

# SAINT BRIGID'S GIRLS' NATIONAL SCHOOL

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## Statement of Strategy for School Attendance 2025/2026

Name of School	St. Brigid's GNS
Address	Turret Road, Palmerstown, Dublin 20
Roll Number	18324C
The School's vision and values in relation to attendance	<p>To encourage pupils to attend school regularly.</p> <p>To encourage pupils to arrive to school on time.</p> <p>To develop a culture of good attendance among all in the school community.</p> <p>To ensure parents are informed of their roles and responsibilities as outlined in the Education Act 2000, regarding compulsory attendance.</p> <p>To develop strategies and interventions to improve the attendance of targeted pupils.</p> <p>To promote a system of awards for good attendance.</p> <p>To outline the school's responsibility in reporting absences to Tusla – Child and Family Agency.</p>
The School's high expectations around attendance	<p>St. Brigid's GNS envisages all children attending school regularly and punctually. Attendance is crucial to effective learning and the continuity of learning experiences. Therefore, the school places great emphasis on regular and punctual attendance, in communications with parents and pupils. The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupil's learning. We expect children to have full attendance at school unless they are ill or have medical appointments. We fully understand that there may also be urgent family reasons why a child cannot attend school, especially in the case of bereavement and endeavour to offer our support in these instances.</p>
How attendance will be monitored	<ul style="list-style-type: none"> <li>• School attendance &amp; punctuality are inputted daily by class teachers using the Aladdin system.</li> <li>• School attendance is monitored monthly by school secretary &amp; Principal to enable attendance rewards and praise be given to the children at the monthly school assembly.</li> </ul>
Summary of the main elements of the school's approach to attendance: •Target setting •The whole school approach •Promoting good attendance • Responding to poor attendance.	<ul style="list-style-type: none"> <li>❖ To positively promote school attendance by awarding pupils with a coloured wristband for each block of 30 days full attendance they have achieved. Wrist bands will be presented to the relevant children at whole school assembly. <ul style="list-style-type: none"> <li>Yellow wristband awarded for 30 days attendance</li> <li>Blue wristband awarded for 60 days attendance</li> <li>Green wristband awarded for 90 days attendance</li> <li>Red wristband awarded for 120 days attendance</li> <li>Orange wristband awarded for 150 days attendance</li> <li>Purple wristband awarded for 180 days attendance or full attendance for the school year 2025/2026</li> </ul> </li> <li>❖ To identify, as early as possible, pupils at risk of developing school attendance problems;</li> <li>❖ To establish close contacts with the families of pupils with attendance problems. To be nonjudgmental in approach;</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Text messages are sent automatically from the school office using the Aladdin service at set intervals of absenteeism. Text messages to parents/guardians will inform them when their child has missed 10 and 20 days of school;</li> <li>❖ Children with 20 days absence to be reported on scheduled Tusla returns.</li> <li>❖ To foster contact with other local schools and ensure school closures/openings are coordinated as often as possible. To inform parents accordingly;</li> <li>❖ To ensure 6<sup>th</sup> class pupils are well informed about secondary school and all the changes in structure, curriculum etc.;</li> <li>❖ To communicate concerns re attendance to the Principals/staff of secondary schools that the pupils will attend, once written consent has been provided by the parents, to the staff of St. Brigid's GNS, to do so.</li> <li>❖ To endeavor to develop an individual attendance strategy to cater for the needs of individual pupils where required, e.g. staggered entry/individual attendance reward plan, to involve all interested parties in developing this strategy, to have rewards and sanctions built into the strategy;</li> <li>❖ To promote punctuality while nevertheless accepting that it is better to come to school late than never.</li> </ul>
<p>School roles in relation to attendance</p>	<p><b><u>Role of the School:</u></b></p> <ul style="list-style-type: none"> <li>➤ To promote the importance of good attendance throughout the school;</li> <li>➤ To ensure pupils are registered accurately and efficiently;</li> <li>➤ To ensure pupil attendance is recorded daily, accurately and in a uniform agreed format;</li> <li>➤ To inform Tusla – Child and Family Agency of pupils with absences of 20 days or more in the school year; to inform Tusla – Child and Family Agency of any concerns about specific pupil attendance;</li> <li>➤ To record pupil unpunctuality and monitor if a pattern emerges so that appropriate action may be taken;</li> <li>➤ To record pupils leaving early and note if a pattern emerges so that appropriate action may be taken;</li> <li>➤ To ensure parents know the importance of informing the school when their daughter will be or has been absent;</li> <li>➤ To report school attendance to parents;</li> <li>➤ To report school attendance to Tusla- Child and Family agency, The Education Welfare Officer, The Board of Management,</li> </ul>
<p>Partnership arrangements (parents students, other schools, youth and community groups)</p>	<p>In St. Brigid's GNS, pupils, Parents/Guardians, Teachers &amp; Principal work in partnership in relation to attendance.</p> <p><b><u>Role of Parents/Guardians:</u></b></p> <ul style="list-style-type: none"> <li>• To ensure their daughter attends school daily;</li> <li>• To ensure their daughter comes to school on time;</li> <li>• To ensure that Aladdin is updated if a child arrives to school after 9am;</li> <li>• To ensure their daughter completes a full school day, does not leave early unless for a genuine explained reason;</li> </ul>

