

Clogher Road Community College Attendance Policy



Our Mission statement & Ethos	1
The Education Welfare Act 2000	2
Aims of our attendance policy	3
- Attendance expectations & School week		
Rewards for excellent attendance at CRCC	4
- Attendance Strategies		
Absence Procedures	5
- Communication with parents		
- Staged approach of support for poor attendance		
Role of the Form Tutor	6
Attendance Responsibilities	7
- Responsibility of the Student		
- Responsibility of the Parent/Guardian		
Punctuality system	8
Lunchtime Information	9
Appendix A	- STAGE 1 LETTER	
Appendix B	- STAGE 2 LETTER	
Appendix C	- STAGE 3 LETTER	
Appendix D	- STAGE 4 LETTER	

Clogher Road Community College

Our School Mission Statement

At Clogher Road Community College every child will learn in an inclusive, democratic, co-educational setting that is committed to supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society. We strive to develop a safe, inclusive, and supportive environment which will enable each member of our school community to realise their potential and reach academic excellence.

School Ethos

"Education is not the filling of a pail, but the lighting of a fire."

W B Yeates

Staff have high expectations for students in Clogher Road Community College. They endeavour to assist students in achieving their fullest potential. Pupils meet these expectations by working hard in class, doing homework to a high standard, studying hard and engaging in all aspects of College life.



The Education Welfare Act 2000

- The Education Welfare Act 2000 The National Education & Welfare Board (NEWB) is a statutory body charged with the monitoring of school attendance in the Education & Welfare Act. The main provisions of the Education Welfare Act are as follows:
- Schools are required to establish and maintain a register, showing attendance or nonattendance for each student.
- Every child must attend school regularly up to sixteen years of age or complete at least three years of education in post primary, whichever comes later.
- The Act establishes a National Educational Welfare Board (NEWB). The NEWB has appointed Education Welfare Officers to work with schools to encourage school attendance.
- The Act states that the school is obliged to report to the NEWB every time:
 - It decides to expel a student
 - A student has been absent for 20 days or more cumulatively
 - A student's attendance causes concern for the school
 - A student's name is removed from the school register
 - A student has been suspended for six days cumulatively
- Schools must prepare a student absence report. This information must be submitted five times in summary format for all students.
- Absences must be categorised under the below headings:
 - Illness
 - Family Business
 - Expelled
 - Suspended
 - Other
 - Unexplained
 - Transfer to another school
 - CRA may also be used during 2020-2021 academic year (COVID RELATED ABSENCE).

Aims of our attendance policy

Clogher Road Community College has the highest expectations from our pupils in all areas of school life, including their attendance and punctuality to school each day. We believe excellent academic outcomes can only happen if attendance standards are equally excellent. Our aim is to create a school environment where pupils thrive and feel proud to be part of something special.

Attendance expectations

- Parents are expected to send their child to school every school day and report all absences in writing to the Principal.
- Students are expected to attend school except in exceptional circumstances of illness or family bereavement.
- Arriving late to school or partial days absent and full days absent must be explained in writing; if a pupil is late to school with no genuine reasons, they will receive a sanction.
- The school cannot give "permission" for holiday absences during term time. Only absences organised by the school or in which the school is involved can be authorised by the principal (Section 21(9) of Education (Welfare) Act 2000).

The School Week

The school week runs from Monday to Friday and has 28 one hour timetabled periods. Wednesday has six forty minute periods. Breakfast club runs from 8.30 a.m. and lunch is forty minutes. A wide range of activities are offered before school at lunch time and after school that will enhance students personally and in their future careers. Study is offered on Tuesday and Thursday after school. School finishes at 1.05pm on Wednesdays, allowing students to participate in a range of sporting and cultural activities that are run by the CDETBC SCC (Sports and Cultural Council).

