

Statement of Strategy for School Attendance

Scoil Náisiúnta an Droma

Roll No. 18322V

Name of school	Drom National School
Address	Drom, Templemore, Co. Tipperary. E41 PC86
Roll Number	18322V
The school's vision and values in relation to attendance	Drom National School aspires to help students to develop academically, emotionally, spiritually, socially and physically. We consider that regular student attendance is fundamental to this. To this end, we aim to put in place supports and interventions to promote student engagement, participation and attendance.
The school's high expectations around attendance	In so far as possible, we aim to have full attendance from all students and reward same. Absenteeism is discouraged as it has a direct impact on students' learning.
How attendance will be monitored	<ul style="list-style-type: none"> ▪ Databiz and the Primary Online Database will be our primary resources for recording and monitoring attendance. ▪ The class teacher will record attendance electronically each day at 10am. ▪ The class teacher will record late arrivals and early leavers electronically to further promote optimum attendance. ▪ Parents / Guardians will be asked to communicate reasons for absences to the school via the Eolas app and a record will be kept of same on the school administration system. ▪ Class teachers will be vigilant to patterns of absenteeism and refer concerns to the principal. ▪ The Principal will be directly responsible for monitoring and promoting good attendance in school, for evaluating attendance statistics and for promoting positive planning and collaboration in improving attendance.
<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><u>Target Setting and Targets</u></p> <ul style="list-style-type: none"> ▪ Attendance statistics for 2015 / 2016 indicate that 10% of our student population were absent for more than 20 days during the school year. We aim to reduce this by 1% in 2016 / 2017. ▪ The rate of absenteeism for 2015 / 2016 was 6%. We aim to reduce levels of absenteeism by 1% in 2016 / 2017. ▪ The target for each subsequent year will be set following an evaluation of the previous year's target at the first Board of Management meeting of the academic year. <p><u>The Whole-School Approach</u></p> <ul style="list-style-type: none"> ▪ The Principal, in collaboration with the Board of Management and teaching staff will be responsible for: <ol style="list-style-type: none"> (a) The evaluation of attendance statistics (b) Setting annual targets for attendance

- (c) Developing action plans to improve attendance and reduce absenteeism
- (d) Monitoring, evaluating and reviewing action plans on an annual basis

- Attendance statistics will be discussed at a whole staff level at staff meetings. Areas of strength will be highlighted and concerns discussed. Teaching staff will be involved in promoting good attendance in their classrooms and at a whole school level.

Promoting Good Attendance

- Drom National School is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance.
- The school's Code of Behaviour takes a positive approach to fostering good behaviour.
- Class teachers will endeavour to provide positive affirmation of attendance when the roll is being taken.
- The agenda for termly class assemblies will include the following:
 - (a) The importance of regular attendance will be promoted.
 - (b) Certificates and rewards will be awarded to those with full attendance.
- We promote good attendance through communication with parents / guardians as follows:
 - (a) Open night
 - (b) School Information Booklet
 - (c) Parent / Teacher Meetings
 - (d) Annual School Report
 - (e) School Website
 - (f) Publishing Calendar in hard copy and electronically on the school website in Term 3 of the previous academic year alongside providing clear guidelines in relation to the following:
 1. School opening times
 2. When parents should advise the school about absence
 3. The person to be informed
 4. The method to be used
 5. The time students are expected to be in class
 6. The time at which a student will be marked absent.
 7. Procedures if a student arrives late for school.
 8. Procedures if a student needs to leave school before the end of the school day.

Responding to Poor Attendance

- In accordance with the Education Welfare Act 2000 we report all absences over 20 days at the end of Period 1 and 2 to Tusla's Education Welfare Service.
- Communications with parents / guardians and students will be made at the end of each term as follows:
 1. Absent for 10 days: A standard letter will be sent to parents / guardians reporting the number of days that the student has been absent to date. It

