

Self-Evaluation Report & School Improvement Plan *Attendance* 2024-2025



Introduction

This document records the outcomes of our last improvement plan, the findings of this self-evaluation, and our current improvement plan, including targets and the actions we will implement to meet the targets.

1.1 Outcomes of our last improvement plan from September 2023 to June 2024

- Monthly postcards given to students in each year group with full attendance
- Monthly attendance improvers acknowledged by year head and/or tutor
- Hot chocolate given in the morning to students to encourage regular/full attendance
- Students with attendance records that met the criteria for Platinum, Gold, Silver and Bronze awards received a certificate at Awards Ceremony in May 2024

1.2 The focus of this evaluation

We undertook self-evaluation of student **attendance** during the period *Sept 2023 to May 2024* and its impact on teaching and learning in our school.

Data was gathered from attendance records, principal, deputy principals, heads of year, counsellors and AEN.

During the period from September 2023 to May 2024, student attendance/absenteeism and its impact on teaching and learning was evaluated and monitored using our VSWare and then Tyro system, Year Heads, Guidance Counsellors, AEN and Senior Leadership Team observations and regular student support meetings.

The following are the **strategies** that assist us to promote good attendance

*(Taken from the updated policy on **Attendance and Punctuality Strategies 2024 – 2025**):*

- The calendar for the academic year is published annually in the school journal, published on our website and on the app. It is hoped that this will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.
- Students who achieve 100% attendance each month will receive an attendance postcard. Students who have shown great improvement to their attendance may also receive an improvement attendance post card.
- Certificates of attendance are presented at the end of the school year. These are calculated by including partial absences. They are awarded to students at four levels: Platinum - 100% attendance Gold – 99% Silver - 98% and Bronze – 97%
- Students with excellent attendance will also be rewarded with a food treat at the end of the year.
- The school offers a wide range of extra-curricular activities and encourages all students to get involved in these activities. Involvement in these activities in school can encourage students to attend.
- In extreme cases where poor attendance is linked with poor behaviour social and emotional challenges, programmes are offered to an individual student to support their relationship with school and therefore their attendance. Also, a mentor (usually the SET teacher or SNA) can offer support and encouragement to a student in these more extreme cases.

- The school continues to develop close links with the main feeder schools. Analysis of incoming students' passports helps to identify each student's strengths and areas for development and helps with the smooth transition from primary school into post-primary school.
- In consultation with the parent / guardian the school may create specific targets for attendance for individual students.
- Unexplained absences from school are followed up on by Class Tutors, Year Heads and by the Deputy Principal when necessary.
- The school avails of every opportunity e.g. meetings with parents, written communications with home to emphasise, in a positive way, the benefits to students of regular school attendance.

In addition, when and where necessary communication will be made with the EWO, the school and EWO will work together to improve student attendance.

Monitoring and Evaluation of the Strategy: Senior Management, Year Heads, tutors, Guidance Counsellor, Student Support Team, Parents' Association and the Student Council will be central to the monitoring and evaluation of this strategy. This will be done by investigating attendance rates annually and comparing them to the previous year.

2. Findings of this evaluation

2.1 Findings

Attendance Data up to and including 26th April 2024

	0 Abs	1-5 Full Days Abs	6-10 Full Day Abs	11-15 Full Day Abs	16-20 Full Day Abs	More than 20 Full Days Abs	Total
1st Year	3	31	16	19	7	14	90
2nd Year	5	37	33	21	15	9	120
3rd Year	1	24	34	21	15	22	117
TY	0	3	20	17	28	28	96
5th Year	0	13	35	40	21	24	133
6th Year	4	10	19	16	19	43	111
Total	13	118	157	134	105	140	667
%	2	18	24	20	16	21	100

Certificates of attendance are presented at the end of the school year. These are calculated by including partial absences. They are awarded to students at four levels:

- Platinum - 100% attendance
- Gold – 99% attendance
- Silver - 98% attendance
- Bronze – 97% attendance

	2023	2024	Increase / Decrease
Platinum	3	13	4.3 Times Increase
Gold	9	23	2.6 Times Increase
Silver	25	31	1.24 Times Increase
*Bronze	26	25	1.0 Times Decrease
TOTAL	63	92	1.46 Times Increase Overall

*This decrease is due to the fact that students are in a higher prize category

$\frac{92}{667} = 13.8\%$ of students were in receipt of an end of year attendance certificate May 2024.

This is an **increase of 4.8%** on last year.