- To notify the school through the Aladdin App, when they require their daughter to leave school early, giving details of the early leaving time and the reason for their daughter leaving school early;
- To notify the school through the Aladdin App, when their daughter is absent, giving details of the dates of the absence and the reason for the absence;
- To co-operate with the school staff and management of St. Brigid's GNS to resolve any attendance problems;
- To develop a positive culture in the home re school attendance;
- To refrain from taking extended holidays during the school terms;
- To co-operate with the Education Welfare Officer and staff of Tusla.

**Role of pupils:**

- To attend school daily;
- To come to school on time;
- To inform staff of an impending absence ;
- To pass relevant notes from parents/guardians to staff;
- To pass school correspondence from staff to parents.

**Role of Class Teacher:**

- To record pupil attendance/absence in class Rolla by 9.40 a.m. each morning;
- In the event of a class teacher being absent, the teacher splitting the class should record the attendance before the class is split. Details of any absences should be sent immediately to the school secretary to allow the class attendance to be entered into the Aladdin system by the school secretary;
- To follow the guidelines in the Rules for National Schools, (Rule 56(10)) when a pupil leaves before school officially finishes – i.e. that the attendance is documented on the Aladdin System as an incomplete attendance (Late arriver/Early Leaver – Aladdin instructions available from school secretary)
- To discuss the child's attendance with parents/guardians at Parent Teacher meetings in February. Including details of the amount of school time missed by the child due to regular lateness in the mornings or by the child regularly being taken early from school;(Aladdin)
- To report number of absences to parents at Parent/Teacher meetings and in the end of year report; (Aladdin)
- To alert relevant staff (Principal/Deputy Principal) if there are concerns around student absences and develop a strategy with them to support the student with the aim of improving attendance;
- To record unpunctuality on the Aladdin system and note if patterns occur so that appropriate action may be taken. Children arriving after 8.50am are deemed to be late for school. Details of the time the child arrives late to school should be entered into the Aladdin system for all children arriving after 8.50am; (Aladdin instructions available from School Secretary);

- Class teacher to phone parents of children who are regularly late to school, requesting and documenting reasons for the regular unpunctuality, parental agreement to improve unpunctuality issues and support required as applicable. Details of the contact should be recorded and placed on the child's file and a copy given to the Principal. (Appendix 1)
- To note if pupils leave early and if patterns emerge so that appropriate action may be taken; Details of any child leaving school early should be entered into the Aladdin system. Information should include the time the child leaves at and the reason given for the child leaving early, if not already done so by parents (Aladdin instructions available from School Secretary);
- The class teacher will phone parents of children with 16 days absence, requesting and documenting reasons for the significant absence, parental agreement to improve attendance issue and support required as applicable. Details of the contact should be recorded and placed on the child's file and a copy given to the Principal. (Appendix 1)
- Overview of all communication with parents/guardians regarding punctuality or attendance to be completed by each teacher each month (Appendix 2) One copy to be kept by teacher and one copy to be forwarded to the office by the 5<sup>th</sup> of each month.
- To endeavor to identify key factors in a pupil's repeated absenteeism and act to intervene and to try to prevent them;
- To encourage pupils to attend regularly and punctually by striving to create a pleasant and unthreatening atmosphere in the classroom;
- To encourage pupils to attend regularly and punctually by ensuring work in the class is relevant to them and the curriculum is flexible to respond to the individual needs of the pupils;
- To communicate regularly with teachers of other classes which siblings attend, to ascertain if non-attendance is a family or individual pupil problem;
- To encourage all children to work towards achieving their next coloured wristband as a reward for good attendance.