8:30	Breakfast
8:50	Tutorial/year group assembly
9:00	Lesson 1
9:50	Lesson 2
10:50	Lesson 3
11:50	Lunch club (Class 6x40 minute periods on Wednesday until 1.05pm with a 15 minute break)
12:30	Lesson 4
13:30	Lesson 5
14:30	Lesson 6
15:30	After-school study (Tuesday/Thursday)

Wednesday Timetable

8:00	Breakfast
8:50	Lesson 1
9:30	Lesson 2
10:10	Lesson 3
10:50	Break time
11:05	Lesson 4
11:45	Lesson 5
12:25	Lesson 6
13:05	End of school day

Attendance Strategies

The following is a list of strategies provided by our staff team in Clogher Road Community College in order to encourage attendance;

- Punctuality is vitally important; it shows consideration for others, it ensures we meet our commitments to pupils and contributes to the smooth management, organisation and efficiency of a school. Punctuality for all members of the school community is an aim of Clogher Road Community College.
- Providing a caring, respectful atmosphere within the school, where all members of the school community feel safe, secure, valued and happy.
- Providing a school and classroom environment which supports, encourages and celebrates student learning and achievements.
- Well-structured pastoral care system, including a form tutor, year head, Student Support Team, Attendance Team, Learning support Team are all in place to help promote excellent attendance.
- Provision of a broad range of extracurricular activities to encourage student engagement
- Comprehensive roll-call system ☑ Rewarding and certification of good attendance

Rewards for excellent attendance at Clogher Road Community College

Clogher Road Community College rewards students who have excellent attendance records as part of their School Attendance Strategy. We believe rewarding excellent attendance is a useful way of promoting attendance.

- If a class have 100% in any given week, they will receive a treat on the Friday of that week and a message sent home from their Form Tutor.
- The best attending students in each Term will have a movie & treats reward afternoon toward the end of the term
- The star of the week for each teacher, will be influenced by excellent attendance.
- Letters home to parents will be sent each term to celebrate excellent attending students.
- Attendance Certificates will be presented to excellent attending students during assemblies each term.
- Students who attend regularly in any given week will receive postcards home to celebrate their achievement
- Students who have full attendance in any given month will be entered into a draw for a prize.
- Teachers and Form Tutors may often set individual goals for students to encourage a change in their attendance pattern.
- An end of Year school trip will be organised each year for pupils who have excellent attendance

Clogher Road Community College look for every opportunity to recognise students who are making a consistent effort to improve their attendance record and staff will reward students whenever possible, verbally, or with a note in their journal, or a postcard sent home.



Absence Procedures.

Form tutors and class teachers have a duty of care in the completion of attendance details on a daily basis. The system used

- Form tutors will record attendance each morning during form tutorial at 8:50am on VS-Ware.
- Each teacher will record the class attendance within the first ten minutes of class.
- Absences are followed up and notes are checked by the form tutor.
- Accurate attendance records are maintained by tutors and subject teachers on VS-ware.
- The attendance officer will ensure all students who may be absent on school activities- work experience, football matches and other extracurricular activities should be recorded on VS Ware

Communication with Parents

Parents/ guardians will be invited to attend a meeting to discuss concerns and formulate a plan to ensure an improvement in the student's attendance and engagement in school.

The School Completion Cordinator, the Home School Community Liaison, the Deputy Principal and the attendance officer make up the attendance team, which meets weekly. This team is responsible for the overall monitoring of attendance and for identifying students who are persistently late or absent from school. If a student is absent and the team is concerned this is a developing pattern, the parent/guardian will receive a letter. A report on attendance is compiled for the Board three times a year. A report of students who are absent for twenty days or more in a school year is forwarded to TUSLA four times a year. Our attendance strategy is available from the Principal on request. Below is an outline of our attendance procedures.