	<p>will also outline the parents' / guardians' legal duty to ensure that their child is attending school on every day that the school is open, unless there is a genuine reason for him / her not to attend.</p> <ol style="list-style-type: none"> 2. Absent for 15 days or more: A standard letter will be sent to parents / guardians inviting them to contact the school to discuss matters of non-attendance. 3. Absent for 20 days or more: Parents / guardians will be informed that the school has reported to Tusla's Education Welfare Service that their child was absent for 20 days or more during the school year.
School roles in relation to attendance	<ul style="list-style-type: none"> ▪ The Principal has overall responsibility for attendance. ▪ The Board of Management and teaching staff provide support by: <ol style="list-style-type: none"> (a) Evaluating attendance statistics (b) Setting annual targets for attendance (c) Developing action plans to improve attendance and reduce absenteeism. (d) Monitoring, evaluating and reviewing action plans on an annual basis.
Partnership arrangements (parents, students, other schools, youth and community groups)	<p><u>Other Schools</u></p> <ul style="list-style-type: none"> ▪ When the Principal of Drom National School receives notification that a child has been registered in another school, she will notify the Principal of the pupil's new school of any problems in relation to attendance at school and of such matters relating to the child's educational progress as she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education. <p><u>National Educational Psychological Service (NEPS)</u></p> <ul style="list-style-type: none"> ▪ We work closely with the NEPS assigned school psychologist in addressing concerns regarding attendance.
How the Statement of Strategy will be monitored	The Statement of Strategy will be monitored by the principal in collaboration with the Board of Management and teaching staff. The previous year's targets will be reviewed and targets will be set for the upcoming year.
Review process and date for review	The Statement of Strategy will be reviewed annually at the first staff and Board of Management meeting of each academic year.
Date the Statement of Strategy was approved by the Board of Management	6 th June 2017
Date the Statement of Strategy submitted to Tusla	20 th June 2017
Date the Statement of Strategy was reviewed by the Board of Management	<ul style="list-style-type: none"> ▪ 23rd June 2020 ▪ 25th June 2021 ▪ 17th June 2022 ▪ 20th June 2023

Action Plan: Review 23rd June 2020

- Termly reminder letters will include requests to provide absence notes to the school.
- Teachers will request absence notes when a student returns to the school following an absence.
- Notice of 10, 15 and 20 days absence will be sent when they occur as opposed to the end of each quarter.
- The importance of good hygiene habits will be reinforced with students, teachers and parents / guardians to reduce the spread of illness / infection.
- Termly awards will be awarded for full attendance: The staff felt that this would negatively impact upon students who were absent due to illness or for emergency family reasons.

REPORT ON ATTENDANCE TARGETS: 25th June 2021

Rate of Absenteeism

Year	Target	Target Achieved	
2015 – 2016	Baseline	6%	
2016 - 2017	Reduction of 1%	5%	YES
2017 - 2018	Reduction of 1%	5.5%	NO
2018 – 2019	Reduction of 0.5%	5.0%	YES
2019 - 2020	Reduction of 0.5%	4.23%	YES
2020 - 2021	Reduction of 0.23%	4.0%	YES
2021 - 2022	Reduction of 0.5%	3.5%	

Number of Students Absent for 20 Days or More

Year	Target	Target Achieved	
2015 – 2016	Baseline	10%	
2016 - 2017	Reduction of 1%	12%	NO
2017 - 2018	Reduction of 1%	7.5%	YES
2018 – 2019	Reduction of 1%	5.8%	YES
2019 - 2020	Reduction of 1%	1.8%	YES
2020 - 2021	Reduction of 0.3%	1.5%	YES
2021 - 2022	Reduction of 0.5%	1.0%	NO

Actions Required: Review

Target	Action	Target Achieved
The school aims to reduce unexplained absences from 7% by 2% to 5%	Teachers will request absence notes when a student returns to the school following an absence. If necessary, a note will be written in a child's diary to remind parents / guardians of the necessity to provide an absence note to explain an absence	This target was not achieved. The percentage of unexplained absences stands at 6% so this target will remain in place for 2021 – 2022.
The school aims to reduce the number of days taken for 'Other' reasons from 13% to 10%	A note will be included in termly reminder letters to remind parents / guardians of the following: Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend'. (Genuine reasons: Illness, medical appointments or urgent family reasons.)	This target was not achieved. The percentage of 'other' absences stands at 11% so this target will remain in place for 2021 – 2022.

Actions Required: 2021 - 2022

Target	Action	Target Achieved
The school aims to reduce unexplained absences from 6% by 1% to 5%	Teachers will request absence notes when a student returns to the school following an absence. If necessary, a note will be written in a child's diary to remind parents / guardians of the necessity to provide an absence note to explain an absence	
The school aims to reduce the number of days taken for 'Other' reasons from 11% to 10%	A note will be included in termly reminder letters to remind parents / guardians of the following: Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend'. <i>(Genuine reasons: Illness, medical appointments or urgent family reasons.)</i>	

REPORT ON ATTENDANCE TARGETS: 17th June 2022

Rate of Absenteeism: 7.62%

Year	Target	Target Achieved	
2015 – 2016	Baseline	6%	
2016 - 2017	Reduction of 1%	5%	YES
2017 - 2018	Reduction of 1%	5.5%	NO
2018 – 2019	Reduction of 0.5%	5.0%	YES
2019 - 2020	Reduction of 0.5%	4.23%	YES
2020 - 2021	Reduction of 0.23%	4.0%	YES
2021 - 2022	Reduction of 0.5%	3.5%	NO
2022 - 2023	Reduction of 1.62%	6.0%	

