

Roles and Responsibilities for Attendance within School Community

Developed in consultation with Tusla EWS (HSCL, SCP, statutory EWS) and principal representatives in the Outer North Dublin cluster

Position	Key Responsibilities	Recommended Tasks	Strength	Ok for now	Could be better	Urgent Gap	Don't Know
Board of Management	Ensure all relevant policies are ratified and reviewed regularly	<ul style="list-style-type: none"> • Submit Statement of Strategy of Attendance • Implement and review DEIS Action Plan for Improvement – Attendance • Request and review attendance statistics via Principal's Report • Report all suspensions/ expulsions/ reduced timetables • Provide funding for attendance initiatives • Oversight of the school roll • Comply with all circulars and directives from DES and Tusla EWS in relation to attendance 					
Principal	Oversight of DEIS plans and whole school approach to attendance Submission of EWO referrals and AAR to Tusla EWS	<ul style="list-style-type: none"> • Maintain the school roll • Lead and promote whole school attendance • Provide rewards for attendance • Implement attendance policy & statement of strategy of attendance • Member of care team/ support team/ attendance meeting with HSCL/ SCP • Link with appropriate people (SCP/ HSCL/EWO/SEN/ Care team) • Ensure accurate rolls are kept/Have system in place to track attendance • Monitor whole school attendance (or delegated to post of responsibility) • Implement/ oversee Ladder of intervention approach (<i>sample below</i>) • Link in with initiatives that promote attendance (e.g. DCU awards) • Provide a positive learning environment • Raise staff awareness about attendance • Put attendance as standing item on staff meeting agenda 					
Class teacher/ subject teacher	Keep accurate attendance/ punctuality records Report	<ul style="list-style-type: none"> • Promote the whole school attendance approach • Maintain/ take accurate attendance records • Promote the importance of attendance 					

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	attendance concerns to relevant school personnel	<ul style="list-style-type: none"> • Welcome children on return to school following absence • Provide a positive learning environment • Get involved in attendance competitions • Identify emerging patterns of attendance issues within own class group • Have early (1st) contact/ discussion with children and parents re: attendance concerns • Encourage children/ parents to come to school daily • Refer concerns to HSCL/ year head/ principal (<i>sample HSCL request form below</i>) • Check and Connect • Discuss attendance at Parent Teacher meeting • Work in partnership with parents 					
Year head/ A post (2nd Level)	Oversight of attendance of specified class group	<ul style="list-style-type: none"> • Track attendance and identify emerging trends/ patterns of absence • Send letters to parents re: attendance using Plain English (www.nala.ie) • Phone calls to parents • Discuss attendance at Parent Teacher meeting • Refer to care team/ attendance meetings/ HSCL/ SCP 					
HSCL	Work with the salient adult in a child's life to promote their attendance, participation and retention	<ul style="list-style-type: none"> • Build relationships with parents • Member of care team/ support team/ attendance meeting • Promote whole school attendance • Communicate with staff/ SCP/ EWO • Run, support & fund attendance drives/ rewards/ incentives (with parental involvement) • Provide courses for parents to develop parental capacity • Organise welcome meetings/ events for incoming parents, with a focus on attendance • Manage/ review HSCL target list (in consultation with staff, HSCL, SCP, EWO) • Phone calls/ home visits* to parents on HSCL target list • Identify appropriate support and referral to outside agencies for families (e.g. Meitheal, Barnardos etc.) • Complete preventative work pre-EWO referral • Participate in Meitheal process 					

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		<ul style="list-style-type: none"> • Support policy development (e.g. DEIS, Statement of Strategy of Attendance) • Identify/ prioritise small group in Senior Cycle, in consultation with care team and principal (2nd Level only) 					
SCP	Work with children and young people most at risk of early school leaving	<ul style="list-style-type: none"> • Member of care team/ support team/ attendance meeting (project worker/ SCP staff normally in the school who has 'local knowledge') • Monitor attendance of target list children only • Provide targeted supports and direct 1:1 and group interventions for children on target list by SCP project staff (examples below) • Provide short-term whole class programmes to support attendance • Provide life skills coaching (e.g. Friends for Life) • Provide therapeutic interventions (up to €5000) • Run school holiday programmes (Mid-term; Easter; summer) • Run breakfast club • Run after-schools clubs/ trips • Work with out-of-school provisions • Complete preventative work pre-EWO referral • Participate in Meitheal process • Support policy development (e.g. DEIS, Statement of Strategy of Attendance) 					
EWO	Carry out legal functions under Education (Welfare) Act	<ul style="list-style-type: none"> • Give talks to incoming Junior Infant and 1st Year parents (depending on capacity) • Give staff talks (depending on capacity) • Receive referrals • Carry out initial assessment • Draft case plan • Implement 24-week practice model • Link with other agencies (SCP/ HSCL/ principal etc.) • Work open cases 					