

**ATTENDANCE**  
**INCHICORE NATIONAL SCHOOL**  
**ACTION PLAN 2017-2020**

TARGETS

- To ensure that the school is a positive, attractive environment that will encourage attendance.
- To put in place strategies for teaching and learning that will foster success and encourage children to attend school.
- To reward good attendance throughout the year.
- To target and reduce the number of persistent latecomers and poor attendees.
- To engage with parents of poor attenders in order to support them in improving their children’s attendance at school.

<b>Programmes to date</b>	<b><u>ACTION PLAN</u></b>	<b>Who?</b>	<b>When?</b>
<p><b>Timekeeping</b>            School motto: Be on time at ten to nine</p>	<p><b>Timekeeping</b>            The school will continue to encourage and acknowledge good <b>timekeeping</b>:</p> <ul style="list-style-type: none"> <li>• through frequent use of the school punctuality motto</li> <li>• through a weekly draw for children who are on time for school.</li> <li>• 3<sup>rd</sup> – 6<sup>th</sup>: termly initiatives of recording and collecting percentages.</li> </ul>	<p><b>Timekeeping</b></p> <ul style="list-style-type: none"> <li>• 6th Class pupils and teachers</li> <li>• HSCL to organise tickets and weekly draw for punctuality</li> </ul>	<p>Daily/            Weekly/            Termly</p>

