



STATEMENT
OF
STRATEGY
FOR SCHOOL
ATTENDANCE

Statement of Strategy
for School Attendance

Name of school	Terenure College
Address	Templeogue Road
Roll Number	60570h
The school's vision and values in relation to attendance	<p>Alongside contemplation and service, community is a key value of the Carmelite Order. Terenure College is convinced that good attendance leads to students being successfully bound into the “centre of learning” and “community of faith” that is Terenure College. In addition, there is a direct relationship between a student's regular attendance and both enjoying their experience in the College and ultimately achieving success in their schooling. Ultimately, regular attendance at school is essential for all students so that they may reach their potential. Students cannot easily be active participants in their own learning process if they are not present in school.</p> <p>Terenure College aims to foster a culture of regular attendance at school for all pupils. Good attendance is encouraged by the hospitality and genuine warmth which are the hallmarks of the welcome for all who come into the College. This applies especially to the students of the College who – alongside the teachers and staff of the school – enter the College on a daily basis.</p> <p>AIMS</p> <p>The provisions of the <i>Education (Welfare) Act 2002</i> inform and support this statement of strategy which aims to:</p> <ol style="list-style-type: none"> i. Encourage full attendance where possible ii. Identify pupils at risk of non-attendance iii. Raise awareness of the importance of school attendance. iv. Foster an appreciation of learning. v. Embed effective communication with parents in relation to school attendance vi. Ensure compliance with the relevant legislation
The school's high expectations around attendance	<p>Students are expected to attend school every day unless there is a legitimate reason for absence. All students must attend at the scheduled times every day: Monday, Tuesday, Thursday, Friday: 8.45am to 1.05pm & 1.45pm to 3.45pm. Wednesday: 8.45am to 1.05pm.</p> <p>Students are expected to be present each day. They may not be absent from school except when the absence is unavoidable due to illness, urgent family reason or other legitimate and unavoidable reason. In addition, students are expected to maintain high standards of punctuality throughout the day.</p>

During the school day, every student must attend every class according to their timetable unless prior permission has been received from the Principal, Deputy Principal(s), Year Head, or relevant teacher. The unauthorised absence of a student from any class during the school day will be viewed as a breach of the Code of Behaviour and appropriate sanctions may apply.

Absences from school must be explained by a Parent/Guardian to the Year Head using the Terenure College – Unique Schools App.

A student wishing to leave the school premises for a legitimate reason during the school day must have permission to leave early note from their parent/guardian, completed via the Terenure College – Unique Schools App. This note should include the reason for the absence and the time the student is leaving. No student will be permitted to leave without having a permission to leave note completed. Any student who leaves the school premises without such authorisation will be deemed to have breached the school code of discipline and appropriate sanctions may be applied.

In cases where a student receives late notice of a reason, they must leave school from their parent(s)/ guardian(s), a phone call to the school must be made, but must be followed up by an appropriate note on the Terenure College – Unique Schools App.

All students who leave the school during the school day – other than on approved school outings with a teacher, etc. – must exit by Reception after signing out there.

In the event of a student becoming ill or getting injured during the day, they should inform their class teacher who may send them to the School Nurse (or Reception if School Nurse is unavailable).

If permission is granted to go home, contact with their parents/guardians will be made by the School Nurse who will also email the relevant Year Head. Parents/guardians are expected to make arrangements for the collection of their son at Reception in the event of a student being ill or injured.

Students should not contact home via a mobile phone or prior to getting permission to leave the school premises.

In the event of a student taking ill during lunchtime (while off the school premises) the College must be notified immediately by a parent/guardian.

Parents/Guardians and students are requested not to make medical or dental appointments during school hours though understandably this is not always possible.

Truancy is considered a breach of the Code of Behaviour. This includes in-school truancy where a student remains in the school building but does not attend a timetabled class/classes.

How attendance will be monitored

- In Terenure College, Year Heads take the primary role of administering the attendance strategy. Teachers of the 8.45 class take a roll-call on *VSWare* which is monitored and followed up by each Year Head daily.
- Teachers take a roll-call on *VSWare* in every subsequent class to identify any absences occurring within the school day. These records are monitored and followed up by each Year Head.
- Year Heads monitor the roll and absences via *VSWare*. They also monitor, absence, late and permission to leave notes submitted via the Terenure College – Unique Schools App, daily.
- School attendance levels are monitored regularly.

