



ATTENDANCE POLICY

Ratified: Mr Michael Gilbert, School Manager

Date: February 2008

The Education Welfare Act, 2000, provides a comprehensive framework for promoting regular school attendance and tackling the problem of absence and early school leaving. Under the Act, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post-primary school, whichever comes later. The National Educational Welfare Board (NEWB) has been established to support school attendance and follow up on children who are not attending school regularly.

Stratford College

- ⇒ The Class Tutor takes the official roll call each day at a time specifically allocated to class tutor business. During this time, the Class Tutor follows up on absences and collects letters from parents explaining absences.
- ⇒ Students who leave the school during the day are required to sign out at the office, giving the time of departure and the reason (medical appointments etc). These details are then noted when the official roll call is checked in the afternoon.
- ⇒ Absences will be notified to parents by text first thing in the morning and no later than 11 am. Lates will be

Principal: Patricia Gordon Deputy Principal: Roderick Cody



recorded until 11am. Absence will be recorded thereafter.

- ⇒ Weekly attendance records will be left for the attention of Principal/Deputy Principal and Class Tutors.
- ⇒ The school will notify parents when a child has in the region of fifteen absences that a report will soon be issued to the National Educational Welfare Board (NEWB), if the pattern continues.
- ⇒ The school is required by law to keep records of all absences, and make them available to the Education Welfare Officer (EWO) on request. The school is also required to notify the NEWB if a child is absent for twenty days or more at regular intervals during the year, or where the absence gives rise to concern.
- ⇒ Activities organised by the school which have been authorised by the Principal e.g. school trips, participation in sporting or cultural activities, or work experience, are not recorded as absences in the school attendance records.
- ⇒ Stratford College is also obliged to provide an annual report on its student attendance and categorise student absences under one of several headings.

Parent/Guardian

- ⇒ As a parent/guardian, you must let the school know if your child is absent and the reason why. These reasons must be given in writing. The school is required by law to keep records of all absences, and make them available to the Education Welfare Officer on request. Parents are reminded that pupils are obliged to attend school on all days in which the school is open. All family holidays should be taken within school holiday periods only.

Principal: Patricia Gordon Deputy Principal: Roderick Cody

STRATFORD



COLLEGE

Educational Welfare Officer

- ⇒ If the child is absent due to illness or other good reasons, no action will be taken by the NEWB. However if there is concern about the child's attendance, parents may be contacted by an Educational Welfare Officer. The officer will work with the parents and take full account of the circumstances before deciding what further action is necessary to ensure that the child received his/her entitlement to an education.
-

Principal: Patricia Gordon Deputy Principal: Roderick Cody

ZION ROAD, RATHGAR, DUBLIN 6. TEL: 353 1 492 2315 FAX: 353 1 4920372
E-MAIL: admin@stratfordcollege.ie WEB: www.stratfordcollege.ie



Strategies to Promote Student Participation

The School encourages the full participation of all students in all aspects of school life and aims to maximise their personal development, good citizenship and academic progress. This is achieved through various programmes in the school.

Curriculum

The school offers a wide range and variety of subject at Junior and Senior level. The school also offers a Transition year programme. Career guidance and counselling are also available in the school as is resource teaching. These programmes provide scope for personal development as well as preparing students for their participation in society.

Methodologies

In the teaching of these programmes the teacher endeavours to use a variety of methodologies, which encourage and facilitate the participation of all students. The school management provides and supports the professional development of the teachers by permitting them to attend in-service courses/workshops and by offering staff training days.

Co-Curricular

The school's programme of co-curricular/extra curricular activities caters for a wide range of activities in order to maximise student participation. Activities range from sports, music, drama, visits, exchanges, charity awareness, competitions, newsletter, mock interview and field trips.

Pastoral Care

The school's pastoral care structures and class organisation arrangements enable all students to participate in the life of the school in a way that promotes their social development.

Principal: Patricia Gordon Deputy Principal: Roderick Cody



CLASS TUTOR

The caring atmosphere nurtured by the Class Tutor also encourages full participation in all areas of school life. The Class Tutor also instils a good class spirit to promote friendship and learning. This structure also provides a medium through which parents/guardians can contact and meet with the teachers. Participation is encouraged at an early stage by the provision of information and meetings, which facilitate the transition from primary to secondary school for both parents and students.

Parents' Participation

Parents' participation is greatly encouraged through the various openings available to them e.g. participation on the Parent's Council. Parent Teacher meetings and the various information meetings held during the year.

Part-time work during the school week contributes to poor participation of students. Parents and students are made aware of the legal position with regard to part-time work and are also alerted to the adverse effect it has on student's performance.

Organisation of Students

For students to participate fully in their education it is of the utmost importance that they come to school fully equipped. Students' inability to organise themselves is a key reason why they often forgot books, equipment etc.

During the first weeks of term, time will be spent teaching first years these organisational skills. Class Tutors, together with individual class teachers, will clearly explain to students what books and equipment are required.

Teachers will outline to students some good tips on how to be organised, e.g.

- (a) correct use of the journal

Principal: Patricia Gordon Deputy Principal: Roderick Cody

STRATFORD



COLLEGE

- (b) the importance of writing in subjects the night before and using this as a cross check to ensure that all the correct books and equipment had been packed.
- (c) Where two or more textbooks exist students to note in their journal which book was required and when.
- (d) Class Tutors will inspect journals, especially in the early days to ensure that journals are being correctly used.
- (e) The use of the School Diary will be explained to parents and students.

Principal: Patricia Gordon Deputy Principal: Roderick Cody

ZION ROAD, RATHGAR, DUBLIN 6. TEL: 353 1 492 2315 FAX: 353 1 4920372
E-MAIL: admin@stratfordcollege.ie WEB: www.stratfordcollege.ie