**Role of the School Secretary:**

- To facilitate and monitor the school Aladdin system.
- The School secretary will phone parents of children with 12 days absence, requesting and documenting reason for significant absence, parental agreement to improve attendance issue and support required as applicable. Details of the contact should be recorded and placed on the child's file and a copy given to the Principal. (Appendix 1)
- Overview of all communication with parents/guardians regarding punctuality or attendance to be completed by the secretary each month (Appendix 2) & forwarded to the office by the 5<sup>th</sup> of each month.

	<p><b><u>Role of Principal:</u></b></p> <ul style="list-style-type: none"> <li>• To promote good attendance and punctuality in the school by e.g. using School assemblies to praise class/pupil good attendance;</li> <li>• To ensure the school register of pupil attendance is maintained in accordance with Department of Education and Skills guidelines;</li> <li>• To co-operate with the School Welfare Officer and Tusla by:</li> <li>• Providing attendance/absence statistics at the end of the school year;</li> <li>• Principal to phone parents of children absent for 20 days or more in a school year, documenting reason provided by parents for the significant levels of absence and details of agreed plan to attempt to remedy attendance issue. Details of the contact should be recorded and placed on the child's file and a copy retained by the Principal. (Appendix 1)</li> <li>• Principal to inform parents of the school's obligation to submit an Educational Welfare Referral to Tusla regarding their child's attendance should attendance issues persist.</li> <li>• Providing details of targeted pupil absence once termly;</li> <li>• Inform Tusla of all pupils who have missed 20 days or more;</li> <li>• Inform Tusla if a pupil has been suspended or expelled.</li> <li>• To reward good attendance at regular intervals throughout the year;</li> <li>• To inform the Board of Management of attendance concerns;</li> <li>• To seek approval from the Board if a suspension or expulsion is proposed;</li> </ul>
How the statement of strategy will be monitored.	Statement of strategy to be reviewed annually through discussion with staff members, pupils and with the Board of Management.
Review process and date for review	November 2025
Date the statement of strategy was approved by the Board of Management	3 <sup>rd</sup> December 2025
Date the Statement of Strategy submitted to Tusla	4 <sup>th</sup> December 2025

**Appendix 1**

**Punctuality/ Attendance Concerns Communication Record**

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

Attendance Concern: Yes \_\_\_\_\_ No \_\_\_\_\_

Punctuality Concern: Yes \_\_\_\_\_ No \_\_\_\_\_

Staff Member's Name: \_\_\_\_\_

Staff Member's Role : \_\_\_\_\_

Date of Phone call: \_\_\_\_\_

Time of Phone: \_\_\_\_\_

Name of Parent/Guardian receiving the call: \_\_\_\_\_

Matter Addressed: (Punctuality/Attendance) \_\_\_\_\_

If attendance matter, how many days has the child been absent at date of phone call: \_\_\_\_\_

If punctuality matter, how many days has the child been late for school at date of phone call: \_\_\_\_\_

If punctuality matter, how many days has the child left school early at date of phone call: \_\_\_\_\_

Reason for absences/punctuality issues given by parent/guardian: \_\_\_\_\_

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Notes: To be completed if staff member experiences difficulties getting in contact with parents/guardians, dates & times of attempted phone calls to be documented.

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Supports that may be needed by parents to remedy the attendance/punctuality issue: \_\_\_\_\_

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Commitment made by parent that punctuality/attendance issue will be addressed/improved:

Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of Appendix 1 placed on the child's file: Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of Appendix 1 given to the Principal: Yes \_\_\_\_\_ No \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