Number of Students Absent for 20 Days or More: 7 / 46: 15.21%

Year	Target	Target Achieved	
2015 – 2016	Baseline	10%	
2016 - 2017	Reduction of 1%	12%	NO
2017 - 2018	Reduction of 1%	7.5%	YES
2018 – 2019	Reduction of 1%	5.8%	YES
2019 - 2020	Reduction of 1%	1.8%	YES
2020 - 2021	Reduction of 0.3%	1.5%	YES
2021 - 2022	Reduction of 0.5%	1.0%	NO
2022 - 2023	Reduction of 2.21%	13%	

Actions Reviewed: 2021 - 2022

Target	Action	Target Achieved
The school aims to reduce unexplained absences from 6% by 1% to 5%	Teachers will request absence notes when a student returns to the school following an absence. If necessary, a note will be written in a child's diary to remind parents / guardians of the necessity to provide an absence note to explain an absence	This target was achieved in 2021 – 2022. The rate of unexplained absences stood at 3% at the end of 2021 – 2022.
The school aims to reduce the number of days taken for 'Other' reasons from 11% to 10%	A note will be included in termly reminder letters to remind parents / guardians of the following: Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend'.	This target was achieved in 2021 – 2022. The rate of 'Other' absences stood at 6% at the end of 2021 – 2022.

	(Genuine reasons: Illness, medical appointments or urgent family reasons.)	
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Actions Required: 2022 - 2023

Target	Action	Target Achieved
The school aims to reduce the rate of absentism from 7.62% to 6.0%.	<ul style="list-style-type: none"> ▪ In order to make parents / guardians more aware of the number of days their child / children have been absent and the reason(s) for same, the school will investigate the use of the school's online administration system: https://databizsolutions.ie/ns_admin/ to allow parents / guardians to: <ol style="list-style-type: none"> 1. Provide attendance notes to the school online. 2. Categorise the reason for the absence e.g. Illness; Urgent Family Reasons; Holiday; Other. 3. Have access to their child's attendance record. ▪ The school will investigate the use of automatic texts to provide notice to parents / guardians of 10, 15, 18, 19 and 20 days' absence from the school's online administration system: https://databizsolutions.ie/ns_admin/ ▪ The importance of good hygiene habits will be reinforced with students, teachers and parents / guardians to reduce the spread of illness / infection. 	
The school aims to reduce the number of days taken for 'Holidays' from 12% to 10%.	<ul style="list-style-type: none"> ▪ A note will be included in termly reminder letters to remind parents / guardians of the following in relation to attendance: <ol style="list-style-type: none"> 1. Any pupil who misses 20 days or more must be reported to TUSLA: Child and Family Agency. 2. Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend'. 	

	<i>(Genuine reasons: Illness, medical appointments or urgent family reasons.)</i>	
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REPORT ON ATTENDANCE TARGETS: 19th June 2023

Rate of Absenteeism: 5.24%

Year	Target	Target Achieved	
2015 – 2016	Baseline	6%	
2016 - 2017	Reduction of 1%	5%	YES
2017 - 2018	Reduction of 1%	5.5%	NO
2018 – 2019	Reduction of 0.5%	5.0%	YES
2019 - 2020	Reduction of 0.5%	4.23%	YES
2020 - 2021	Reduction of 0.23%	4.0%	YES
2021 - 2022	Reduction of 0.5%	3.5%	NO
2022 - 2023	Reduction of 1.62%	6.0%	YES
2023 - 2024	Reduction of 0.74%	4.5%	

Number of Students Absent for 20 Days or More: 5 / 43: 11.6%

Year	Target	Target Achieved	
2015 – 2016	Baseline	10%	
2016 - 2017	Reduction of 1%	12%	NO
2017 - 2018	Reduction of 1%	7.5%	YES
2018 – 2019	Reduction of 1%	5.8%	YES
2019 - 2020	Reduction of 1%	1.8%	YES
2020 - 2021	Reduction of 0.3%	1.5%	YES
2021 - 2022	Reduction of 0.5%	1.0%	NO
2022 - 2023	Reduction of 2.21%	13%	YES
2023 - 2024	Reduction of 1.6%	10%	

Actions Reviewed: 2021 - 2022

Target	Action	Target Achieved
The school aims to reduce unexplained absences from 6% by 1% to 5%	Teachers will request absence notes when a student returns to the school following an absence. If necessary, a note will be written in a child's diary to remind parents / guardians of the necessity to provide an absence note to explain an absence	This target was achieved in 2021 – 2022. The rate of unexplained absences stood at 3% at the end of 2021 – 2022.
The school aims to reduce the number of days taken for 'Other' reasons from 11% to 10%	A note will be included in termly reminder letters to remind parents / guardians of the following: Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised	This target was achieved in 2021 – 2022. The rate of 'Other' absences stood at 6% at the end of 2021 – 2022.

