

# Statement of Strategy for School Attendance



Beaufort College

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## Beaufort College Mission Statement

Beaufort College is committed to quality education. It seeks to enrich students' lives and empower them for life's challenges. This is done in a caring atmosphere of good order and discipline and in partnership with parents.

*Knowledge begins with a Question*

## Developing the Statement of Strategy for School Attendance

The best gift that a child can receive is the opportunity to fulfil his or her potential. Each day should be a day of wonder and of learning for every child.

Education, too, plays an important part in ensuring that children grow to independence and that they can benefit from life's opportunities. In Ireland education is a right that is prescribed and protected in Article 42 of Bunreacht na hÉireann. To parents falls the decision on how best to educate their child and for most parents their choice is to have their child educated within the formal school system.

With regard to education, The United Nations Convention on the Rights of the Child (UNCRC) sets out a number of statements including a state's role to 'take measures to encourage regular attendance at schools and the reduction of drop-out rates'. (TUSLA, 2015)

## Understanding School Attendance

Research indicates that several factors influence attendance including school factors, personal attitudes among students and socio-economic & family factors. A closer look at school factors highlights the need for strong student-teacher relationships, high teacher expectations, high-quality teaching and learning, a positive school culture encompassing school & classroom climate and a responsive curriculum organised on a mixed ability rather than a streamed basis.

## Whole School Approach to Promoting Attendance

Beaufort College promotes excellent student attendance through:

- Assigning attendance coordination as a core responsibility for designated members of the Assistant Principal II Team.
- Investment in ICT solutions to aid accurate recording and monitoring of attendance data.
- Developing strong partnerships with parents (HSCL programme) and students (Student Council)
- Implementing an intervention-based code of behaviour.
- Offering a responsive, differentiated curriculum.
- Regular engagement in staff CPD.
- Developing, affecting & reviewing robust policies in areas such as anti-bullying, literacy, numeracy, and homework.
- Positive behaviour strategies such as termly positive assemblies where full/excellent/good attendance is recognised and rewarded.
- Offsite privilege; senior students may leave the school grounds during lunchtime each day.

Pastoral care supports to promote school attendance in Beaufort College include:

- Participation in the Home School Community Liaison programme (HSCL)
- Participation in the School Completion Programme (SCP)
- Care Team
- Student Support Team (Faoi Bhláth)
- Guidance Department
- Attendance Team
- Breakfast Club
- School Meals
- Homework Club
- School Transport

## Promoting good school attendance

Beaufort College seeks to employ a wide variety of strategies to promote good school attendance, such as:

- Raising attendance awareness among all education partners
- Setting and communicating clear, high expectations to all education partners
- Investing in school organisation and pastoral support programmes to enhance attendance
- reward systems
- Building community support for attendance through links with other schools and community groups

## Our expectations around attendance

- All students attend school each school day, for the full day, unless there is a valid reason.
- Students are punctual in attending school and class.
- Senior students who leave the school grounds during lunchtime are expected to be punctual for class after lunch break.
- Student absence is communicated to Beaufort College using the COMPASS APP.
- Students adhere to the “arriving late” and “leaving early” procedures outlined below.
- Students understand why good attendance and punctuality are important through active engagement with the lessons delivered each term on this topic.
- Beaufort College maintains both as an organisation and individually as professionals, accurate records of student daily and class attendance.
- School staff model excellent attendance and punctuality to students in Beaufort College.
- Parents/Guardians understand and support Beaufort College’s emphasis on good attendance and are encouraged to discuss any difficulties around non-attendance and/or lateness so that support and possible solutions may be investigated.

## Attendance Support for All

### Parent/Student access to COMPASS

Parents and students are provided with a COMPASS log-in. Full attendance data by day and by class period is available to parents and students, allowing monitoring and review of attendance and absences.

### Monitoring attendance

- Roll call is recorded every class through COMPASS.
- Students arriving to school after 8.40 AM are recorded as late. Any student arriving late to class is recorded as L (late) rather than P (present). All absences are reported to TUSLA in line with DES requirements.
- Students arriving late must present to reception for Kiosk sign-in. This procedure is also in place first period after lunch for senior students who have the privilege to leave the school grounds during lunchtime.
- Parents are required to explain all student absences through the COMPASS App.