STAGE	ACTION	MEMBER OF STAFF INVOLVED
Stage 1	Letter sent to parent by the Attendance Officer informing them attendance is a cause for concern. Phone call home also	Attendance Officer
Stage 2	Contact made by Attendance Officer/HSCPO – Phone call/meeting as appropriate	Attendance officer/HSCPO
Stage 3	Parental & student meeting with Year Head	Year Head
Stage 4	Parental & student meeting with Deputy Principal	Deputy Principal & Year Head
Stage 5	Attendance Panel Panel meeting with Principal, Deputy Principal, Year Head, Education Welfare Officer and any outside agencies deemed to be relevant	Principal, Deputy Principal & Year Head. EWO, School Nurse, Police Community School Officer
Stage 6	Fast Track Action with the Local Authority/Court action	Principal & Deputy Principal

Role of Form Tutor & the Year Head

The principal line of communication for attendance and absence is between the Form Tutor and students and where necessary the parent(s) / guardian. Form tutors are in a position to monitor, detect patterns, seek written explanations, phone parents or seek additional support from the attendance team, SCP coordinator or the HSCL as required. The relationship of the Form Tutor with the class sets a standard for students and this relationship can contribute greatly to good attendance and participation. Encouragement for full attendance and early intervention for absences can improve student attendance.

Form tutors will identify at an early stage students who are at risk of developing school attendance problems and pass this information onto any member of the attendance team. Follow-up interventions include the monitoring of the students' journals, checking on notes explaining absences from student journal, early finishes, collection of sick notes and medical certificates, etc. These are all sent to the attendance officer when received by the Form Tutor. Form tutors will seek to establish close working relationships and contact between the school and the families of students.

Students with frequent absences or a long-term absence for which no explanation has been given should be discussed at the weekly attendance team meeting and the appropriate action should be taken. This may be a parental meeting, a stage 1, 2, 3 or 4 letter, or a EWO referral.

Concerns around a student's attendance can also be made through the Student Support Team, where appropriate. In addition form tutors will encourage students to participate in a range of activities designed to support full participation in the life of the school.

Students are expected to attend school on time every day. Tutors, Year heads and the attendance officer are responsible for monitoring attendance on a daily basis. If a student does not present to school on time or is absent the attendance officer will contact parents via text message or phone call. Class teachers will take accurate register at the beginning of each lesson and this information will be available to the attendance team.

Students need to attend school every day unless the absence is unavoidable. Attendance at school promotes a positive environment for learning and personal development. Full attendance enhances each student's ability to achieve their full potential and to benefit from all college activities and support initiatives.

If a student must be absent for a day, parents are obliged to write a note, in the school journal, explaining the reason for absence (Education Welfare Act 2000, Section 18). The principal is obliged to report, in writing, any student who misses 20 days or more within one school year to the Education Welfare Officer.

Students are not permitted to leave the college grounds during school hours without permission, except during lunch time. Any student who wishes to leave the school early must provide a written note and must sign out at the school office in the presence of their Tutor/Year Head or parent/guardian.

Attendance & Student Responsibility

- Students are required to come to school punctually each day for all classes.
- Students are required to bring their Student journal at all times and maintain their Student journal in an acceptable, neat and tidy condition.
- Students are required to hand up the journal on request to any member of staff.
- Students are required to provide a written explanation in their Student journal from a parent / guardian for any absence.
- Students are required to ensure that their parent/guardian have signed the journal each week.
- Students are required to remain on the school campus during school hours, with the exception of lunchtime.
- In the event of a student becoming ill while at school, parent/guardian permission must be received from the Principal, Deputy Principal or Year Head before the student leaves the building. This will be logged on VSware.
- Students who wish to leave school early for an appointment (e.g. doctor, dentist) must present a note signed by parent/guardian. Form tutor, Year Head or deputy principal must countersign this note. Their absence is then recorded on the VS ware system.
- All students are required to attend and participate in scheduled PE classes. Students unable to participate in PE due to a medical condition should present a note from parent or medical certificate from doctor as appropriate.

