

## Template for the Statement of Strategy for School Attendance

Name of school	Loreto Secondary School, Wexford
Address	Pembroke Hill, Ballynagee, Wexford, Y35 WT28
Roll Number	63660A
The school's vision and values in relation to attendance	The school wishes to emphasise the importance of strong school attendance amongst all students. It has been proven that those who attend school each day achieve stronger examination results. In addition to this, as the school values the holistic development of all students, strong attendance is crucial for developing friendships and feeling part of a school community. The attendance and participation of students at whole-school events is valued by the school and forms part of our overall curriculum.
The school's high expectations around attendance	It is expected that all students are present for the full duration of each day. Good attendance is promoted by a culture of high expectations, encouraging each student to take responsibility for her own learning and achieve her full potential. A core part of our Statement of Strategy is to raise awareness about the importance of attendance for a student's learning and school success, and to communicate high expectations for attendance. They form part of the overall school climate (ethos and culture) and are clearly communicated to students. It is our duty to consistently strive to achieve a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or guardians the importance of regular and punctual attendance
How attendance will be monitored	<p><b>Monitoring daily attendance:</b></p> <p>The Vs ware system is used to monitor attendance throughout the school day.</p> <ul style="list-style-type: none"> <li>• In the event of an unexplained absence of a student from school on a particular day, a text is sent to parents/guardians before 11 am.</li> <li>• Students who arrive late to school before 09.25 are required to present to the Deputy Principal on duty in the General Purpose Area.</li> <li>• Students who arrive after this time are required to present to the school office before attending class. In both cases, the student journal will be stamped and Vs ware updated.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students who need to leave school during the day can only do so with the permission of a Deputy Principal. When permission is received, the office will phone or text a parent/guardian to arrange to collect the student.</li> <li>• Students who are absent from timetabled class periods as a result of school-related activities are entered in the Vs ware system by the secretarial staff. The teacher organising the school event will give a list of students attending the event to reception staff.</li> <li>• Attendance notes, explaining the reason for any absences, must be placed in the sealed box in the GP Area upon arrival. These will be checked by a Deputy Principal.</li> </ul> <p><b>Monitoring of overall attendance matters:</b></p> <ul style="list-style-type: none"> <li>• When a student is absent for 5 consecutive days the Deputy Principal / Year Head will telephone the student's home in a spirit of pastoral care. The Deputy Principal / Year Head will then record the reason for the absence on Vs ware.</li> <li>• When a student's cumulative absences in any given school year exceed 10 days, a meeting with the Year Head and/or Deputy Principal will be arranged along with a phone call home to discuss the matter with parents/guardians.</li> <li>• When a student's cumulative absences in any given school year exceed 15 days, the Deputy Principal / Year Head will write to the student's parents to notify them of this and to seek an opportunity to discuss the matter with parents if required.</li> <li>• When a student's cumulative absences in any given school year exceed 20 days, the Deputy Principal / Year Head will notify the Education Welfare Officer, as required by law, and will continue to liaise with parents and the student in an attempt to encourage more regular attendance.</li> <li>• Where there is a pattern of regular partial or full day absences, the Deputy Principal/Year Head will follow-up with a phone call home.</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> </ul>	<p>Posters highlighting the importance of attendance and the consequences of regular absences will be displayed around the school.</p> <p>A target of 98% attendance per term will be set for each student.</p> <p>Those who reach this target will be recognised at assemblies and</p>

<ul style="list-style-type: none"> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<p>at Prizegiving.</p> <p>Attendance will be on the agenda for every assembly and will be highlighted on the intercom regularly.</p> <p>Attendance statistics will be included on all letters sent home.</p> <p>The importance of involvement in extra-curricular activities will be highlighted and students will be made aware that when we discuss absence from school, we are referring to staying home.</p>
<p>School roles in relation to attendance</p>	<p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• To ensure that adequate systems are in place to record attendances and absences of students</li> <li>• To liaise with Tusla and the Education Welfare Officer as required</li> <li>• To inform parents/guardians and students of procedures for the notification of absences or the withdrawal of students from the school</li> <li>• To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress</li> </ul> <p><b>Deputy Principal(s):</b></p> <ul style="list-style-type: none"> <li>• To work in cooperation with the Principal, Year Heads, Assistant Principals, Class Teachers, Form Teachers and administration staff to implement the school attendance policy</li> <li>• To liaise with the Year Head, Guidance Counsellor and other staff to address the difficulties surrounding a particular student's attendance</li> <li>• To report to the Educational Welfare Officer as required by the Education (Welfare) Act 2000</li> <li>• To ensure that all staff complete rolls as required</li> <li>• To meet, along with the Year Head, students who had unauthorised absence from class</li> </ul> <p><b>Year Head:</b></p> <ul style="list-style-type: none"> <li>• To monitor regularly the attendance records on the Vs Ware system for the given year</li> <li>• To raise issues regarding attendance at the weekly Year Head meetings</li> <li>• To liaise with other staff to address the difficulties surrounding a particular student's attendance</li> <li>• To meet, along with the Deputy Principal where required, those students for whom attendance or punctuality is a problem</li> <li>• To contact parents/guardians where unauthorised absences occur or are suspected and/or when patterns of absences are developing and to notify the Deputy Principal of same</li> <li>• To liaise with the Attendance Coordinator when making a referral to TESS</li> </ul>