**Note:** Beaufort College is obliged to return attendance data on a bi-yearly basis. Authorised absences along with unauthorised absences and absences resulting from suspension are included in this data.

### Attendance/Punctuality Awareness Alert

- Parent/guardian of students who are absent from school will receive an attendance awareness alert through the COMPASS App and by email at 9.30 AM.
- Similarly, parent/guardian of students arriving after 8.40 AM school will receive an attendance awareness alert through the COMPASS App and by email at 9.30 AM.

**Parent/Guardian(s) who are unaware of the reason for the absence/late are advised to contact the school office without delay.**

### Leaving Early Procedures

- Parents/Guardians are required to submit an explanatory note through the COMPASS App stating the reason for the early departure; the student presents to reception for collection by parent/guardian at the appointed time and Kiosk scan-out.

### Illness

- Any student feeling unwell during the day must present to one of the Deputy Principal's or to the Principal for a signed permission slip which is presented in reception. Reception will contact home requesting that the student is collected. All students feeling unwell may leave the school campus in the company of a parent/guardian or nominated adult **only**.

Attending Appointments (see leaving early procedures)

- Junior students must be collected from reception by a Parent/Guardian or nominated adult to attend an appointment. Prior notification through the COMPASS App is required, which is subject to verification.
- Senior students may leave the school campus for appointments unaccompanied with Parent/Guardian permission. Prior notification through the COMPASS App is required, which is subject to verification.

### Arriving Late Procedures

- Students arriving late to school are required to scan-in using their attendance card at the Kiosk in reception.
- Students receive a date & time-stamped confirmation ticket which must be presented to their class teacher on arrival to class.
- Punctuality is monitored daily by the Year Head.

### Lost attendance cards

- Lost attendance cards must be notified immediately to the tutor/year head who will request a replacement card on receipt of the replacement card payment (via WAY2PAY).

### Attendance Lesson

- A whole school attendance lesson as devised by the Attendance Team is delivered to all students at the beginning of each term. It outlines the importance of attendance & punctuality.
- A parent/guardian version is communicated through HSCL.

### Staff CPD - COMPASS for checking attendance

Whole Staff CPD is undertaken to support staff in monitoring student attendance.

### Celebration of Regular & Improved Attendance

Individual students across each year group have full/excellent/good attendance recognised and rewarded at year-group Positive Assembly's (See appendix 1).

### Attendance Support for Some/Few

Beaufort College uses a multifaceted approach to improving school attendance for those students who are identified as requiring support. This approach includes:

- Using internal school processes to provide individualised supports as previously outlined.
- Using school-led multi-agency support process e.g. the National Educational Psychological Service (NEPS), the National Behavioural Support Service (NBSS) and the National Council for Special Education (NCSE).
- Using the Education Welfare Officer-led process - referral to Tusla's educational welfare service (EWS).

### 0-5 Day Absent (explained & unexplained)

- Students who record 5 consecutive days of unexplained absences will be contacted by a member of the Year Group pastoral care team as a well-being check.
- Parents/Guardians are reminded of their obligation to inform the school if their children will be absent from school on a school day and the reason for the absence under the Education Welfare Act 2000. The explanation should be communicated through the COMPASS App.

### 10-14 Days Absent (explained & unexplained)

- Parents/Guardians receive a COMPASS notification and/or an email **link** to the **10-Day Attendance Alert letter** (see Appendix 2), complete with an infographic explaining “Why Attendance Matters” (see Appendix 3).

### 15-19 Days Absent (explained & unexplained)

- Parents/Guardians receive a COMPASS notification and/or an email **link** to the **15-Day Attendance Alert letter** (see Appendix 4).
- The Deputy Principal with responsibility for attendance in consultation with the Attendance Team, will commence completion of the Education Welfare Services (EWS) Pre-Referral checklist as a precursor to referring a student to the EWS.