Attendance & Parent/Guardians Responsibility

The primary responsibility for a students' attendance lies with the parents (The Education Welfare Act 2000). Parents are required;

- To send their child/children to school every day.
- To encourage a full and punctual attendance of their child / children at school.
- To check the student's journal for attendance and absence details.
- To inform the school of any absence – by writing an explanatory note in the student diary and when necessary or urgent, by phoning the school.
- To sign the student journal in the designated places and sign for each note, absence etc.
- To avoid organising family holidays during term time.
- To write a note of non-participation from PE class.
- To attend meetings with the relevant staff member regarding their child's absence from school
- To attend annual parent/teacher meetings to learn of their child's progress.
- To ensure any part-time work does not impact on their child's progress and engagement in school

Punctuality intervention system

Alongside a rigorous attendance intervention system, we also operate a rigorous punctuality system. This system is overseen by our senior staff and a daily detention is operated out of Room 10 at lunch time as consequence of lateness to school on that day.

Students need to arrive to school and classes on time every day. In addition to being essential for the efficient running of the school, learning to be punctual is an essential life skill and is expected in the workplace. Late-coming is inconvenient for all members of the school community. If a student is unavoidably late he/she must furnish a note from our parent/guardian and sign in at the school office. This pupil will receive a same day detention for poor punctuality to school.

Stage	Late	Initial response	Person responsible
Stage 1	If pupil arrives late to school	<ul style="list-style-type: none"> Foyer monitored by SL each morning. Pupils who arrive late without parental consent/reasonable explanation will receive a note in their journal and a 15 minute lunch time detention to be completed that day (Failure to attend lunch time detention will result in an additional after school detention.) Appropriate late mark in the register. 	Form Tutor Deputy Principal
Stage 2	After 5 th late during a half term	<ul style="list-style-type: none"> A 30 minute lunch time detention. Letter/Text message sent to parent by the Attendance Officer informing them punctuality is a cause for concern 	Year Head to monitor DP
Stage 3	6 unauthorised late days in a half-term	In addition to the aforementioned sanctions; <ul style="list-style-type: none"> Year Head meets with parent and pupil to discuss the issues around lateness to school. A support plan is discussed at the meeting and then put into place 	Year Head
Stage 4	10 unauthorised late days in a school year	In addition to the aforementioned sanctions; <ul style="list-style-type: none"> Deputy Principal to meet with parent and pupil Support plan will be reviewed and updated Parents challenged to help support school effort to encourage punctuality 	Deputy Principal
Stage 5	Continued concern	In addition to the aforementioned sanctions; <ul style="list-style-type: none"> Senior Leadership Team to consider Panel Meeting, Principal, Deputy Principal, Year Head and Registration Tutor to be present. Possibility of suspension/further sanctions Referral to SST and Attendance team 	Principal

Lunchtime Information

Staying in school/going home for lunch

All first and second year students must remain on the school campus at lunchtime with the exception of those students who have provided a note to their form tutor and have permission to go to their family home for lunch. Lunch is provided for all students, free of charge.

Any student who stays in school for lunch, is expected to use the canteen to eat. Any student going home for lunch is requested to do so promptly and to refrain from loitering around the church or shops on the main road.

Appendix A – STAGE 1 LETTER



ADDRESS

RE: _____

RE: Stage 1 intervention

Dear _____,

At Clogher Road Community College we are constantly striving to achieve excellent attendance and punctuality. We have noticed that your child's attendance and punctuality has continued to decline since the beginning of term.

A decline in attendance and punctuality is a cause for concern and can impact on the achievement and attainment of your child.

We will continue to monitor your child's attendance and punctuality. If it remains a concern, you may be invited to a supportive meeting with the School Attendance Officer.

It is important that parents keep the school updated on any health issues/any other matter, which may impact on their attendance or punctuality. By doing so, it will allow us to support any young person to access all areas of school life.

We also encourage all parents/carers to make medical appointments whenever possible, outside of school hours.