We feel these attendance strategies are steadily improving attendance and we plan to continue with these in our next improvement plan

We have updated our policy on Attendance and Punctuality Strategies (refer to update policy ***Attendance and Punctuality Strategies 2024 – 2025***) to reflect improvements made in this area and to embed these strategies into the culture of our school.

3. Our improvement plan

On the next page we have recorded:

- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

As we implement our improvement plan we will record:

- The **progress** made, and **adjustments** made, and **when**
- **Achievement of targets** (original and modified), and **when**

Loreto College Cavan - School Improvement Plan for Attendance - September 2024 to June 2025

Targets	Actions	When/Who	Criteria for Success	Progress and Adjustments	Targets achieved
<ul style="list-style-type: none"> To create better awareness among students of the link between good attendance and positive outcomes in exams, in order that they take greater responsibility for their own progress and reduce the number of full and partial ‘avoidable’ absences in the year. By Christmas 2024 reward students who have attendance records in line with our Platinum, Gold, Silver and Bronze criteria To reduce the number of students who miss 20 days or more from 21% to 15% 	<ul style="list-style-type: none"> Implement Strategies to promote Attendance and Punctuality as per updated policy 2024 - 2025 Letter posted to parents – June and August Poster in each classroom and in Journal Reinforcement by all teachers at every opportunity of importance of attendance for academic success Assemblies – discussion on the value of good attendance Each month postcards for full attendance will be given to students with perfect attendance in that month by HOY Teachers will report 5 or more absences from their subject to the Tutor Tutors will report 5 or more absences from school to the Head of Year Heads of Year will follow up with a pastoral phone call to the parents of a 	<p>All teachers</p> <p>SLT</p> <p>All teachers</p> <p>All teachers</p> <p>Head of Year</p> <p>HOY</p> <p>All teachers</p> <p>All tutors</p> <p>Heads of Year</p>	<ul style="list-style-type: none"> Reduction of the percentage of students missing 20 days or more from 21% to 15% by the end of the school year. Increase the percentage of students with perfect attendance from 2% to 4% by the end of the school year. High percentage of students receiving a reward in Dec 2024 for good attendance An increase in the percentage of students receiving Platinum, Gold, Silver and Bronze 	<p>Progress will be checked and recorded monthly by HOY</p> <p>Review in Dec 2024</p> <p>Adjustment to be made if needed after review in Dec 2024</p>	

<p>$(*\frac{140}{667} = 21\%)$</p> <ul style="list-style-type: none"> To increase the number of students who miss 0 days from 2% to 4% <p>$(*\frac{13}{667} = 2\%)$</p>	<p>student who have missed between 7 and 10 school days whether explained or not</p> <ul style="list-style-type: none"> Heads of Year will follow up with a letter from the school when a student has missed 10 to 15 school days The Head of Year will meet with the parents when their daughter has missed 20 school days. In the case of a student under the age of 16 years, this will also trigger a referral to the NEWB. Meeting with the EWO if necessary and individual plan put in place for student(s) Students with attendance records in line with the criteria set out for Platinum, Gold, Silver, and Bronze will be rewarded in <u>December 2024</u> (reward to be decided) Certificates for these students with attendance records in line with the criteria set out for Platinum, Gold, Silver, and Bronze to be presented on Awards Day in May 2025 Students with excellent attendance will also be rewarded with a food treat at the end of the year, May 2025. <p>Monitoring of Actions</p>	<p>Heads of Year</p> <p>SLT, HOY</p> <p>SLT, HOY, EWO</p> <p>SLT, HOY</p> <p>HOY during prize giving May 2025</p> <p>SLT, HOY</p>	<p>awards in May 2024</p>		
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	<ul style="list-style-type: none"> • Tracking of student attendance through the Head of Year and Student Support meetings. • Encouraging good attendance with monthly postcards (good communication with home) <p>Contact and communication with parents is ongoing:</p> <ul style="list-style-type: none"> • Check-in point Dec 2024 to reward students with excellent attendance • Contact will be made with the student / home before a student reaches 10 days absent. • When a student's cumulative absences in any given school year exceed 10 days (10-15 days), the Head of Year will write to the student's parents to inform them of this and to seek an opportunity to discuss the matter with the parents. • When a student's cumulative absences in any given school year exceeds 15 days (15-20 days), the Head of Year will arrange a meeting with the parent. • When the student's cumulative absence in any given school year exceeds 20 days, the Head of Year will liaise with the Deputy Principal and they will make a referral to the Child and Family Agency. 				
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(*Statistics given are from records of attendance 2023-2024)