





An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Template for the Statement of Strategy for School Attendance

Name of school	Enfield Community College
Address	Dublin Road, Enfield, County Meath
Roll Number	76595N
The school's vision and values in relation to attendance	Acknowledging the crucial role attendance plays in a student's academic journey and growth, this strategy aims to systematically track and oversee student attendance. Its objectives include fostering regular attendance to empower students to reach their maximum potential and promoting and incentivizing attendance. Additionally, it ensures the school remains in accordance with Health and Safety regulations and the mandates outlined in the Education Act.
The school's high expectations around attendance	The school sets high and realistic standards regarding good school attendance. From the outset, during Open Night, induction days and subsequent parent meetings, students and parents are informed about the significance of regular attendance. <ul style="list-style-type: none"><li>• Tutors and Senior Management oversee punctuality and attendance.</li><li>• An Attendance Team is designated.</li><li>• Each year, a special award is presented for Excellent Attendance at the prize-giving ceremony.</li><li>• The Principal reports to TUSLA as necessary.</li></ul>
How attendance will be monitored	The students of ECC carry significant responsibilities for lateness and attendance and their recognition of these responsibilities will enhance their own learning and their school experience.  <b>The following responsibilities lie directly with the pupil:</b> <ul style="list-style-type: none"><li>• Making every effort to catch up on work missed in a timely manner using the template provided (see below)</li><li>• Giving notice to teachers/tutor in advance of absences when possible and practical.</li><li>• All students are expected to be in their respective Tutor classes by 8:20 am.</li></ul>

	<ul style="list-style-type: none"> <li>• Students arriving after 8:40 am must sign in at the Secretary's office using their student ID card and provide an option explaining the late arrival.</li> </ul> <p>Students at the College bear significant responsibilities for punctuality and attendance, which will positively impact their learning and overall school experience. These responsibilities include:</p> <ul style="list-style-type: none"> <li>• Diligently catching up on missed work in a timely manner using the provided template (see below).</li> <li>• Providing advance notice to teachers and the College of absences when possible and practical.</li> </ul> <p><b>The following responsibilities lie directly with the tutor:</b></p> <ul style="list-style-type: none"> <li>• Recorded during Tutor Period, with each teacher logging attendance individually via the Compass system.</li> <li>• Tutors must review the attendance reports issued by the Deputy Principal bi-weekly.</li> <li>• Tutors are responsible for ensuring that Parents/Guardians have provided a reason for absences on Compass and following up any 'Unexplained Absences'.</li> <li>• Ensuring that there is an absence note on Compass for any full-day absences.</li> <li>• In cases where there is sensitivity regarding the reason for the absence, Tutors are encouraged to speak with the SEN Anchor, Guidance Counsellor, Deputy Principal, or Principal as appropriate.</li> </ul> <p><b>The following responsibilities lie directly with the parents/guardians:</b></p> <ul style="list-style-type: none"> <li>• Giving notice to teachers/tutor in advance of absences when possible and practical.</li> <li>• Providing a note on Compass explaining the late arrival.</li> <li>• Parents/Guardians must provide a reason for absences on Compass and update any 'Unexplained Absences'.</li> <li>• Provide an absence note on Compass for any full-day absences.</li> <li>• In cases where there is sensitivity regarding the reason for the absence, Parents/Guardians are encouraged to speak with the Tutor, SEN Anchor, Guidance Counsellor, Deputy Principal, or Principal as appropriate.</li> </ul>
<p>Summary of the main elements of the school's approach to attendance:</p>	<p><b>Target setting and targets:</b></p>

<ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain strong communication with parents, we will continue sending regular reports (included in assessment window reports every 11 weeks) to ensure Parents/Guardians and students feel supported and encouraged to attend school.</li> <li>• We will maintain direct contact through the Compass platform, providing a push notification when students miss 5 days of school, a follow up phone call by the tutor after 7 days and a letter will be generated at 15 days with a follow up meeting with school management.</li> <li>• We will also recognize and reward students for their positive participation and attendance.</li> </ul> <p><b>The Whole-School Approach</b></p> <ul style="list-style-type: none"> <li>• We will maintain a consistent pastoral care approach to support students dealing with attendance and participation challenges.</li> <li>• We will regularly assess the school's operations concerning attendance and participation to foster an environment conducive to improved engagement.</li> <li>• Furthermore, we offer a diverse array of extracurricular activities to enrich the College experience, with reviews and expansions based on demand and staff availability.</li> <li>• When necessary, students will receive guidance on improving their participation, along with appropriate disciplinary measures if needed.</li> <li>• Additionally, we provide an induction program for incoming First Years and other new students to promote and cultivate positive involvement from the outset.</li> </ul>
<p>School roles in relation to attendance</p>	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• The Principal of Enfield Community College will maintain a register of all admitted students in compliance with DES regulations and guidelines.</li> <li>• Enfield Community College asserts that a student under the age of 16 or with less than three years of post-primary education cannot be deregistered from the school, except in the following cases:</li> <li>• for inter-school transfer, provided that all attendance and educational progress details have been forwarded to the new school upon request, and where removal from the school is mandated under Section 20(4) of the Education (Welfare) Act 2000 for any reason.</li> </ul>

