**Attendance and Participation Policy:**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

 Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “*To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"* , with a vision to *“Learn together, succeed together in a respectful environment.”*

**Ethos**:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**School Attendance Strategy**

* 1. **Aim** The aim of the School Attendance Policy is to provide an environment that encourages all students to attend regularly and punctually. It aims to:

• Maximise & maintain student attendance throughout second level.

• Discourage early school leavers.

• Ensure that adequate records of attendances and absences are maintained by the school as per the Education Act 2000 in respect of each individual student.

• Use available VSWARE resources to support effective and efficient monitoring of attendance.

• Report on student attendance to the National Education Welfare Service, TUSLA (NEWS, TUSLA)

• Work in partnership with parents and students to achieve maximum attendance of all students throughout the academic year.

* 1. **Policy Content**

Progress at school requires the best level of attendance and punctuality because both are essential for efficient class work and to optimise educational outcomes. The school’s Board of Management has extremely high expectations around school attendance and the Board communicates to parents that student’s attendance in school is paramount, as there is a close correlation between student attendance and student academic achievement. It is recognised that some students and their parents need to be supported at certain stages in meeting their attendance obligations and responsibilities. The rationale of this policy is consistent with the school’s Code of Behaviour which realises that

*Regular attendance and punctuality are essential for progress at school. There should be an awareness of the responsibilities of both school and parents in this area. Parents are reminded that they should not arrange family holidays during school terms.*

 Students must attend school daily for the full school term and must be on time for school. At present the school day is from 8.55am to 1.10pm, and from 1.50pm to 3.50pm. If students are absent for any reason, e.g. illness, they must notify the school as soon as possible and also present a note of explanation in their student diary immediately upon their return.

Phone calls from parents/guardians reporting student absences should be recorded in the contacts book and entered appropriately on the VSWARE absenteeism monitoring system.

Only students whose parents or guardians have satisfactorily communicated with the school are allowed to leave the school premises during the school day with the exception of lunch time. Students who leave the school premises, with or without permission, are no longer the responsibility of the school. Students who leave the school with permission are required to sign out and sign in on their return.

* 1. **The Role of the Parent/Guardian**

Parents/guardians are obliged to fulfil their legal responsibilities and to ensure that their son attends school.

They must contact the school as soon as possible whenever their son is unable to attend school - in accordance with the requirements of the Education Welfare Act 2000, Section 18, which states:

*“Where a child is absent from school at which he or she is registered during part of a school day, or for a school day, or more than a school day, the parent of such a child shall, in accordance with procedures specified by the school, notify the Principal of the school of the reasons for the child’s absence.”*

Family holidays should be taken during school holidays. Absences in excess of twenty days accumulated in the school year for students sixteen and under must be reported to the NEWS, TUSLA.

**Attendance Procedures**

**1.4 Monitoring Daily Attendance**

a) During contact and meetings with parents/guardians the school encourages full attendance. b) The school does not condone absences for family holidays etc., during term time and seeks to maintain the integrity of the school year. This is communicated to parents/guardians on an annual basis along with the school calendar for that year.

c) Rolls are kept on the VSWARE attendance management system - per student, per class, per day, both morning and afternoon. Lateness will also be recorded on these occasions.

d) Student attendance is monitored by: A) Subject Teacher, B) Attendance Officer, C) Year Head, D) Class Tutor and E) Principal.

e) Absences must be explained by a note in the School Diary, and if possible by phone with the School Office, where this will be noted in the Record Book and entered appropriately on the VSWARE absenteeism monitoring system. It must be noted that a written note in the diary is required in all cases.

f) The signatures of parents/guardians must appear in the front section of the School Diary.

g) Where the Year Head notices recurrent absenteeism, they should liaise with the students and seek verification from the parents/guardians.

h) The Attendance Officer communicates weekly with the Year Heads with regard to absenteeism.

i) Attendance patterns are routinely discussed at weekly Year Head meetings.

j) The Year Head will contact home by letter where concerns arise regarding attendance.

k) The Year Head will monitor accumulations of absenteeism and consult with the Guidance Counsellor and Deputy Principal/Principal as necessary. In cases where specific students have attendance difficulties, the Year Head will engage with parents/guardians to agree acceptable targets with a view to motivating students to improve attendance.

l) A school home school liaison representative will work with at risk students.

m) The NEWS, TUSLA will be contacted by the School Attendance Officer when a student has been absent for an accumulated total of 20 days.

n) The school will maintain a strong liaison with the Educational Welfare Officer. Records of all contact will be kept by the School Authorities in a designated file.

o) All official reporting will be carried out in compliance with the Guidelines set down by the NEWS, TUSLA.

p) If parents/guardians are aware in advance that a student will be absent for a considerable period of time, they should contact the school by phone.

p) Good attendance is praised, recognised and rewarded by presenting TUSLA attendance certificates at the at the Annual Awards ceremony.