### 20 - 29 Days Absent (explained & unexplained)

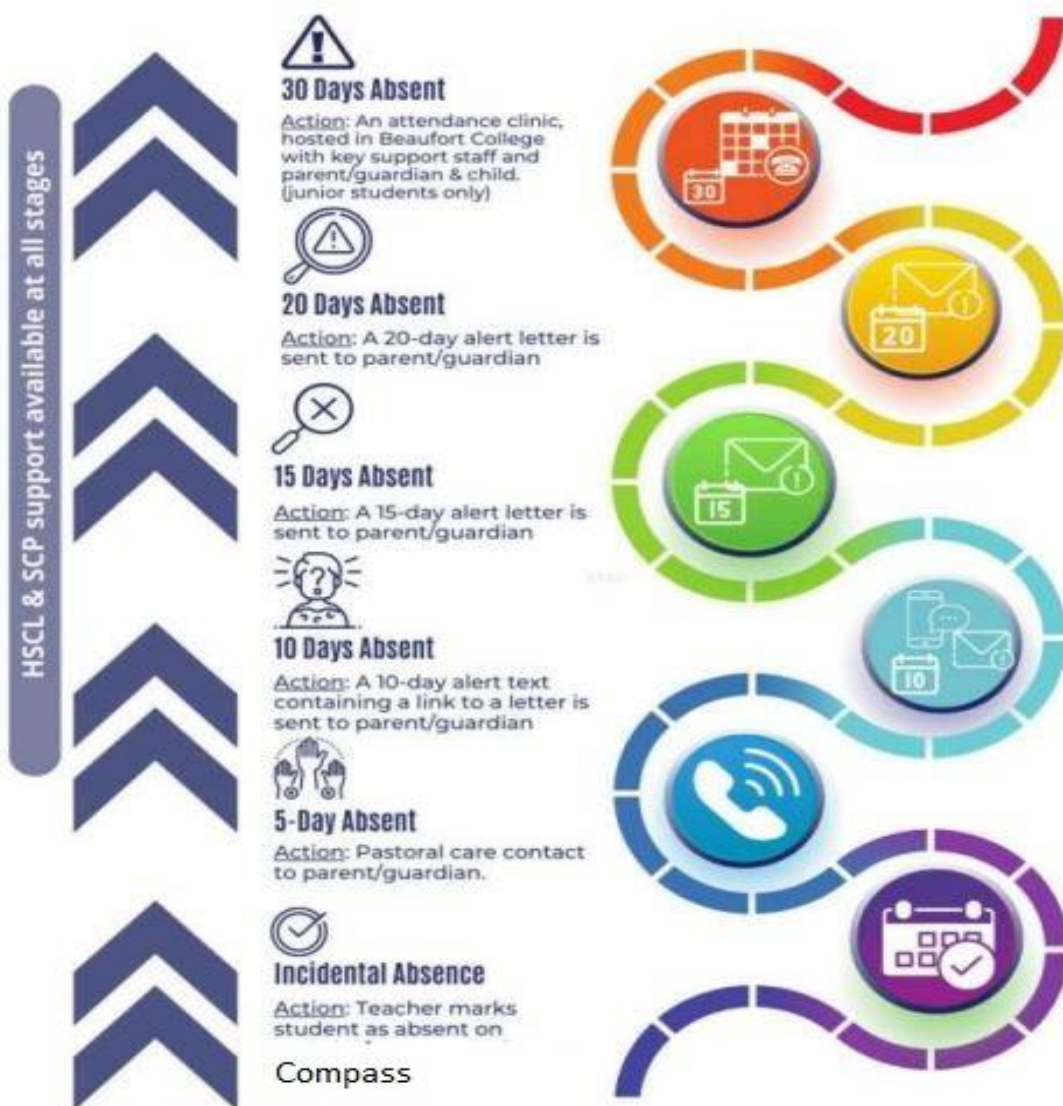
- Parents/Guardians receive a COMPASS notification and/or an email **link** to the **20-Day Attendance Alert letter** (see Appendix 5).
- Students, together with their parents/guardians, may be invited to attend an early intervention clinic to support improved attendance with key in-school support staff.
- The student may be referred to the EWS.
- The Education Welfare Officer, on behalf of the EWS, may hold an attendance clinic for parents/guardians and students to resolve the attendance issues collaboratively.

