|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary Plan to promote ATTENDANCE** | | | | | |
| **Target(s):**  State in specific terms how ATTENDANCE should improve as a result of measures in the school’s DEIS plan *(number the targets)*   1. *Our plan for the attendance figures is to* 2. *To reduce the amount of students arriving late in the morning by 20%* 3. *Reduce absenteeism rate to 12% by end of the academic year* | | | | | |
| **Actions:**  State proposed measures (both existing and new) to improve ATTENDANCE. *Actions should be sequenced and coordinated over the three years of the plan to achieve maximum effect* | | | | | |
| **Measure** | To address  target(s) no.[[1]](#footnote-1)\* | **Who?** | **Lead responsibility** | **When?** | **Resources?** |
| **Attendance monitored on a daily basis by Year Heads and class tutors. Year Heads send text message to parents.** | *All* | *Year Heads Parents*  *Attendance Officer* | *Year Heads* | Daily |  |
| **Punctuality Initiative allied to Attendance to monitor and to support better punctuality through a series of graduated responses, detentions, weekly green stamp, monthly award for best attenders, annual reward for best class attendance (See Punctuality Initiative Folder)** | *All* | *Students*  *Year Heads, Tutors, HSCL, Principal, Deputy Principal*  *All staff*  *Parents* | *Punctuality/*  *Attendance Team* | Daily,  Weekly with green stamp award, monthly individual award,  annual individual certificates and class awards | DEIS funding |
| **>10 days: school letter to parents and >20 days letters to parents informing them of school’s obligation to report absences to Tusla (EWO)** | *All* | *Year Heads/Principal*  */Parents/HSCL/*  *EWO/*  *HSCL* | *Principal*  *Year Head*  *Attendance Officer* | When number of days reached | DEIS funding |
| **Re-integration programmes for out of school students or students on a reduced timetable. Monthly review meetings take place which involve EWO, principal, HSCL, and SCP at which students who reach thresholds are discussed and plans of actions decided.** | *All* | *SCP, Deputy Principal, Year Head, HSCL* | *HSCL, SCP, Deputy Principal* | On Going | DEIS |
| **Family conferences** | *All* | *EWO /HSCL*  *Principal, Deputy Principal, Year Heads, Chaplains, CG Team, SCP* | *HSCL, Year Heads*  *EWO* | On Going |  |
| **Home Visitation** | *All* | *HSCL, Chaplain, Year Heads, SCP* | *HSCL* | On Going | DEIS (HSCL) |
| **Academic Supports – e.g., grinds, homework clubs** | *All* | *SCP* | *SCP Team* | On Going | SCP |
| **Mentoring system to track students particularly in 5th year – tracking, monitoring and flagging “at risk” students. Students report to significant adult three times a year.** | *All* | *Fifth Year Students*  *HSCL,*  *Year Heads*  *Tutors*  *Teaching Staff* | *Planning Coordinator* | Beginning September 2019 |  |
| **The Breakfast Club takes place each morning of the week. This is moving from two to five days in 2016 due to its success in relation to attendance. (Details below)** | *All* | *All students* | *SCP Team* |  |  |
| **Attendance Awareness week to highlight the positive value of regular attendance. Spot prizes, awards, speakers, poster competitions to highlight good attendance. Class Award at the end of every year** | *All* | *Whole school* | *Punctuality/*  *Attendance Team* | September each year |  |
| **Class awards and individual awards for attendance at the end of the year at the Award Ceremony** | *All* | Whole school | *Principal, Year Heads, Attendance Officer* | May each year | DEIS |
| **Monitoring:**  State how progress will be monitored and at what intervals (monthly/ termly/annually...) over the three years  Regular reinforcement of procedures and expectations at Assemblies and at the PC times.  Statistics will be monitored regularly. Attendance and punctuality issues will be addressed daily.  The progress will be monitored by *SCP Attendance Officer* on a Monthly basis giving results to year heads tutors.  Monthly award given to best attenders at Assembly by Year Heads and Tutors  Annual certificates given at the Awards Ceremony at the end of the year to students who are best attenders.  Annual treat for the class group with the best attendances in the whole year. | | | | | |
| **Evaluation:**  State how impact of actions on ATTENDANCE will be evaluated at the end of the three years  It will be evaluated by the Principal, Deputy Principal, Year Heads, Tutors, SCP, Planning Coordinator on a regular basis | | | | | |

BREAKFAST CLUB

|  |  |
| --- | --- |
| **Breakfast Club 2018-2019** | |
| Total number of students on register | 95 |
| Average Daily Attendance | 40 |
| Attendance of SCP-referred Students | 15% |

**NUMBER OF STUDENTS ABSENT OVER 20 DAYS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2015-2016** | **2016-2017** | **2017-2018** |
| **Total number of students in the school** | 510 | 484 | 476 |
| **Number of students absent over 20 days** | 229 | 226 | 245 |
| **Percentage of students absent for more than 20 days** | 45% | 47% | 51% |
|  |  |  |  |
| **Number of students suspended** | 29 | 42 | 55 |
| **Percentage of students suspended** | 5.5% | 8.5% | 11.5% |

1. \* It is possible that a measure may address a number of targets [↑](#footnote-ref-1)