

# St Kilian's Deutsche Schule/Eurocampus Dublin

## Attendance Strategy

### Secondary School



**St. Kilian's**  
Deutsche Schule Dublin

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## Scope:

This document is for the attention of and consultation with the following constituent groups in St Kilian's Deutsche Schule and Eurocampus: The Board of Management, Teaching Staff, Administration Staff, Parents Association, and Student Council.

## Relationship to the School's Mission Statement

*St. Kilian's is a German/Irish school with a strong European focus. We offer a diverse, inclusive yet challenging environment, enriched with a strong sense of Irish, German and European culture. We foster independence of thought, a love of learning, personal responsibility, confidence and integrity. Our aim is to enable all our students to fulfil their potential and to take their place in an ever changing world. Our mission, as an educational community, is the pursuit of excellence from Kindergarten to Leaving Certificate.*

At St Kilian's we are committed to encouraging our students to develop a pattern of regular and punctual attendance in order to benefit fully from the education and educational opportunities provided. We are committed to preparing our students for life in the workplace and as citizens of Europe. In this context it is essential that, we as educators, encourage the habit of good timekeeping, regular attendance and respect for the integrity of the allocated time to learning thereby enabling our students to excel and reach their full potential in school and in the world of work after school.

## Rationale:

- To work to protect, in conjunction with all other aspects of school life, the care and welfare of our students.
- To facilitate the continuity and progression in the learning process
- To ensure that students benefit fully from the opportunities that St Kilian's offers them
- To ensure that our students have the best possible chance of reaching their potential in school
- To ensure all parents/guardians, students, teachers are aware of their responsibilities to ensure high levels of attendance
- To ensure the school fulfills its legal obligations in accordance with the Education Welfare Act 2000 and other relevant legislation.
- The principal must inform the Education Welfare Officer where any of the following occur:
  - A student is suspended from school for a period of more than six days
  - The aggregate number of school days on which a student is absent from school during the year is 20 days or more
  - A student's name is, removed from the register by the Principal for any reason other than transfer to another school or abroad
  - A student is, in the opinion of the Principal of the school not attending school regularly.

## Goals:

- Accurate records of students' attendance at all time during school hours
- That students learn to take responsibility for their own punctuality and attendance
- That parents appreciate the vital role they play in ensuring their child's attendance in school
- That parents appreciate the vital role they play it their child's punctual arrival to school
- Improved punctuality arriving to school and to class
- Minimum absenteeism
- The early detection and correction of patterns of poor punctuality and attendance.

- We actively promote and encourage 100% attendance for all pupils in St Kilian's. We aim to ensure that all pupils arrive to school on time and we strive for attendance that is consistently outstanding.
  - Outstanding 98% and above
  - Good 96%
  - Acceptable 92%
  - Cause for concern Below 92% or frequent unexcused absences
- We are committed to working in partnership with parents, seeking to identify, understand and overcome any issues or problems that are contributing to absence or punctuality.

## **A positive Approach to attendance and punctuality**

Good attendance is promoted in our school by a culture of high expectations, encouraging each student to take responsibility for his/her own learning and by recognising the necessary link between achievement, the potential to achieve and regular attendance in class.

The following steps are taken by the school to positively encourage attendance and punctuality:

### **Talking about Attendance and Punctuality**

- Talking about attendance and punctuality and raising awareness at meetings with the Student Council, parents and the PA.
- Highlight the importance of punctuality and attendance at Year Group Assemblies
- Positive affirmation for excellent punctuality and attendance
- Making students aware of their attendance record so that they can take pride in improvement.
- Encouraging parents to set high standards for their child around attendance and punctuality
- Raise awareness of the impact of lateness on the teaching and learning process for the whole class
- Seek advice and intervention from relevant professionals where persistent absences become the norm.

### **Recording Attendance and Punctuality**

- SMS contact with parents for each absence recorded
- Recording attendance in all classes
- Reporting critical absences to TÜSLA/EWS

### **Rewarding good punctuality and attendance**

- Engage students in the dialogue as to what they consider a meaningful reward
- End of Year certificates for good attendance and punctuality
- Recognition of good attendance and punctuality in school references

The Year Head/Class Teachers and /or members of the Care Team engage with students for whom attendance and punctuality has been identified as a problem.