* 1. **Monitoring absence during the school day**

**1.5.1 Punctuality**

A student who arrives late to school must sign in at the front office before joining his class.

These students will be recorded as LATE using the VSWARE attendance management

system. Concerns arising from persistent lateness will be brought to the attention of the

Year Head by the subject teacher, the Class Tutor and the Attendance Officer and dealt

with appropriately.

**1.5.2 Authorised Absence**

A student must not leave the school grounds during the school day (except lunch time)

without a written request from his parents/guardians and permission from the Principal or

Deputy Principal. Students must sign out at the office on leaving the school and sign back

in at the office on their return. If a student is absent from class for school-based activities,

his absence will be recorded by his class teacher as SB (School Business) on theVSWARE attendance management system.

**1.5.3 Unauthorised Absence**

Students who are absent for part of, or for a full school day, without parental or school

permission will be registered as UNE (unexplained absence) on the VSWARE system. The

details of their absences will be referred to and dealt with by the Year Head. Where

necessary further action will be taken and contact made with parents/guardians.

**Participation**

**1.6 Classroom**

Students are required to actively participate in the classroom thereby enhancing student

wellbeing. The rationale of this policy is consistent with the schools code of

which indicates that the school endeavours as far as possible to match the curriculum to the aspirations, abilities and interests of the students, but education is a collaborative process and the full and active co-operation of teachers, parents/guardians and students is essential.

Students must work consistently to their abilities, must participate actively in class and

do whatever work is assigned to them. Students must have the books and equipment they

need for various classes.

Teachers will use various methodologies to enable student participation which may

include:

 Mixed ability grading

 Encouragement of public speaking/reading aloud

 Development of organisational skills- Diaries, uniforms, etc.

 Promoting class discussions & debate

 Use of surveys

 Negotiated learning

 Leadership development

 Group work

 Peer assessment

 Inquiry-based learning

 Project work

**1.7 School Community participation**

The school community is an important entity offering a courteous, co-operative and

caring environment for all. Participation in the school community is a very important

approach required by teachers, students, parents/guardians, staff, school board and

visitors and is promoted through involvement in school activities such as:

 Student Council / Class representation

 Student Mentoring

 Immersion Project (if available)

 Lourdes Pilgrimage

 St. Vincent de Paul and Advocacy Work

 Fundraising

 Community Care and Social Studies module

 Green Schools Initiative

 Global Schools Initiative

 Healthy Eating Programme

 Various thematic weeks (Catholic Schools week, Mental Health week, Seachtain

na Gaeilge, Maths week, Science week, Literacy week etc.)

Participation in the school community requires self-direction from the student and

commitment from the teachers. It is an open and inclusive environment respecting the

diversity of the school population in relation to religious denomination, sexual orientation

and ethnicity promoting learning and personal development for all its members.

This is consistent with the school’s Behaviour Code which encourages:

The school’s wish to promote a positive school culture that is inclusive and respectful of

all. It seeks to be a place where people feel happy, build their self-esteem and have a

sense of belonging.

**1.8 Extra-Curricular participation**

The participation in extra-curricular activities will enable the students to strive for and

fulfil their potential. Teacher’s unique interests are tapped into so that a wide variety of

activities are made available to facilitate students to develop interpersonal skills, foster

team spirit, improve individual sense of achievement and promote wellbeing.

The School provides opportunities for the students to participate in non-academic activities that are important for a full and rounded education. The following activities are available to students: • Sport: Hurling, Football, Basketball, Handball, Athletics, Soccer,

• Photography

• Journalism

• Music – collective and individual

• Chess

• Young Scientist and Scifest

• School Quiz Teams

• Debating

• STEM activities

• Choir

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be due for review on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_