class Teachers. Students achieving excellent attendance are rewarded with attendance certificates. Certificates in respect of improved attendance may also be rewarded at the end-of-year ceremony.

Where poor attendance and/or continuous absenteeism is identified, the Year Head and/or the Attendance Co-ordinator will intervene by contacting the parents/guardians concerned. These interventions are made to redress the situation. In the event interventions made by the school are

unsuccessful and the student fulfils criteria below, the school will refer the matter to Tusla for the attention of the Educational Welfare Officer. Students (under 16 years of age) who have accrued 20 days or more of absence in any one year will be reported to the Educational Welfare Officer.

#### School Roles in relation to Attendance

Student attendance will be monitored by Subject Teacher, Class Teacher, Year Head and Attendance Co-ordinator. Referrals can be made to Year Heads and/or to the Attendance Co-ordinator who will have responsibility for intervening where a pattern of absenteeism presents. Such interventions include; speaking with the student, inviting parents to a meeting with the Year Head and Principal to discuss the matter, phoning/texting parents/guardians, writing to the parents/guardians and using weekly attendance report cards. Where the pattern of absenteeism continues, the school will make a referral to Tusla using the standard reporting form.

#### Monitoring

The strategy will be monitored throughout the year by the Attendance Co-ordinator. Attendance data will be analysed to gauge the success or otherwise of the Interventions and systems put in place.

#### Review

The Statement of Strategy will be reviewed by the Board of Management in conjunction with related policies at intervals set by the Board, this will be reviewed at least every two years.

Date of Approval by Board of Management:

25/09/2018

Date Submitted to Tusla:

28/9/2018

Reviewed by the BOM on 30<sup>th</sup> September 2021

Signed

Patrick J. Kilbane

Date

1<sup>st</sup> Oct 2021

Mr. Patrick J. Kilbane.

Chairperson, Board of Management

Signed

Regina Anderson

Date

1<sup>st</sup> October 2021

Ms. Regina Anderson

Principal/Secretary to the Board of Management