PROCEDURES FOR RECORDING EXPLANATIONS FOR ABSENCES

- Parents and students are required to provide notes in advance of planned absences to their Year Head.
- Absence notes from their parent/guardian are submitted via the Terenure College – Unique Schools App.
- In the event of an absence (without prior note), a notification is sent to parents/guardians via the Terenure College – Unique Schools App.

PROCEDURES FOR RECORDING ABSENCES FOR SCHOOL ACTIVITIES

- Where students are not present in the College because of participation in a school activity (including approved Work Experience or Care Week), these are not recorded as an absence.
- Teachers organising activities (school trips, extra-curricular activities, etc.) where students will not be present will provide the relevant Year Head(s) and class-teachers with names of students who will be absent and the length of the expected duration of the absence.
- On occasion, students may be absent from class due to school-related activities such as sport and drama. Such absences are sanctioned on the understanding that students ensure all homework is sourced and carried out to a satisfactory standard. Students may be removed from such activities if they are having an adverse effect on their academic progress.

PROCEDURES FOR ENCOURAGING AND RECORDING TIMELY ATTENDANCE

- A 'warning-bell' is sounded a few minutes before class begins officially at 8.45am, 11.05am, and 1.45pm.
- Students are expected to be inside the building before this bell, and at their desks when the class-bell goes at 8.45am, 11.05am, and 1.45pm.
- Students who are late must enter the school via reception and sign in using the tablet there.

	<ul style="list-style-type: none"> • Late notes from parent/guardian are submitted via the Terenure College – Unique Schools App In the event late arrival (without prior notification), a notification is sent to parents/guardians via the college app. • Late arrival to school on a repeated basis will be viewed as a breach of discipline, and appropriate sanctions may apply.
<p>Summary of the main elements of the school’s approach to attendance:</p> <p>The whole-school approach Promoting good attendance Responding to poor attendance</p>	<ul style="list-style-type: none"> • The calendar for the forthcoming academic year is sent to parents with Summer reports. In addition, it is published on the school website and in the school journal. This should assist parents/ guardians in planning to minimise non-attendance during the school term. • Parents’ Information Evenings are conducted for each year group at the beginning of the academic year. At these evenings, both the Principal and Year Head stress the importance of regular, timely attendance to each student’s progress and explain the procedures for notifying the school of absences. • There is regular communication with parents regarding isolated and repeated incidents of non-attendance and punctuality via the Terenure College – Unique Schools app. • The importance of school attendance is emphasised to students at year assemblies at the beginning of each academic year. • Support and advice is provided to parents and students through Year Heads, Chaplaincy Team, Guidance Counsellor, Deputy Principal(s) and Principal in ensuring high levels of attendance and in resolving attendance related issues. • Where necessary, a student’s attendance record is discussed with the Year Head and/or class teachers at Parent-Teacher Meetings. <p>PROMOTING GOOD ATTENDANCE</p> <ul style="list-style-type: none"> • Terenure College’s commitment to its core values, as a centre of learning and a community of faith, provides a safe and welcoming environment for all its students. This commitment is delivered through the efforts of the teaching staff, the Pastoral Care team, the Guidance Counsellor and the Management of the school. • Good attendance is promoted in the school through its commitment to the holistic development of all students, and is reflected in the Carmelite value of community, which permeates all aspects of school-life. • Year Heads also have a role in making students aware of the importance of regular attendance.

- The school offers a wide range of extra-curricular activities and encourages all students to be involved in school life beyond the classroom. Such activities foster a sense of school community and pride which can encourage attendance.
- The school Student Council provides students with a voice in within the school's representative structures and in turn promotes a sense of belonging.

Tutor Time (1st & 2nd Year)

- Morning Tutor Time takes place before formal classes begin.
- Tutors report concerns directly to the Year Head.
- Encouraging daily attendance habits.
- Supporting wellbeing and a sense of belonging
- Tutor Time strengthens pastoral monitoring and early identification of attendance concerns.

The 5th Year Mentor Programme supports 1st Year students by:

- Assisting with transition into secondary school.
- Acting as positive role models.
- Mentors report concerns to Tutors and Year Heads.
- This proactive pastoral structure strengthens early attendance intervention.

RESPONDING TO POOR ATTENDANCE

- Persistent lateness may result in students being placed on Detention.