<p><b>Attendance</b> Badges given on a monthly basis for full attendance</p> <p><b>After School Activity Clubs:</b></p> <ul style="list-style-type: none"> <li>• Junior club from 1:30 – 2:30</li> <li>• Senior Club from 2:30 – 3:30</li> <li>• Irish dancing</li> <li>• Basketball</li> <li>• Baking club</li> <li>• Games club</li> </ul>	<p><b>Attendance</b> The school will continue to encourage and acknowledge good <b>attendance</b> by the following actions:</p> <ul style="list-style-type: none"> <li>• Print full attendance list every month for the classes and display in central location.</li> <li>• Children who have full attendance receive a fridge magnet which celebrates the achievement each month.</li> <li>• Excellent Attendance certificates to be given out at Christmas and at the end of June.</li> <li>• All children are greeted with a welcome, no matter what time they come into school.</li> </ul> <p><b>After School Activities</b></p>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• All members of staff to use school motto frequently.</li> </ul> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• HSCL to print full attendance.</li> <li>• School Secretary to supply prizes.</li> <li>• Certificates prepared and awarded by Postholder for Attendance</li> <li>• Members of school staff are in the yard to greet the children.</li> </ul> <p><b>After School Activities</b></p> <ul style="list-style-type: none"> <li>• School staff</li> <li>• Post holders</li> <li>• HSCL</li> <li>• Outside specialists</li> </ul>	<p>Monthly</p> <p>Monthly</p> <p>Christmas June</p> <p>Daily</p> <p>Daily</p> <p>Throughout the year</p>
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<ul style="list-style-type: none"> <li>• Choir</li> <li>• Ukelele</li> <li>• Drama</li> <li>• Science club</li> <li>• Chess club</li> <li>• Table Tennis club</li> <li>• Study Skills group</li> <li>• Yoga</li> <li>• Art Class</li> <li>• Parent run after school activities for Infant classes until 2:30 pm.</li> </ul> <p><b>School initiatives, including SCP, that promote wellbeing and a sense of community among the children include:</b></p> <ul style="list-style-type: none"> <li>• Breakfast club</li> <li>• After school club</li> <li>• School allotment</li> <li>• Secret garden</li> <li>• Incredible Years</li> <li>• Play Therapy</li> <li>• Incredible Years</li> <li>• Friends for Life</li> <li>• Weaving Wellbeing</li> <li>• The Zones of Regulation</li> <li>• Organized yard time</li> <li>• Attractive yard areas and games</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to offer after school activities to children who have poor attendance. Follow up on forms given out with a phone call to parents when deemed necessary.</li> </ul> <p><b>School Completion Programme (SCP) Initiatives/In School programmes:</b></p> <ul style="list-style-type: none"> <li>• Encourage children to come to school (Music tuition to all classes, Drama, Fun Athletics, Choir, Instrumental music lessons to targeted groups).</li> <li>• Easter and Summer Camps.</li> </ul>	<p><b>SCP Initiatives</b></p> <ul style="list-style-type: none"> <li>• School Completion Coordinator (L Keegan),</li> <li>• Postholder with responsibility for P.E. and Sports</li> <li>• Postholder for Music postholder)</li> <li>• Principal</li> </ul>	<p>Throughout the year, including holiday periods</p>
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<ul style="list-style-type: none"> <li>• Fun Athletics</li> <li>• Music For Success</li> <li>• Easter camp</li> <li>• Summer camp</li> </ul> <p><b>Curriculum initiatives that promote high achievement and engagement include:</b></p> <ul style="list-style-type: none"> <li>• Aistear</li> <li>• Group time for Literacy</li> <li>• Group time for Maths</li> <li>• Roots of Empathy</li> <li>• Lifeskills</li> <li>• NCAD Art</li> <li>• Poetry Café</li> <li>• Withdrawal time</li> <li>• Reading Recovery</li> <li>• Maths Recovery</li> <li>• Weaving Wellbeing</li> <li>• Special Weeks <ul style="list-style-type: none"> <li>◦ Maths</li> <li>◦ Science</li> <li>◦ Friendship</li> <li>◦ World Book</li> <li>◦ Gaeilge</li> <li>◦ Tech</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Music for Success Programme in collaboration with Kylemore College(5th and 6th class)</li> </ul> <p><b>Breakfast Club</b></p> <ul style="list-style-type: none"> <li>• Continue to offer to targeted children to encourage attendance at school.</li> </ul> <p><b>After School Homework Club</b></p> <ul style="list-style-type: none"> <li>• Continue to offer homework club on Tuesdays and Thursdays to targeted group of children.</li> </ul> <p><b>Curriculum Initiatives</b></p> <ul style="list-style-type: none"> <li>• Maths Groups used to deliver a spiral curriculum in Maths.</li> <li>• The Write-to-Read programme is used to deliver a high quality and engaging programme for literacy.</li> <li>• Literacy Groups used in all</li> </ul>	<p><b>Breakfast Club</b></p> <ul style="list-style-type: none"> <li>• HSCL</li> <li>• Principal</li> <li>• SNAs</li> </ul> <p><b>Afterschool Homework Club</b></p> <ul style="list-style-type: none"> <li>• SCP Coordinator</li> <li>• HSCL</li> <li>• Principal</li> </ul> <p><b>Curriculum Initiatives</b></p> <ul style="list-style-type: none"> <li>• Class teachers</li> <li>• Resource teachers</li> </ul> <p><b>Seasonal Activities and Special Weeks</b></p>	<p>Daily</p> <p>Tuesdays and Thursdays</p> <p>Throughout the school year</p>