Please do not hesitate to contact school with any issues regarding the welfare/attendance/punctuality of your child. In the first instance, the point of contact is the Form Tutor.

Thank you for your support.

Yours sincerely,

Pupil Services / Attendance Officer
|



Clogher Road Community College,
Clogher Road,
Dublin 12
info@stkevins.cdetb.ie

Principal [Lesley Byrne](#)
Deputy Principal [Rosanna Hart](#)

www.clogherroadcc.ie



RE:

RE: Stage 2 attendance intervention

Dear _____

At Clogher Road Community College we are constantly striving to achieve excellent attendance and punctuality. Earlier this year, we contact you to discuss our concerns about your son/daughter's attendance and punctuality. Since then we have noticed that your child's percentage attendance and punctuality not improved. Further absences from school have happened.

Your son has currently missed X days and has been late X days.

A decline in attendance is a cause for concern and can impact on the achievement and attainment of your son.

We would now like to meet you to discuss your child's attendance. This is a supportive meeting with the Deputy Principal and the attendance officer. This meeting will take place on _____ . If this time is not suitable, please contact the school immediately to arrange an alternative time/date.

It is important that parents keep the school updated on any health issues/any other matter which may impact on their attendance. By doing so, it will allow us to support any young person to access all areas of school life.

We also encourage all parents/carers to make medical appointments whenever possible, outside of school hours.

Please do not hesitate to contact school with any issues regarding the welfare/attendance of your child. In the first instance, the point of contact is the Form Tutor.

Thank you for your support.

Yours sincerely,

Attendance Officer.



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Principal [Lesley Byrne](#)
Deputy Principal [Rosanna Hart](#)
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RE: _____

RE: Stage 3 attendance intervention

Dear _____,

At Clogher Road Community College we are constantly striving to achieve excellent attendance and punctuality. Earlier this academic year, we contacted you to discuss our concerns about your son/daughters attendance. Since then we have noticed that your child's percentage attendance not improved. Further absences from school have happened.

- **Your son/daughters has currently missed X days of school**
- **Your son/daughters has been late to school on X days**

A decline in attendance is a cause for concern and can impact on the achievement and attainment of your child.

We would now like to meet you to discuss your child's attendance. This is a supportive meeting with the Deputy Principal. This meeting will take place on _____

It is important that parents keep the school updated on any health issues/any other matter which may impact on their attendance. By doing so, it will allow us to support any young person to access all areas of school life.

We also encourage all parents/carers to make medical appointments whenever possible, outside of school hours.

Please do not hesitate to contact school with any issues regarding the welfare/attendance of your child. In the first instance, the point of contact is the Form Tutor.

Thank you for your support.

Yours sincerely,

Deputy Principal



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Deputy Principal [Rosanna Harte](#)

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RE: _____

RE: Stage 4 attendance intervention

Dear _____,

At Clogher Road Community College we are constantly striving to achieve excellent attendance and punctuality. Earlier this academic year, we contacted you to discuss our concerns about your son/daughters attendance. Since then we have noticed that your child's percentage attendance not improved. Further absences from school have happened.

- **Your son/daughters has currently missed X days of school**
- **Your son/daughters has been late to school on X days**

A decline in attendance is a cause for concern and can impact on the achievement and attainment of your child. We are now very concerned about your child's attendance and will be making a referral to the Education Welfare Officer.

We would now like to meet you to discuss your child's attendance. This is a supportive meeting with the Deputy Principal & Principal. This meeting will take place _____

It is important that parents keep the school updated on any health issues/any other matter which may impact on their attendance. By doing so, it will allow us to support any young person to access all areas of school life.

We also encourage all parents/carers to make medical appointments whenever possible, outside of school hours.

Please do not hesitate to contact school with any issues regarding the welfare/attendance of your child. In the first instance, the point of contact is the Form Tutor.

Thank you for your support.

Yours sincerely,

Principal



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