

## Statement of Strategy for School Attendance

Name of school	Midleton College
Address	Connolly Street, Midleton, Co Cork
Roll Number	62370J
The school's vision and values in relation to attendance	<p>The Midleton College ethos statement states '<i>All pupils are encouraged to participate actively and fully in the wholeness of school life.</i>'</p> <p><i>'Effective learning opportunities are provided for all pupils.'</i></p> <p>These can only be availed of when a student attends the school regularly.</p> <p>Students are encouraged to take responsibility for their education and this extends to good attendance.</p> <p>High levels of attendance promotes good teaching and learning.</p> <p>Poor attendance has a detrimental impact on a student's learning.</p> <p>All students are to be supported in achieving the highest level of educational attainment possible.</p> <p>The school values the '<i>holistic development</i>' of the students and notes how poor attendance may be a sign of stresses in a student and also may also have an adverse effect on wider aspects of their life.</p> <p>The school values its relationship with parents and understands that these are crucial when dealing with issues around attendance.</p> <p>The school adheres to the statutory requirements of Section 22 (1) of the Education (Welfare) Act 2000 and the Education Act 1998.</p>
The school's high expectations around attendance	The school has high expectations around student attendance.

	<p>Students understand the incremental nature of learning and the implications for them of irregular attendance.</p> <p>Educational reports to parents include a breakdown of days absent and days late.</p> <p>The school cherishes a positive learning environment where each student is happy in school – this environment promotes good attendance.</p> <p>There are respectful student-teacher relationships so each student feels they are a welcome part of the College.</p> <p>The school promotes a wide variety of extra-curricular activities; these can be important in encouraging sense of belonging which promotes good attendance.</p>
<p>How attendance will be monitored</p>	<p>Attendance is taken in every class using the VShare SMS.</p> <p>A parent of a student who is absent is required to notify the school office the reason for any absence.</p> <p>Any student who arrives late, must sign-in in reception and present a late card to the teacher in the class they first attend.</p> <p>Students who have to leave during the school day will need prior authorisation from their parent to the school office. The parent must sign the student out from the office. Similarly, students must present to reception when signing back in.</p> <p>If a student is unexplainably absent, contact will be made with the parents of the student concerned.</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>Target setting and targets: It would be hoped that –</p> <ul style="list-style-type: none"> <li>90% attendance for all students in the school day</li> <li>95% of students attending are present at the start of the school day</li> <li>No student drop-outs prior to completing their education</li> </ul> <p>These will be reviewed annually by the Principal or teacher with responsibility for Attendance.</p> <p>Whole-school approach All in the school community play a role in promoting the importance of good attendance, monitoring student attendance and encouraging those who are not attending regularly.</p>

	<p>The whole-school climate is one of welcome, tolerance and respectful relations. Early communication with parents is encouraged.</p> <p>Promoting good attendance: The number of absences and late arrivals are recorded on a student's report. The Form teacher may allude to these positively in their comment on the report.</p> <p>Responding to poor attendance: Early dialogue with student and parent is key. This can be undertaken by Form teacher, Guidance Counsellor or Management – all should be kept informed.</p> <p>Reason for absence should be established and remedial measures put in place. This may involve a meeting with parents and student, discussion at PCT or with SEN or a consultation with TUSLA, NEPS or other supporting bodies.</p>
School roles in relation to attendance	<p>Student: punctually attend all scheduled classes; if arriving late, sign-in in reception; follow sign-out/sign-in procedures during the school day and after school; not to leave school grounds without permission; catch-up on work missed due to absence.</p> <p>Parents: to support school Attendance Strategy; facilitate punctual and regular attendance at school; communicate the reasons for any student absences; provide the school contact details in case of an emergency; to arrange, if possible, elective appointments outside of tuition time.</p> <p>Class teacher; to accurately record attendance in each class; impress on students the importance of regular attendance and insist on punctuality.</p> <p>Form teacher; to monitor those not attending regularly; liaise with management, PCT; reinforce the importance of regular attendance at Form assembly.</p> <p>Administrative staff; coordinate inputs into attendance system, process sign-ins &amp; sign-outs during the school day.</p> <p>Management: Person appointed by Principal will lead the monitoring, and response to student absences; return attendances to TUSLA; develop systems to accurately monitor attendance; liaise with parents; discuss with management matters relating to attendance.</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>The Admin team, the Form teacher, Guidance Counsellor or management may liaise with parents relating to absence.</p>

	The PCT & Guidance Counsellor will monitor any student with poor attendance and will advise on appropriate action.
How the Statement of Strategy will be monitored	This will be reviewed every 2 years, or adapted as systems change.  <b><i>It will also be reviewed following the appointment of a staff member to a POR with responsibilities for Attendance.</i></b>
Review process and date for review	Reviewed by in-school management, staff, student council and BOM.
Date the Statement of Strategy was approved by the Board of Management	January 2018
Date the Statement of Strategy submitted to Tusla	January 2018