

**St Joseph’s Special School Statement of Strategy**

**for School Attendance**

**St. Joseph’s Special School,**

**Thomas Hynes Rd, Newcastle, Galway.**

**Telephone 091 521895.**

**Email: theoffice@stjosephspns.ie**

**Chairperson of the Board of Management: Audrey Pidgeon**

**Principal: Sarah McGinley**

# Timetable for Review

As necessary

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| Name of school | St Joseph’s Special School |
| Address | Thomas Hynes Rd, Newcastle, Galway |
| Roll Number | 19047h |
| The school’s vision and values in relation to attendance | The mission of St Joseph’s Special School is to provide for the unique academic, physical, social and emotional needs of its pupils. The staff is committed to creating and maintaining an orderly, trusting, and caring environment where teaching and learning are exciting and students are assisted as they develop independence. All aspects of the school, both organizational and curricular are child centered and designed to accommodate individual learning styles so that all pupils may experience success, are happy and secure in the school environment |
| The school’s high expectations around attendance | The school Code of Behaviour expects parents to:  Ensure the punctual and regular attendance of their child at school.  Inform the class teacher if their child is leaving school early.  Send written notice to the class teacher to account for their child’s absence on his/her return to school as per the NEWB guidelines.  The school Code of Behaviour expects staff to:  Provide a positive safe learning environment for all pupils. |
| How attendance will be monitored | Roll is called in classes each morning. Numbers are conveyed to the school secretary who inputs them digitally. Reporting absences to TUSLA is carried out in line with the recommended reporting schedule to comply with reporting requirements. If there is a concern about a child’s attendance, a referral may be made to the Social Work department of the patron body Ability West. |
| Summary of the main elements of the school’s approach to attendance:   * Target setting and targets * The whole-school approach * Promoting good attendance * Responding to poor attendance | Every effort is made to cater for the individual needs of the child to ensure that he/she meets with success in learning  A nurse is employed by the Patron Body Ability West to ensure that pupils with medical needs can attend school regularly.  Training is provided as required to staff to meet the physical needs of the pupils.  Daily communication systems are in place to ensure that parents and school can respond to pupil’s needs.  The Board of Management employs bus escorts to ensure the safe travel of the pupils to and from school  Parents are offered assistance should their child have difficulty travelling on the school bus.  The Principal liaises with the SENO and Bus Eireann in relation to the provision of transport. |
| School roles in relation to attendance | Class teachers are responsible for calling the roll  The school secretary is responsible for recording data digitally  The Deputy Principal has the duty to liaise with parents of pupils who are late, frequently absent, or are reported as frequently not being ready for the school bus.  The Principal liaises with the SENO and Bus Eireann in relation to the provision of transport. |
| Partnership arrangements (parents, students, other schools, youth and community groups) | Ability West ancillary services provide psychological, behaviour therapy and social work support in some instances. |
| How the Statement of Strategy will be monitored | It will be monitored by teachers, the Principal and the Board of Management. |
| Review process and date for review | It will be reviewed as necessary |
| Date the Statement of Strategy was approved by the Board of Management |  |
| Date the Statement of Strategy submitted to Tusla |  |

# Timetable for Review

As necessary

**Ratification and Review**

This policy was ratified by the Board of Management on Oct 2017.

The Board of Management is aware that this plan was reviewed in September 2020. The amended document was presented for ratification.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

(Chairperson of Board of Management)

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(Principal)