

Statement of Strategy for School Attendance

Name of school	Rockwell College
Address	Cashel, Co. Tipperary E25 ED60
Roll Number	65300D
The school's vision and values in relation to attendance	<p>Rockwell College recognises its role in providing structures and a school climate aimed at encouraging full attendance, punctuality and participation by its pupils. We, at Rockwell College are committed to foster and continually develop a pattern of consistent, regular attendance of our pupils, in order for them to benefit from a full and broad education. Rockwell College strives to the continued development of 'a sense of community, high educational standards and personal development' (Rockwell College Mission Statement) of its pupils. It subscribes to and conforms to the Education Welfare Act, 2000 and all relevant statutory legislation in relation to attendance and participation in school. This policy is a statement of those structures and the roles played by each of the stakeholders in this aspect of the education of the pupils, while appreciating the primary role of parents/guardians in ensuring the attendance of their children at school.</p>
The school's high expectations around attendance	<ul style="list-style-type: none"> • To ensure, with the co-operation of all the stakeholders, a safe and caring environment for all our pupils. To uphold the welfare and protection of all pupils in conjunction with all aspects of College life. • To ensure high standards of attendance and punctuality. • To ensure continued educational and personal development of the pupils. • To ensure that all stakeholders are fully aware of their rights and responsibilities in School Attendance Reporting and the Strategy for School Attendance.
How attendance will be monitored	<p>All pupils will report to their respective Assemblies by 8.40 am.</p> <p>Roll will be taken in Assembly and the attendance logged.</p> <p>Roll is taken by individual teachers via the VSware system.</p> <p>Pupils are required to show Assembly supervisors' notes if</p>

	<p>they had been absent on a previous day or days from the College.</p> <p>Pupils arriving late are required to sign-in at the Secretary's office. A note is required to explain the late arrival.</p> <p>In the event of a full day's absence, the pupil must present a note to the satisfaction of the school management. This note should give the pupil's full name, year group, explanation of absence and parent's signature. Where there is sensitivity regarding the reason for the absence, the school is happy that a parent would speak to the Year Dean, Guidance Counsellor, Chaplain, Deputy Principal or Principal as appropriate.</p> <p>Pupils who have been absent are required to present a note a note to teachers at the earliest available opportunity. Failure to do so may result in being refused admittance to class.</p> <p>The pupils of the College carry significant responsibilities for lateness and attendance and their recognition of these responsibilities will enhance their own learning and their school experience. The following responsibilities lie directly with the pupil:</p> <ul style="list-style-type: none"> • Presentation of notes explaining absence of late arrival • Making every effort to catch up on work missed in a timely manner • Giving notice to teachers and the College in advance of absences when possible and practical.
<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>To continue effective communication with parents, through the regular notes reports that are sent periodically throughout the school year and through direct contact via the Student Journal and via the Year Dean.</p> <p>The rewarding of pupils regarding good participation and attendance. This is achieved through Sustained Application awards which rewards the all-round pupils in each year.</p> <p>A continued pastoral care approach with a view to supporting pupil's with attendance/participation issues. Regular evaluation of the school's operation as it relates to attendance/participation, with a view to encouraging an atmosphere conducive to good attendance/participation.</p>

	<p>The provision of a wide and inclusive range of extra-curricular activities, aimed at promoting involvement in the day-to-day life of the College. These are reviewed and extended subject to demand and staff availability.</p> <p>Advising pupils on how to improve and when required, a reprimand.</p> <p>Loss of privileges, including (but not limited to) withdrawal of permission to attend school trips/matches.</p> <p>Detention during breaks or outside of school hours.</p> <p>An induction programme for incoming First Years and other new pupils to support and encourage positive participation</p>
<p>School roles in relation to attendance</p>	<p>a) <u>Principal</u></p> <p>A register of all pupils who have been admitted to the College will be maintained by the Principal of Rockwell College in accordance with the DES regulations and instructions.</p> <p>Rockwell College affirms that a pupil, who has not reached the age of 16 years or who has not completed three years of post-primary education, cannot be removed from the register, except:</p> <ol style="list-style-type: none"> i. For inter-school transfer and then only after all details regarding attendance and educational progress have been issued to the new school at their request. ii. Where for whatever reason a student is removed from the school under the Education (Welfare) Act 2000 Section 20(4). <p>The Principal may, at her discretion, delegate duties regarding school attendance to other professionals working in the school.</p> <p>b) <u>Deputy Principal</u></p> <ul style="list-style-type: none"> • To work in co-operation with the Principal, Year Deans, Assistant Principal post holder (as assigned), administrative staff to implement the College policy. • To liaise with all the relevant structures in the College to address the difficulties surrounding a particular pupil's attendance.

