



**St. Brigid's B.N.S.**  
 Howth Road, Killester, Dublin 5  
 Phone 01 8336149



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## Statement of Strategy for School Attendance

Name of school	St. Brigid's BNS
Address	Howth Road, Killester, Dublin 5.
Roll Number	19308J
The school's vision and values in relation to attendance	St. Brigid's B.N.S. endeavours to enable every pupil to actively participate in all school activities. We also strive to create a caring environment that promotes good attendance and ensures the best possible outcomes for children and their families.
The school's high expectations around attendance	Regular attendance helps to create a stable learning environment for all pupils, and the school actively strives to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.
How attendance will be monitored	<ul style="list-style-type: none"> <li>• The <u>school attendance of individual pupils</u> is recorded through Aladdin's e-Roll Book for each class on a daily basis.</li> <li>• <u>Class attendance data</u> is recorded daily on Aladdin and may be viewed in the Leabhar Tinrimh (Attendance Book) on Aladdin.</li> <li>• <u>A record of class attendance</u> is printed each month from Aladdin's Leabhar Tinrimh (Attendance Book) and filed by the School Attendance Co-ordinator</li> <li>• A record of <u>Log of Changes</u> to e-Roll Book is also printed each month and held by the School Attendance Co-ordinator.</li> <li>• <u>The annual attendance of each individual pupil</u> is recorded on Aladdin and may be viewed in the Class and Student Attendance Report on Aladdin.</li> <li>• <u>Keeping records of absence:</u> The Rolla is taken each morning before 10.10 am. Any pupil arriving later than this time will be marked 'present but late' for that day. Parents will be informed of their responsibilities in relation to school attendance, and will be requested to provide explanations, through Aladdin, for all absences from school, regardless of the length or nature of the absence. A note of</li> </ul>



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	<p>explanation may also be provided to the class teacher.</p> <ul style="list-style-type: none"> <li>• <u>Late arrivals and early departures</u> of pupils are recorded as pupils' parents have to 'sign in' their late arrival or 'sign out' their early departure in the book at reception</li> <li>• <u>Parents/ Guardians are made aware of the requirements of the National Education Welfare Board</u>, particularly the legislation relating to absences of more than 20 days during the school year. Parents are informed in writing when their child has reached 18 days absence. Parents are also informed in writing on the end of year report of the level of absence during the school year.</li> </ul>
<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><u>Target setting and targets:</u>          Our school's annual attendance is generally at a very high level. In the 2021/22 academic year we achieved a 90% average attendance. In the 2022/23 academic year we achieved a 93.5% average attendance.          It is our aim to continue to maintain a high standard of attendance and to support pupils and parents where repeated absences occur.</p> <p><u>The whole-school approach:</u> All members of the school community (Board of Management, teachers, parents and pupils) will continue to work together to promote good attendance and will have a sense of responsibility to help build a shared commitment to the values and ethos of our school.</p> <p><u>Promoting good attendance:</u> It is the policy of St. Brigid's B.N.S. to encourage and maintain open communication between home and school and to encourage parents in their role as primary educators of their children. Parents are reminded regularly of the importance of good attendance and are made aware of the requirements of the Education Welfare Act at the pre-enrolment meeting</p> <p><u>Responding to poor attendance:</u> Early dialogue with parents is prioritised in St. Brigid's BNS to ensure that non-attendance does not persist. The class teacher will invite the parent to discuss the matter with him/her to establish the cause of poor attendance and to provide relevant supports where necessary. Our school will always strive to do our best to provide parents with whatever supports they need to ensure that their child can continue to attend school. It is our aim to ensure that greater engagement with the school will lead to improved attendance.</p>



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	<p>We will encourage parents/guardians to follow GP advice when the symptoms are on the Covid-19 list and to observe all the guidelines around isolation etc. It will mean attendance figures may be lower than normal, but if absences are Covid-19 related this will be indicated when reporting to TUSLA.</p>
School roles in relation to attendance	<p><u>Principal / Deputy Principal:</u></p> <ul style="list-style-type: none"><li>• Provides leadership for the creation of a school ethos and climate that is supportive of high levels of engagement and attendance</li><li>• Leads on the review and implementation of School's Attendance Strategy</li><li>• Provides opportunities for staff to engage actively with the development and monitoring of the school's Attendance Strategy</li><li>• Links with TUSLA's Education Welfare Services and the relevant EWO with regard to particular problems in relation to attendance</li><li>• Furnishes relevant attendance documentation to officers of relevant government departments</li></ul> <p><u>Teachers:</u></p> <ul style="list-style-type: none"><li>• Provide a classroom climate and classroom management that support participation and engagement, particularly for pupils at risk of low attendance</li><li>• Actively use the school's Attendance Strategy to promote attendance</li><li>• Set high expectations for punctuality and attendance in their classrooms</li><li>• Ensure attendance data is recorded accurately and reviewed in line with school's procedures</li><li>• Alert Attendance Co-ordinator if there are concerns about student absences (non Covid-19 related)</li></ul> <p><u>Parents:</u></p> <ul style="list-style-type: none"><li>• Set high standards for their child in relation to attendance and punctuality</li><li>• Engage with the school if there is a problem about their child's attendance and supports plans to address the problem</li><li>• Ensure that their child arrives regularly and arrives on time</li><li>• Avoid taking their child out of class unless there is a serious reason</li></ul>



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	<ul style="list-style-type: none"> <li>• Avoid taking their child on holidays during school time</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	All members of the school community have been consulted in developing the school's Attendance Strategy. All staff will be provided with copies of the updated School Attendance Strategy. In order to raise awareness of the importance of attendance and the seriousness of the way the school views poor attendance the school's Attendance Strategy will be communicated to parents via the school website and newsletter. Students will be made aware of the importance of good attendance by their teachers and the Principal.
How the Statement of Strategy will be monitored	St. Brigid's BNS will maintain good records for recording, tracking and monitoring attendance and recording absences. A positive whole-school and whole-community approach will continue to be adopted to maximise supports for pupils at risk of poor attendance. The Board of Management and Principal will check to make sure the Strategy for School Attendance is being implemented on an ongoing basis. They will do so by formally reviewing the Strategy at the beginning of the school year on an annual basis.
Review process and date for review	October 2024
Date the Statement of Strategy was approved by the Board of Management	Statement of Strategy was formulated during September 2017. It was approved at the Board of Management's meeting on 4 <sup>th</sup> October 2017. Year 2: Review and ratification of policy took place at the BOM Meeting on 16 <sup>th</sup> October 2018. Year 3: Review and ratification of policy took place at the BOM Meeting on 16 <sup>th</sup> October 2019. Year 4: Review and ratification of policy took place at the BOM Meeting on 16 <sup>th</sup> October 2020. Year 5: Review and ratification of policy took place at the BOM Meeting on 24 Nov 2021. Year 6: Review and ratification of policy took place at the BOM Meeting on 26 <sup>th</sup> October 2022. Year 7: Review and ratification of policy took place at the BOM Meeting on 18 <sup>th</sup> October 2023.
Date the Statement of Strategy submitted to TUSLA	Initial date of submission 28/09/17

**Ratified by Board of Management of St. Brigid's B.N.S. (Roll No. 19308J) on 18<sup>th</sup> October 2023.**

**Signed: Sean Moran  
Chairperson**

**Date: 18<sup>th</sup> October 2023**