	<p><b>Assistant Principal:</b></p> <ul style="list-style-type: none"> <li>• Share the Attendance Strategy with all members of the school community.</li> <li>• Implement school-based initiatives to promote improved attendance and participation.</li> <li>• Promote improved attendance and participation through national initiatives such as TUSLA's 'Every School Day Counts'.</li> <li>• Use the VS Ware system to monitor student attendance trends and punctuality, particularly partial absences.</li> </ul> <p><b>Subject and Class Teachers:</b></p> <ul style="list-style-type: none"> <li>• To record the attendance on Vs Ware for each class period</li> <li>• To record attendance manually in the case of technical difficulties and submit these records to the school office</li> <li>• To impress on students the importance of regular attendance, insist on punctuality and record those who are late for class</li> <li>• To acknowledge students, welcome them back and support them on their return to school.</li> <li>• To monitor and track attendance trends within their class and communicate attendance records at subject department and parent-teacher meetings</li> </ul> <p><b>Parents/Guardians:</b></p> <p>Parental participation in the implementation of highly effective teaching and learning practices enables all students to become active and motivated learners. Therefore, parents/guardians should be aware of relevant government legislation and school policy pertaining to attendance. Parents are asked:</p> <ul style="list-style-type: none"> <li>• To support the school's Attendance Strategy in compliance with their legal responsibilities to ensure that their child is attending school every day that it is open as per Section 17 of the Education (Welfare) Act 2000</li> <li>• To ensure absences relate to activities organised by the school or in which the school is involved can be authorised by the Principal (Section 21(9) of the Education (Welfare) Act 2000). Therefore, the school cannot give 'permission' for holiday absences during school time.</li> <li>• To ensure regular and punctual attendance of students and avoid unnecessary absences. Where possible, parents/guardians are encouraged to arrange elective appointments outside of school time. If such appointments must take place within school hours, then students should return to school following the appointment.</li> <li>• To take personal responsibility to ensure that</li> </ul>
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	<p>correspondence on the issue of attendance is timely and compliant with school policy requirements (e.g. sending in notes to explain absences)</p> <ul style="list-style-type: none"> <li>• To inform the Year Head in advance of any planned absences from school</li> <li>• To provide to the school with reliable contact telephone numbers and alternative 'emergency' numbers</li> <li>• To adhere to the procedures set out in the Strategy for the withdrawal of students from school during the school day</li> <li>• To acknowledge and, where necessary, reply to communications from the school in relation to attendance issues</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• To punctually attend all scheduled classes every day unless there is a valid reason for not doing so</li> <li>• Students who arrive late to school, between 08.45 and 09.25 are required to present to the Deputy Principal on duty in the GP Area.</li> <li>• Students who arrive late to school after 09.25 must present to the school office to be registered.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>The school will work with other organisations to help support each student attend school as much as possible. Where required, the school will liaise with the Education Welfare Officer and TUSLA to highlight issues of concern and intervene in a positive way. Other groups, such as the Ferns Diocesan Youth Services (FDYS) have played a part in helping support those who find attending school difficult.</p> <p>The support of parents and students through the Parents' and Students' Council is also required in helping to ensure this strategy is supported.</p>
How the Statement of Strategy will be monitored	<p>The senior leadership team will monitor the implementation of this strategy.</p> <p>The strategy will be reviewed by the school community and the Board of Management as part of the regular revision/review of school policies.</p>
Review process and date for review	February 2027
Date the Statement of Strategy was approved by the Board of Management	10 February 2025
Date the Statement of Strategy submitted to Tusla	February 2025