	<p>school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend’.</p> <p><i>(Genuine reasons: Illness, medical appointments or urgent family reasons.)</i></p>	
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Actions Required: 2022 - 2023

Target	Action	Target Achieved
<p>The school aims to reduce the rate of absentism from 7.62% to 6.0%.</p>	<ul style="list-style-type: none"> ▪ In order to make parents / guardians more aware of the number of days their child / children have been absent and the reason(s) for same, the school will investigate the use of the school’s online administration system: https://databizsolutions.ie/ns_admin/ to allow parents / guardians to: <ol style="list-style-type: none"> 1. Provide attendance notes to the school online. 2. Categorise the reason for the absence e.g. Illness; Urgent Family Reasons; Holiday; Other. 3. Have access to their child’s attendance record. ▪ The school will investigate the use of automatic texts to provide notice to parents / guardians of 10, 15, 18, 19 and 20 days’ absence from the school’s online administration system: https://databizsolutions.ie/ns_admin/ ▪ The importance of good hygiene habits will be reinforced with students, teachers and parents / guardians to reduce the spread of illness / infection. 	<ul style="list-style-type: none"> ▪ This target was achieved in 2022 – 2023. The rate of absenteeism in 2022 – 2023 was 5.24%. ▪ The school will adopt an administrative app from DataBiz Solutions called Eolas from August 2023. This will allow parents / guardians to provide absence notes for their child / children to the school online and categorise the reasons for the absence.
<p>The school aims to reduce the number of days taken for ‘Holidays’ from 12% to 10%.</p>	<ul style="list-style-type: none"> ▪ A note will be included in termly reminder letters to remind parents / guardians of the following in relation to attendance: <ol style="list-style-type: none"> 1. Any pupil who misses 20 days or more must be reported to TUSLA: Child and Family Agency. 2. Section 17 of Education (Welfare) Act 2000 states that ‘parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a</u> 	<ul style="list-style-type: none"> ▪ This target was achieved in 2022 – 2023. The rate of absences for holidays stood at 10% in 2022 – 2023.

	<p><u>genuine reason</u> for him or her not to attend'. (<i>Genuine reasons: Illness, medical appointments or urgent family reasons.</i>)</p>	
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Actions Required: 2023 - 2024

Target	Action	Target Achieved
The school aims to reduce the rate of absenteeism from 6.0% to 4.5%.	<ul style="list-style-type: none"> ▪ In order to make parents / guardians more aware of the number of days their child / children have been absent and the reason(s) for same, the school will use the Eolas App from DataBiz Solutions from August 2023. This will allow parents / guardians to provide absence notes for their child / children to the school online and categorise the reasons for the absence(s). ▪ Parents / guardians will have access to their child / children's attendance records through the Eolas app from DataBiz Solutions. ▪ The school will use the school's administrative system to automatically send parents / guardians a notification when their child has been absent for 10, 15 or 20 days. 	<ul style="list-style-type: none"> ▪
The school aims to reduce the percentage of students absent for 20 days or more: from 11.6% to 10%	<ul style="list-style-type: none"> ▪ The school will use the school's administrative system to automatically send parents / guardians a notification when their child has been absent for 10, 15 or 20 days. ▪ When a child is absent for 15 days or more, a standard letter will be sent to parents / guardians inviting them to contact the school to discuss matters of non-attendance. 	<ul style="list-style-type: none"> ▪
The school aims to reduce the number of days taken for 'Holidays' from 10% to 9%.	<ul style="list-style-type: none"> ▪ A note will be included in termly reminder letters to remind parents / guardians of the following in relation to attendance: 	

	<ul style="list-style-type: none"> - Any pupil who misses 20 days or more must be reported to TUSLA: Child and Family Agency. - Section 17 of Education (Welfare) Act 2000 states that 'parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, <u>unless there is a genuine reason</u> for him or her not to attend'. <ul style="list-style-type: none"> o (<i>Genuine reasons: Illness, medical appointments or urgent family reasons.</i>) ▪ In order to make parents / guardians more conscious of the number of days their child / children have been absent due to holidays, the school will require parents / guardians to categorise the reasons for their child's / children's absence(s) on the Eolas app from DataBiz Solutions. 	
<ul style="list-style-type: none"> ▪ To school aims to reduce the percentage of unexplained absences from 3% to 2%. 	<ul style="list-style-type: none"> ▪ The school will require parents / guardians to provide the school with absence notes and categorise the reasons for their child's / children's absence(s) on the Eolas app from DataBiz Solutions. 	