- The principal may, at his discretion, assign responsibilities related to school attendance to other professionals within the school.

#### **Deputy Principal**

- To collaborate with the principal, designated Assistant Principal, and administrative staff in implementing ECC policies.
- To communicate with all relevant departments within ECC to address attendance-related challenges for specific students.
- To convene meetings, alongside appropriate staff members, with students who have unauthorized absences from classes or from ECC.

#### **Tutors**

- To collaborate with the management regarding the attendance records of specific students within the current academic year.
- To collaborate with the Care Team to tackle attendance-related challenges for individual students.
- To contact parents/guardians when unauthorized absences are suspected or when recurring patterns of absences emerge, and to inform the Deputy Principal accordingly.
- To reiterate to students, during tutor time or year group meetings, the significance of consistent attendance, punctuality, and participation.

#### **Teachers**

The teaching faculty at the College plays a pivotal role in overseeing attendance and participation. Teachers are expected to fulfil the following duties:

- Maintain precise records of class attendance using the Compass system at the immediate onset of each period throughout the day.
- Report any concerns regarding frequent absences to the Deputy Principal/AP1.
- Ensure that a list of students scheduled to be absent on a particular day or for a specific activity is posted in the designated Compass area (Events), with staff members notified through the Compass system.
- Prompt students to fulfil their responsibilities in catching up on missed work due to their absences.

	<ul style="list-style-type: none"> <li>• To promote attendance and active engagement, Enfield Community College embraces a nurturing and pastoral care approach towards its students.</li> <li>• Enfield Community College is obligated to collaborate with the Educational Welfare Board and Educational Welfare Officers, striving to foster positive relationships in the best interests of our students.</li> <li>• The policies of Enfield Community College, including the Code of Behaviour and Anti-Bullying policy, are designed to provide support for attendance and participation, among other objectives.</li> </ul> <p><b>Board of Management</b></p> <ul style="list-style-type: none"> <li>• The Board of Management is responsible for ensuring that Enfield Community College fulfils its statutory obligations regarding attendance and participation.</li> <li>• In doing so, the Board will ensure that all data collection and dissemination adhere to the Data Protection Act of 1988, the Data Protection (Amendment) Act of 2003, and the Data Protection Policy of the College.</li> <li>• The Board are responsible for ratification of this policy.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	Promote stronger connections between the school and families of students facing attendance challenges, utilizing parent-teacher meetings, phone calls, and push notifications to notify parents of absences. The school will collaborate with pertinent organizations and seek assistance from services when attendance concerns arise.
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> <li>• To maintain effective communication with parents, we will continue sending regular reports periodically throughout the school year and engage in direct contact via Compass.</li> <li>• We will utilise Compass and Pulse to monitor and track attendance data on an ongoing basis.</li> <li>• We also recognize and reward students for their exemplary participation and attendance through Attendance awards, which acknowledge all-round excellence in each year group.</li> <li>• Additionally, we uphold a consistent pastoral care approach to support students with attendance and participation issues.</li> <li>• We regularly evaluate the school's operations in relation to attendance and participation to foster</li> </ul>

	<p>an environment conducive to improved engagement.</p> <ul style="list-style-type: none"> <li>• Furthermore, we provide a diverse range of extracurricular activities aimed at promoting involvement in the daily life of ECC. These activities are reviewed and expanded based on demand and staff availability. Students are advised on how to improve, and when necessary, disciplinary measures are implemented. Moreover, we offer an induction program for incoming First Years and new students to foster and encourage positive participation from the outset.</li> </ul>
Review process and date for review	
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	