- To meet, along with particular staff members the pupils who had unauthorised absence from class or from the grounds of the College.

c) Year Deans

- To liaise with the management on the attendance records of particular pupils in the given year.
- To liaise with the Pastoral Care Team to address the difficulties surrounding a particular pupil's attendance.
- To contact parents/guardians where unauthorised absences occur are suspected and /or when patterns of absences are developing and to notify the Deputy Principal of the same.
- To remind pupils during the year, assemblies or notes meetings of the Year Group of the importance of regular attendance, punctuality and participation.

d) Teachers

The teaching staff of the College has a key responsibility in ensuring that attendance and participation is monitored. The following responsibilities are required to be upheld by teachers:

- An accurate record of class attendance on the VShare system.
- Raising concerns with the Special Duties Post Holder and/or the Year Dean in the case of frequent absence.
- Ensuring that a list of pupils scheduled to be absent on a given day, for a given activity, is placed on the agreed notice board and staff notified of the event via the VShare system.
- Reminding pupils of their responsibilities to catch up on work missed through their absence.

e) Rockwell College

- In order to encourage attendance and full

participation, Rockwell College adopts a caring and pastoral care ethos with regard to pupils.

- Rockwell College is required to co-operate with the Educational Welfare Board and with the Educational Welfare Officer and shall seek to establish good and positive relationships in the interests of our pupils.
- The policies of Rockwell College, including but not limited to Code of Behaviour and Anti-Bullying policy, are structured in such a way as to support attendance and participation.

f) Administrative Staff

- To input attendance data and work with the VShare system when required.
- To facilitate the movement of pupils names around the VShare system when class groupings change, to ensure an up-to-date system.
- To work in conjunction with the management on attendance to submit an annual report to Tusla.
- To administer the signing in and out of pupils (hard copy and the VShare system).
- To provide pupils who sign in late (after 8.50 am) with a late note.

g) Board of Management

- The Board of Management shall ensure that the statutory obligations of the College with regard to College attendance and participation are adhered to.
- The Board of Management shall submit a report on attendance levels in Rockwell College to the Educational Welfare Officer, NEWB as required and when requested.
- In this case, the Board will ensure that all information is collected and issued in accordance with the Data Protection Act, 1988, the Data Protection (Amendment) Act 2003 and in accordance

	<p>with the Data Protection Policy of the College.</p> <ul style="list-style-type: none"> • The Board will review the effectiveness of this policy and oversee amendments as may be required by need or determined by legislation.
<p>Partnership arrangements (parents, pupils, other schools, youth and community groups)</p>	<ul style="list-style-type: none"> • Rockwell College affirms the parents/guardians have the primary responsibility for ensuring that children of compulsory school-going age attend school regularly once they are enrolled at the school, and of bearing in mind that they are obliged to complete three years of post-primary education up to their sixteenth birthday. • Rockwell College affirms that parents/guardians have a social responsibility to ensure that pupils attend school regularly and punctually, regardless of age or status and they should ensure that their children complete their education. • Rockwell College affirms that parents/guardians have a statutory obligation to notify the School Principal or his/her nominee, in the form of a written explanation or a Doctor's Certificate, as soon as is possible, explaining the reason for each absence.
<p>How the Statement of Strategy will be monitored</p>	<p>Monitoring regularly the attendance records on the VShare system for all pupils and all years.</p> <p>Initiating an inquiry into the pupil's difficulty with College attendance and or punctuality.</p> <p>Liaising with the Year Dean/ Deputy Principal/ Principal to address the difficulties surrounding a particular pupils attendance or punctuality.</p> <p>Working in conjunction with the administrative staff in the College Office in submitting the annual report to TUSLA (Child and Family Agency).</p> <p>Informing new and existing teachers of their obligations with regard to recording attendance and difficulties</p>

	surrounding punctuality.
Review process and date for review	Review by parent/pupil/staff/BOM representatives Scheduled for April 2019. Took place Dec. 2019
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	