The Year Head/Class Teachers make contact with the parents/ guardian

Reports to parents/Guardians include a detailed breakdown of attendance for the period in question

Records of attendance are recorded on ePortal and are available to parents

## Section 2:



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## Strategy Content

- Every staff member at St Kilian's will be actively engaged in raising attendance and punctuality levels. This will be achieved through fostering positive relationships between pupils and staff and creating a climate where all students feel safe, supported, valued and happy at St Kilian's.
- A teaching and learning environment that is welcoming, inclusive, secure and stimulating
- Good attendance and punctuality are promoted in St Kilian's by having high expectations of our students and by encouraging each pupil to take responsibility for his/her own learning. Students are made aware of the incremental nature of learning and the link between regular and punctual attendance which are central to them reaching their full potential .
- The provision of a varied programme of extra-curricular activities which encourages the participation of all students in St Kilian's.
- A well-structured pastoral care system
- Actively promoting and rewarding good attendance.
- Supervised After School Study

## Roles and Responsibility

It is the responsibility of the .....

### Student:

- To take responsibility for their own attendance and punctuality.
- To be punctual to all classes
- To produce a note of valid excuse if he/she is late arriving to school in the morning or to class
- To present a note of explanation in the designated section of the *Schülerheft* on the day of return following an absence from school
- A student who absents themselves from school for the day or any part of the day without the permission or knowledge of their teacher/parents will be subject to an immediate detention
- Students who leave the school premises without the required permission slips and/or without signing out will be subject to an immediate detention

### Parent/Guardian:

- To support the school's Attendance Strategy in compliance with their legal responsibilities.
- To ensure regular punctual attendance of students and avoid unwarranted absences.
- To provide a written excuse for the student's absence on the first day of return to school
- All messages relating to student absences must be confirmed in writing as soon as possible for the attention of the Class Teacher and the Year Head
- To provide to the school reliable and up to date contact details
- To adhere to the procedures set out in the strategy for the withdrawal of students from school during the school day.
- To engage with the school in relation to attendance issues
- Any students who arrives late to school must provide a note from their parents/guardian
- To ensure that family holidays are taken within scheduled holiday times.

## Principal

- To ensure that adequate systems are in place to record attendances
- To monitor attendance records regularly
- To make reports to the EWO as required
- To inform parents/guardians and students of the procedures for the notification of absences withdrawal of students from school
- To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.

## Deputy Principal

- To work in cooperation with the principal, Year Heads, Class Teachers and Administration Staff to implement the school policy
- To liaise with the Year Heads and Care Team (SEN and Guidance Counsellor) to address difficulties around a specific student's attendance
- To address with the Year Head unauthorised absences from school through the relevant policies
- To communicate unauthorised absences to parents. Year Head
- To liaise with the relevant teacher and monitor punctuality

## Year Head

- To monitor regularly the attendance records for students in their year group through the e-Portal system
- To liaise with the pastoral Care Team (SEN/Guidance Counsellor) and the Class Teachers to address difficulties surrounding a particular pupil's attendance
- To meet with those students and their parents for whom attendance and punctuality is a problem to discuss the issue.
- To contact parents/guardians where unauthorised absences occur or are suspected.
- To notify the Deputy Principal where patterns of absences are developing which would require interventions and or referrals to TÜSLA.
- To liaise with the Administration staff in preparing the relevant reporting sections of the Referral Forms where reports are to be returned to TÜSLA
- To constantly remind pupils during convened assemblies of the importance of regular attendance and punctuality.

## Class Teachers

- To check with Administration that absent notes from parents have been handed in or are in the *Schülerheft*
- To regularly monitor attendance on ePortal
- To liaise with the Year Head in the event that absences are not being explained or where other problems are arising due to poor attendance or punctuality

## Subject Teachers

- To record attendance every class every day.
- When substituting for absent colleagues or when covering personal leave the subject teacher will take a roll call of all students present in the classroom (hand around a sheet) This is essential in the event of an evacuation)

- Input the attendance in the first and seventh periods into the ePortal system. First period must be recorded on the system before 9:00 am. Seventh period must be recorded on the system before 2:15 pm.
- If these periods are covered by substitute teachers the teacher will record attendance manually on paper and submit to school Administration.
- In the event of technical difficulties Class Teachers will manually record the attendance.
- To insist that a late stamp is obtained before accepting student who are late to class after the bell at 8.30 am and 1.35 pm.
- To impress on students the importance of regular attendance.

