



Wilson's Hospital School

Attendance Policy

The school's vision and values in relation to attendance

Faithful to the Last Will and Testament of Andrew Wilson in 1724, Wilson's Hospital School maintains a distinctive Church of Ireland ethos, fostering Christian practice and teaching, promoting dignity and respect for the individual and constantly committed to the provision of a caring family atmosphere in which education can flourish.

Wilson's Hospital School seeks to provide an education that is academic, practical, physical, moral and spiritual. In pursuit of these goals the School provides a range of academic and practical subjects. An atmosphere conducive to study is provided, with an insistence on the highest standards of effort. A wide-ranging sports programme is available.

A Chaplain celebrates service in accordance with the rites of the Church of Ireland. An ethos of Christian care for, and between, all, is cultivated.

All of the above is designed to encourage the students to be part of the school family and if students are happy in school their attendance should be good. It is also to be noted that by its very nature a boarding school tends to have good attendance as the students will be in class unless they are ill.

Positive Measures to Encourage High Levels of Attendance

Legislation requires the School Management Board to promote positive measures to encourage high levels of attendance. For the purpose of implementing this requirement the following measures will be adopted: Certificates of Full or of Excellent Attendance will be awarded to students deemed to have achieved such. These will be distributed at the Annual Prize Giving. The usefulness of this will depend on the accuracy of the rolls.

How attendance will be monitored

VSware is used by all staff and each teacher is required to complete rolls for each class. The study area is also monitored. The Deputy Principal checks that all this is being carried out and is as accurate as possible. The reasons for any absences other than school activities are recorded in the School Office. Parents either send in emails to explain the absence or else complete the absence note found in the student's journal.

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

Rationale

In accordance with the Education Welfare Act this policy has as its purpose the promotion of maximum attendance by each student.

Recording of Absences

1. Each teacher is requested to take an accurate roll call at 9.00 and at 2.00 and to record this precisely in VShare.
2. It is good practice to record absences for each class.
3. A list of absent students is displayed on VShare.
4. Students involved in school activities are input on VShare by the Deputy Principal and lists are displayed in the staffroom.

Verifying and Recording Reasons for Absence

1. When a student has an unexplained absence a text message/email should be sent to the parent/guardian to check the reason. (This will be done automatically when the new system is installed). Matron will verify the absence of sick students.
2. Parents/Guardians of students absent for a full day must send an email to reception@whs.ie before 9.30 am on first day of absence, explaining absence and advising of potential duration.
3. For students absent for Partial School day- This is only acceptable in exceptional circumstances and students must be signed in/out by Parent/Guardian at the School Reception.
4. Lists of students away from the school for sports/educational trips/etc must be posted on the Notice Board in the Staff Room and sent by email to all the teaching and boarding staff.
5. Families are contacted by the Year Head or Deputy Principal if there is any unexplained absence.

Reporting of Absence to Tusla

To comply with legislation, the name of any student who has been absent for a total of 20 days must be sent by the School Management to the above authority.

School roles in relation to attendance

The Year Heads or Deputy Principal contact parents when students are absent without explanation.

Partnership arrangements (parents, students, other schools, youth and community groups)

Parents are encouraged to ensure that the children attend school regularly and to keep in touch with the school authorities if there are difficulties. The Care Team at their weekly meetings brings up issues affecting the students' welfare and their integration into school life. This may include absenteeism. The Care Team is comprised of the Chaplain, Guidance Counsellor, Resource Coordinator, Senior Matron, Art Teacher and the Principal and Deputy Principal.

How the Statement of Strategy will be monitored

A committee will be set up to oversee the implementation of the strategy. It may well be that it is the remit of the Care Team.

Review process and date for review

Each term the amount of absence will be checked and the returns for Tusla will be sent in. The Deputy Principal will take on this task. This will be reviewed at the end of the school year.

The most recent Statement of Strategy submitted to Tusla was 24th October 2018

This was approved at the School Management Board meeting on 25th June 2019.