Tutor Time (1st & 2nd Year)

- Tutors work directly with the Year Head and students to encourage positive attendance and flag those who may need additional supports.
- Un-authorized absence during the school day may result in the student being placed on Detention, Suspension or the student may be required to attend school on certain date(s) when other students are not required to be in attendance.
- The Year Head identifies, at an early stage, those students who are at risk of developing school attendance problems in order to facilitate an intervention.
- The Year Head meets with students who may be at risk to encourage them to improve attendance. The Year Head may invite parents/guardians to the school to discuss and attempt to resolve any difficulties or impediments to their regular attendance at school.
- The Year Head communicates the names of students of concern to the Pastoral Care Team at their weekly meeting. The Pastoral Care Team may make recommendations to support the student, for example, the Guidance Counsellor, the Chaplaincy Team, Learning Support Teachers, or outside agencies as appropriate.
- After 20 days absence, the parents/guardians of students under sixteen years of age may be informed of the school's obligation to inform the Educational


	<p>Welfare Services of TUSLA and inviting them to the College to discuss the situation if they wish.</p>
<p>School roles in relation to attendance</p>	<p>Each of the partners in the College has a part to play in ensuring good student attendance. Some of the aspects of these roles and responsibilities are outlined below:</p> <p>STUDENTS</p> <p>Each student has a personal responsibility to attend school each day. Students are not to leave the school without having informed an appropriate adult, typically, their Year Head in the first instance.</p> <p>Students who leave the school during the school day (other than on an approved school outing with a teacher) must sign out via Reception.</p> <p>PARENTS</p> <p>As the primary educators, parents have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.</p> <p>The Education (Welfare) Act 2000 obliges parents where a child (under sixteen) is absent from the school during part of a school day, for an entire school day, or for more than one school day, to notify the Principal of the reasons for the child's absence.</p> <p>Parents are obliged to ensure that the College is kept supplied with up to date emergency telephone numbers or means of contact.</p> <p>Parents will ensure, as far as is possible, that discretionary absences occur outside term time. The College management will furnish them with a calendar of the school year to assist them in this regard.</p> <p>Parents are requested to use the Terenure College- Unique Schools App to communicate absences, late arrivals or permissions to leave early.</p> <p>TEACHER</p> <p>The monitoring of school attendance is also the responsibility of every teacher in the school.</p> <p>Each teacher has an obligation to record attendance at the beginning of each class session on VSWare.</p> <p>This register is to be available for Year Heads, Principal and Deputy Principal(s) to crosscheck attendances of students.</p> <p>Teachers have a responsibility to bring any concerns regarding student attendance to the appropriate Year Head.</p> <p>YEAR HEADS</p> <p>Year Heads take the primary role in ensuring a high standard of attendance.</p> <p>Year Heads are responsible for monitoring and recording the attendance of students in</p>

	<p>their year group.</p> <p>Where sanctions or intervention are deemed necessary Year Heads initiate the actions as outlined above.</p> <p>PRINCIPAL</p> <p>The Principal has overall responsibility for students including attendance.</p> <p>The Principal delegates the immediate monitoring of attendance to Year Heads who liaise with the Principal if they have concerns regarding a students' attendance.</p> <p>The Principal is obligated to inform in writing an Educational Welfare Officer (EWO) where:</p> <ul style="list-style-type: none"> -a student is suspended from a recognised school for a period of not less than six days -the aggregate number of school days on which a student is absent from a recognised school during the school year is not less than twenty. -a student's name is, for whatever reason, removed from the school register -a student is, in the opinion of the Principal not attending school regularly. <p>Principal will provide each teacher with access to registers for their classes on VSWare on which they record attendance at the beginning of each class.</p> <p>DEPUTY PRINCIPALS</p> <p>To liaise with Year Heads regarding student attendance.</p> <p>Deputy Principals liaise with the Principal on all issues regarding students including attendance.</p>
Partnership arrangements	Parents' Association, Student Council and the Board of Management will be notified of this strategy and are consulted on it.
How the Statement of Strategy will be monitored	The school through Principal, Deputy Principal(s), Year Heads and Pastoral Care Team will review this strategy and make suggestions of amendment, where necessary, to the Board on an annual basis.
Review process and date for review	Every 3 years March 2029
Date the Statement of Strategy was approved by the Board of Management	23.02.2026
Date the Statement of Strategy submitted to Tusla	5 March 2026

Signed

Signed: 
(Chairperson of Board of Management)

Date: 23.02.2026

Signed: 
(Principal)

Date: 23.02.2026