

College of the Immaculate Conception, Summerhill



Statement of Strategy for School Attendance

Name of School	CIC Summerhill
Address	College Road, Sligo
Roll Number	65170Q
The school's vision and values in relation to attendance	The mission of the school is to foster students spiritual, moral, intellectual, physical and creative development and thereby develop their full potential. The school has an Attendance policy which outlines the ways in which students are encouraged to attend and participate actively in the life of the school thereby reaching their full potential.
The school's high expectations around attendance	Central to the school's Attendance Policy is the maximisation of student attendance, punctuality and participation. The school recognises the importance of good attendance and punctuality. Regular or prolonged absences will have a negative impact on a student's learning and development and therefore should be avoided whenever possible.
How attendance is monitored	Student attendance is monitored via the school administration software, normally for each class period. Where relevant, parents/guardians may receive a text message when students are marked "absence unexplained" during tutor time in the morning. Records of attendance will be monitored by the individual subject teacher and also by the Class Tutor/Year Head who will have responsibility for intervening where patterns of absenteeism emerge without adequate explanation.
Summary of the main elements of the school's approach to attendance: Target setting and targets; The whole-school approach; Promoting good attendance; Responding to poor attendance.	The school's approach to promoting student attendance and participation is outlined in the Attendance Policy and related school policies such as Pastoral Care, Code of Behaviour, Anti-Bullying and Special Educational Needs. The school will provide a broad curriculum with a wide choice of subjects to meet the needs and aptitudes of students. The school will also, with the assistance of teachers mainly on a voluntary basis, provide opportunities to become involved in extra and co-curricular activities. Attendance figures are monitored by the relevant Year Head and the Programmes coordinator monitors attendance for Transition Year and Leaving Cert Applied students.

	<p>This allows for the identification of trends of absenteeism among certain year groups and at certain times of the year.</p> <p>Under the school's Attendance Policy, certificates of Merit are issued twice yearly by class tutors to acknowledge good attendance and punctuality. Students with full attendance are acknowledged at the school's annual awards ceremony and at year group assemblies. Where poor attendance (15 days or more) is identified the Year Head/Deputy Principals/Principal will intervene by contacting the parents/guardians concerned via letter in an effort to redress the situation. Where this is unsuccessful the school will refer the matter to Tulsa for the attention of the Educational Welfare Officer. All students (under 16 years of age) who have 20 or more unexplained absences will be reported to Tulsa. Parents will be notified of such reports.</p>
School roles in relation to attendance	<p>Student attendance will be monitored by Subject Teachers, Class Tutors, Year Heads, Deputy Principals and the Principal. Concerns regarding attendance are usually referred to the Year Head, Deputy Principals or Principal who will have responsibility for intervening where a pattern of absenteeism presents.</p> <p>Such intervention will include speaking with the student, phoning and writing to the parent/guardians (after fifteen days of unexplained absences) and meeting with the parent/guardians (in extreme cases). Where the pattern of absenteeism continues, the school will make a referral to Tulsa using the standard reporting form.</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>The school will encourage students to participate in local community groups and organisations, and will formally and informally recognise achievements by students in these activities. Students are encouraged to take ownership and responsibility for the classwork they miss due to absence while engaging with extra curricular activities.</p>
How the Statement of Strategy will be monitored	<p>The Statement of Strategy will be monitored throughout the year by the school's senior management team. Attendance data will be analysed to gauge the success or otherwise of the interventions and systems put in place. Reminders and feedback will be supplied to all staff and to the Board of Management.</p>
Review process and date for review	<p>The Statement of Strategy will be reviewed by the Board of Management in conjunction with the related Attendance Policy on an annual basis.</p>
Date the Statement of Strategy was approved by the Board of Management	December 18th 2017
Date the Statement of Strategy submitted to Tulsa	December 19th 2017