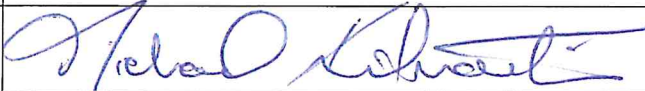




**BOM & LMETB Ratification/Resolution Process for
This Policy**

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	2 nd October 2019
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	 (Chairperson, BOM)
<i>Scheduled Date for Review of the Policy:</i>	October 2021

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	(Chairperson)

Coláiste Clavin Statement of Strategy for School Attendance

Name of School	Coláiste Clavin
Address	Longwood, Enfield, Co.Meath
Roll Number	71970L
The school's vision and values in relation to attendance	The vision for the school is that all pupils achieve full attendance to allow them to reach their full potential (in keeping with our mission statement).
The school's high expectations around attendance	As a designated Deis school there are certain factors that can impact on full attendance. The national average for Deis school attendance is in the 80% bracket and we are achieving higher than that at the moment and envisage that this % will continue to increase into the future.
How attendance will be monitored	<ol style="list-style-type: none"> 1. E-portal roll call at 8.40 am. 2. E-portal roll call again at 1.40pm. Registration is taken by every teacher for every class. 3. For pupil absences it is a requirement for Parents to ring the school and send in a written explanation. 4. The school gives Parents clear guidance on the procedures to follow if a pupil is absent for whatever reason (illness, holidays etc). Parents can also access e-portal to monitor attendance.

	<ol style="list-style-type: none"> 5. Contact is made with Parents of targeted students in relation to absences. 6. It is the school policy that all teachers record attendance for each of their classes. Year heads, tutors and teachers emphasise and encourage full attendance. 7. Contact is made with the Education Welfare Officer when the school has made every effort to improve attendance but has not made an impact. The school continues to work with EWO to implement strategies to improve attendance. 8. All records are submitted to Tusla as necessary.
<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 and targets (Deis Plan)</p> <p>The whole school approach – All members of the school community are actively involved in encouraging full attendance and punctuality.</p> <p>Promoting good attendance</p> <ul style="list-style-type: none"> - Individual attendance plans - Attendance awards - Rewards for significant improvement in attendance - Monitor targeted students - Transition programme and summer programme.

	<ul style="list-style-type: none"> - Direct contact with parents - Meetings with EWO - Inclusive meals provision for all students. - 6-8 week programmes that cater for particular interests e.g. games club at lunch time - Extra curricular activities - sport - Mentoring programmes - Business and enterprise skills - Skills programmes e.g. driving test programme, safe pass course, manual handling, first aid. - Special interest groups - Warrior programme - Attendance certificates and prizes for targeted students and contact made with parents of these students. - JCSP strategies.
<p>School roles in relation to attendance</p>	<ul style="list-style-type: none"> - Year heads will monitor their group's attendance. - Phone calls will be made to parents by the Year Heads for unexplained absences. - Staff to record attendance on a daily basis on e-portal.

	<ul style="list-style-type: none"> - Staff highlight attendance on e-portal in the morning at roll call and lunch time. - Submit returns to Tusla - Monitoring of absent notes will be carried out by the tutor. - SCP Co-ordinator makes referrals and plans for students with 20 or more days absences. - The Home School Liaison Officer links in with parents of students with poor attendance. - Students will be referred to guidance and counselling as required.
<p>Partnership arrangements (parents, students, other schools, youth and community groups)</p>	<ul style="list-style-type: none"> - Parents Association - SMART (Garda Youth Diversion Programme) - Mentors - Students Council - Primary Schools in catchment area. - TUSLA - CAMHS - JIGSAW - BITC - Level Up Programme - Other sports clubs e.g. GAA - Local Enterprise Office - Youthreach

How the Statement of Strategy will be monitored	The Statement of Strategy will be reviewed and monitored at year head meetings.
Review process and date for review	
Date the Statement or Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	