### Day to day Implementation

- All students must have a late stamp if arriving late to class (after 8.30 am) or after lunch at 1.35 pm
- Teachers must record all absences or lates on the E-Portal system for first and 7<sup>th</sup> period
- In the case of supervised classes the teacher must send a list of absent students to the office before the end of period 1
- The administration will send an SMS to parents if their child is absent.
- Students who leave the school during the school day due to illness or appointments must be signed out by a parent.
- Where students are absent from school for school related activities this is entered on E-Portal as school business.
- Teachers organising out of school activities must prepare a list of names to be posted in the *Mitteilungsbuch* and handed into Administration

### Support for Students with Attendance problems

- Pupils will be monitored by the Year Head/Class Teacher if attendance falls below the figures stated in each appendix for any given half term.
- The pupil will be monitored and given a target and time limit for improvement.
- If no improvement is shown the parent will be contacted by telephone or letter or an invitation will be offered to discuss the situation in school.
- Joint strategies may be devised between parents, pupils, and staff. A time limit and targets will be set for improvement.
- Special programmes may be negotiated with pupils experiencing attendance problems using curriculum support Year Heads, Class teachers, Resource Teachers, Deputy Head Teachers and school Counsellor.
- Children with long term illnesses or with emotional problems, including school refusal, will be supported by the school. Contact with parents and the pupil will be maintained. As far as is possible, work will be sent for the pupil and sent home.
- EWO will be informed where necessary

### Persistent Lateness:

- In the secondary school an unexcused late will result in an immediate break forfeit/late detention on the same day.
- All students who arrive late to school must have a late stamp
- Late stamps should be checked by subject teachers when the student arrives
- Teachers may not permit a student who is late first period to enter class without a late stamp.

- After 5 lates in one term parents will be contacted by the Year Head and recorded on their file
- This will then be monitored by the class teacher.
- If there is no improvement in the situation the parents will be invited to meet with the Year Head and Deputy Principal.
- A continuation of this situation will lead to a meeting with the School Principal and sanctions will be put in place to limit the impact of this behaviour on the experiences of other students in the school and the good name of the school (e.g. exclusion from school trips, work experience placements, module placements)



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### Procedures for Students who Feel Unwell During School Time

- A student who feels unwell must report to the school administration office, having first sought permission from their teacher.
- If the student is unable to return to class the secretary will telephone his/her parents/guardians and make arrangements to have the student collected.
- Students who feel unwell may only leave the school in the company of a parent/guardian or a nominee of their parent/guardian.
- Students who feel unwell must wait in sick bay to be collected by a parents/guardian and then signed out
- Parents must provide the school with emergency contact numbers and ensure that there is always someone available for the school to contact, should it be necessary.
- Should the student need to leave the school, he/she must sign out at the School Office, accompanied by a parent/guardian or a person nominated by their parent/guardian.
- On the student's return to school, parents/guardians must provide a note to the Year Head.
- **Note:** In the case of a medical emergency, if the parents cannot be reached, the school will call an ambulance.

### Authorised and Unauthorised Absence

Only overall attendance figures are taken into account for calculating attendance rates. However, it is the aim of this policy to make perfectly clear to parents/carers what absences the school will or will not authorise.

**Absences that may be authorised** providing the school is satisfied with the reason presented,

Authorised absences include:

Illness • Medical, doctor, dentist, optician, psychologist, hospital appointment • Excluded by school • Religious observance • Compassionate absence - for school authorised absence agreed with family in exceptional circumstances of need (i.e. bereavement or wedding) • University interviews

**Reasons for absence that will not be authorised include:**

Caring for younger siblings • Parents' or carers' illness • Activities such as shopping, visits to relatives, birthday celebrations or anniversaries • Family holidays (these should be organised during school holiday times) • Oversleeping

Parents will be required to provide medical evidence, such as a doctor's note, if their child is absent frequently or for a prolonged period due to illness or if their child is to be excused from PE due to injury.

Truancy and parentally condoned absence will, without exception be recorded as unauthorised absence. Truancy will be dealt with under the Code of Behaviour.



**Holidays during school term time will not be authorised or facilitated in any way.**

## **General operational Procedures**

- A consistent approach to managing attendance throughout the school will be applied and all absences will be challenged in a positive and supportive manner.
- If a student is absent the School must be informed by the student's parents either in writing, by phone, email or in person before 8:30am on the first day of absence. In the first instance parents should inform the secretary or the Year Head.
- Teachers will accurately complete registers.
- Where no explanation is given for a student's absence, a telephone call will be made to find out the reason. If no answer is received to the telephone call then, when possible, a message will be left and an email sent to the parent(s).
- Attendance will be monitored regularly by Class Teachers and Year Heads in secondary; all recorded absences will be verified. These staff will keep the Deputy Principal/Principal informed of any concerns and actions taken.
- Where attendance is consistently below 90% support interventions will be put in place and the parents involved.
- Absences as well as lates are recorded on E-Portal
- Absences are also recorded on school reports
- Permission to leave school last period for 10/11/12 classes is contingent on a permission slip having been signed by parents and handed into the office for file. Permission may only be given by the Deputy Principal or the Principal.
- Lunch Time arrangements to leave the school apply only to 12<sup>th</sup> class and are contingent on a permission slip having been signed by parents and handed into the office for file.
- Administration staff will provide a list of absent students each day to be posted in the staff room