

# Loreto College Swords

Rivervalley, Swords, Co. Dublin Roll Number 60810B

## School Attendance Improvement Plan

2015 – 2017 Report issue date: June 2016



<p>Summary of main strengths as identified in last SSE:</p>	<ol style="list-style-type: none"> <li>1. We have an Attendance Officer and her work is acknowledged and appreciated.</li> <li>2. We provide support for students with attendance difficulties through the Care Team</li> <li>3. We have a team of Year Heads who liaise with home and communicate with teachers on attendance issues and this work is acknowledged and appreciated.</li> <li>4. Attendance is well monitored by the office staff.</li> <li>5. We have a positive and encouraging school atmosphere.</li> <li>6. We have a system for rewarding attendance.</li> <li>7. We have a system for recording attendance that is accessible to every teacher.</li> </ol>
<p>Summary of main areas requiring improvement as identified in last SSE:</p>	<ul style="list-style-type: none"> <li>• Communication with parents: <ul style="list-style-type: none"> <li>○ Linking attendance and attainment, highlighting the importance of good attendance in order to reduce the total number of students absences.</li> <li>○ Addressing unexplained half days.</li> <li>○ Texting parents more frequently/ conducting spot checks to reduce the number of students absent half days.</li> </ul> </li> <li>• Communication among ourselves: <ul style="list-style-type: none"> <li>○ Improving accuracy in the note collection structure</li> <li>○ In the use of ePortal</li> <li>○ In spotting patterns</li> <li>○ between Year Heads and Tutors</li> </ul> </li> <li>• Communication with students: <ul style="list-style-type: none"> <li>○ Linking attendance and attainment for students regularly</li> <li>○ checking with students who want to leave early (class tests)</li> <li>○ Engaging with students who are struggling in school and who are absent often and helping them see the relevance of school.</li> </ul> </li> </ul>
<p>Improvement Targets</p>	<ol style="list-style-type: none"> <li>1. To reduce the total number of days lost through student absence in the entire school up to and including the date the school closes.</li> <li>2. To reduce the total number of students who were absent for 20 days or more during the school year</li> <li>3. To reduce the number of senior students who take half days.</li> </ol>

IMPROVEMENT TARGETS	Required Actions	PERSON/S RESPONSIBLE	TIMEFRAME FOR ACTIONS	REVIEW DATES
To reduce the total number of days lost through student absence in the entire school up to and including the date the school closes by 5% from 5801 to 5510	Provide each tutor with a folder containing poly pockets for each student in the class group to improve the collection of absent notes.	Principal /DP/ Attendance Officer/ Class tutor	June 2016	April 2017
	Correspondence to parents making specific mention of the importance of attendance	Principal/ Attendance Officer	August 2016 – April 2017	April 2017
And to reduce the total number of students who were absent for 20 days or more during the school year by 10% from 60 to 54	Parents will have access to ePortal from home to enable them to monitor attendance.	Principal/ DP	October 2016	April 2017
	Attendance will be discussed at each parent teacher meeting	Class teacher	October 2016 – March 2017	April 2017
And to reduce the number of afternoons missed by 6 <sup>th</sup> year students by 5% from 671 to 636	Take attendance on ePortal for every class period to help in spotting patterns of poor attendance	Class teacher	August 2016 – May 2017	May 2017
	Communicate the link between attendance and attainment at assemblies.	Year Head/ Principal/ DP	August 2016 – May 2017	May 2017
	Identify students who are underperforming academically and cross reference with their attendance records	Principal/ DP/ Year Head	After Christmas reports, Mocks reports	March 2017

	Discuss individual students' attendance/ attainment records with them to communicate the link to school engagement and performance.	Care Team/ Year Heads	August 2016 – May 2017	May 2017
	Provide meeting time for tutors , year heads and attendance officer to meet to discuss attendance issues once a term	Principal	August 2016	May 2017

Ratified by the Board of Management on 7<sup>th</sup> June 2016.