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<ul style="list-style-type: none"> <li>○ Diversity</li> <li>○ Active</li> <li>• P.E. <ul style="list-style-type: none"> <li>○ GAA</li> <li>○ Soccer</li> <li>○ Fun Athletics</li> <li>○ Swimming</li> </ul> </li> </ul> <p><b>5th and 6th Class Enrichment activities encourage attendance and punctuality:</b></p> <ul style="list-style-type: none"> <li>• Fighting words</li> <li>• Engineering in a box</li> <li>• Rowing</li> <li>• Don't be mean behind the screen</li> <li>• Athletic leaders</li> <li>• Secondary School Showcase</li> <li>• Healthy Heroes</li> <li>• Surprise of Science</li> <li>• Science Blast</li> <li>• Targeted Art Classes</li> <li>• Shoebox Appeal</li> <li>• Study Skills afterschool group</li> <li>• ACCORD</li> </ul> <p><b>Organizational initiatives that inform and guide all of the above include:</b></p> <ul style="list-style-type: none"> <li>• Care Team meetings</li> <li>• SEN Team meetings</li> </ul>	<p>classes.</p> <ul style="list-style-type: none"> <li>• Aistear</li> <li>• Surprise of Science</li> <li>• Reading Recovery</li> <li>• Maths Recovery</li> <li>• Wellbeing programmes</li> </ul> <p><b>Seasonal Activities and Special Weeks</b></p> <ul style="list-style-type: none"> <li>• Seasonal activities such as Monster Ball at Halloween, educational workshops, educational and cultural trips for the children to be organised when overall school attendance is poor. eg the day of the school holidays/ after a broken week of school.</li> <li>• Themed weeks: Maths, Science, Friendship, World Book, Gaeilge, Tech, Diversity, Active</li> </ul> <p><b>Other Home School Community</b></p>	<ul style="list-style-type: none"> <li>• Postholders in the relevant areas</li> <li>• HSCL with Parents' Council</li> </ul> <p><b>HSCL</b></p> <ul style="list-style-type: none"> <li>• Postholder for Attendance</li> <li>• HSCL</li> </ul> <p><b>Contact with EWO</b></p> <ul style="list-style-type: none"> <li>• HSCL</li> <li>• Principal</li> </ul>	<p>Oct = Maths  Nov = Science  Feb = Friendship  Mar = World Book  Mar = Gaeilge  May = Tech  May = Diversity  June = Active</p> <p>Halloween  Christmas  June = Trips</p> <p>Throughout the school year as necessary</p>
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<ul style="list-style-type: none"> <li>• SNA Team meetings</li> <li>• Postholders meetings</li> <li>• Management team meetings</li> </ul>	<p><b>Liaison Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Contact parents of children who have missed 10 days in a supportive role to offer advice/ activities in school.</li> </ul> <p><b>Contact with Educational Welfare Officer (EWO):</b></p> <ul style="list-style-type: none"> <li>• Meet regularly with EWO in relation to children who have poor attendance.</li> <li>• Work in collaboration with EWO to support parents to encourage attendance at school.</li> </ul> <p><b>5th and 6th Class Enrichment</b></p> <ul style="list-style-type: none"> <li>• Enriched activities to promote engagement and attendance among senior pupils</li> </ul> <p><b>School Transfer</b></p> <ul style="list-style-type: none"> <li>• School transfer form will be issued to transferring pupils with the expectation it will be returned in order to keep our roll books up to date.</li> </ul>	<p><b>5th/6th Enrichment</b></p> <ul style="list-style-type: none"> <li>• Class teachers</li> <li>• Resource Teachers</li> </ul> <p><b>School Transfer</b></p> <ul style="list-style-type: none"> <li>• Postholder for Attendance</li> <li>• Principal</li> </ul> <p><b>School Building:</b></p> <ul style="list-style-type: none"> <li>• All members of staff</li> </ul>	<p>Throughout the school year as necessary</p> <p>Throughout the school year</p> <p>Throughout the school year as necessary</p>
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	<p><b>School Building</b></p> <ul style="list-style-type: none"> <li>Utilise fully the facilities available in the new school building to foster a positive and attractive environment.</li> </ul>		
	<p><b>MONITORING</b></p>		
	<p>Continue to feed back at parent/teacher meetings/report cards re: attendance and punctuality.</p> <p>Monitor data collected from 3<sup>rd</sup> – 6<sup>th</sup> classes regarding punctuality with the aim of rewarding.</p> <p>Monitor school attendance percentages and identify periods of time which can be targeted with initiatives to improve attendance.</p> <p>Monitor testing data to ensure that teaching and learning initiatives are reflected by a rise in test scores over time.</p> <p>Reports are issued to Tusla twice a</p>	<p>Class teachers</p> <p>Postholder for Attendance</p> <p>Postholder for Attendance</p> <p>Postholder for Attendance</p> <p>Postholder for Attendance</p>	<p>During school year</p> <p>Termly assemblies</p> <p>June each year</p> <p>Testing season</p> <p>As per Tusla requirements</p>

	<p>year.</p> <p>Individual reports are furnished to Tusla for immediate attention.</p> <p>Parents are asked in a stepped approach to meet with the class teacher/principal where a pattern of absenteeism/lateness is emerging.</p> <p>Arrange school calendar to minimize the level of absenteeism on days following school closure.</p>	<p>Principal</p> <p>Class teacher Principal</p> <p>Whole Staff</p>	<p>As arises</p> <p>As arises</p> <p>June of previous school year</p>
	<b>EVALUATION</b>		
	<p>Cumulative report issues to Tusla in June of each year.</p> <p>Review of roll book records in relation to action plan initiatives with a view to improving future attendance.</p> <p>Inspection and analysis of reports on Databiz</p> <p>Evaluation and review of all programmes and initiatives on an ongoing basis</p>	<p>Postholder for Attendance</p> <p>Joan Horan</p> <p>Postholder for Attendance Principal</p> <p>Whole staff Pupils Parents</p>	<p>June of each year</p> <p>June of each year</p> <p>Staff meeting</p> <p>Throughout the school</p>



	<ul style="list-style-type: none"><li>• Questionnaires for pupils</li><li>• Questionnaires for parents</li><li>• Discussion with teachers and other providers</li><li>• Care team meetings</li></ul>		year
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