### 30 or more Days Absent (explained & unexplained)

- The Attendance team may issue an invitation to the Parents/Guardians and the student to attend an early intervention clinic to support improved attendance with key in-school support staff.
- The student may be referred to the EWS.
- The Education Welfare Officer, on behalf of the EWS, may hold an attendance clinic for parents/guardians and students to resolve the attendance issues collaboratively.



## Attendance Strategy





## Appendix 1 – Regular Attendance Certificate (sample)

# Attendance Certificate



THIS AWARD IS PRESENTED TO

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FOR REGULAR ATTENDANCE DURING THE  
2025–2026 SCHOOL YEAR



PRINCIPAL

---

YEAR HEAD

## Appendix 2 – 10-Day Attendance Alert

**Coláiste Beaufort**  
**Bóthar Bhaile Átha Troim**  
**An Uaimh**  
**Contae na Mí**  
**C15 PY53**  
Oifig: **046 902 8915**  
www: [beaufortcollege.ie](http://beaufortcollege.ie)



**Beaufort College**  
**Trim Road**  
**Navan**  
**County Meath**  
**C15 PY53**  
Office: **046 902 8915**  
email: [beaufortcollege@lmetb.ie](mailto:beaufortcollege@lmetb.ie)

### 10-DAY ATTENDANCE ALERT

Dear Parent/Guardian,

Beaufort College's attendance records indicate that your child has now missed ten or more days of school. This means that they have missed a minimum of 84 classes.

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*Daily attendance in school is the single biggest influence on your child's academic achievement. Attendance also plays an important role in helping your child to feel part of their school community and in developing strong friendships. Parents/Guardians show children that they value education by supporting them in attending school each day.*

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Authorised absences (illness, special circumstances, dental or medical appointments) must be communicated to the school office/Year Head by means of a note in the journal or emailing the Year Head/school office.

Please note that unauthorised absences including unexplained absences, holidays and lateness may have a significant impact on your child's academic progress. Beaufort College does not endorse holidays during term time.

After twenty days' absence, the school is obliged to notify the Educational Welfare Service.

This reminder is one of a series of attendance awareness initiatives, it refers to both explained and unexplained absences. If you would like to discuss your child's attendance, please feel free to contact me through the school phone number.

Yours sincerely,



Mr. Ken Flynn

# WHY ATTENDANCE MATTERS

Being in school means.....



***Get set with good habits for life!!***

At Beaufort College we consider excellent attendance to be over 97%.



**Satisfactory**  
94% and over



**Improvement Needed |**  
88.1% - 93%



**Chronic Attendance |**  
88% or less



**Explain full and partial day  
absences by adding an  
attendance note through  
the COMPASS app**



**Unauthorised/unexplained  
absences will affect your  
child's  
academic progress**

## Appendix 4 – 15-Day Attendance Alert

**Coláiste Beaufort**  
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### 15-DAY ATTENDANCE ALERT

Dear Parent/Guardian,

This is to let you know that your child has now missed **15 or more days of school**. This means that they have missed a minimum of **126 classes**.

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*The pace and speed of learning at second level means that not only is your child missing out on learning, but they are then in a position of trying to “catch up” on topics that are complex and require explanation in the classroom environment.*

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Daily attendance in school is the single biggest influence on your child’s academic achievement. Attendance also plays an important role in helping your child to feel part of their school community and in developing strong friendships. Parents/Guardians show children that they value education by supporting them in attending school each day.

Authorised absences (illness, special circumstances, dental or medical appointments) must be communicated to the school office/Year Head by means of a note in the journal or emailing the Year Head or school office. Please note that unauthorised absences including unexplained absences, holidays and lateness may have a significant impact on your child’s academic progress. Beaufort College does not endorse holidays during term time.

Beaufort College is obliged to notify absences over 20 days to the Educational Welfare Service. Please contact the school to discuss the attendance supports that are available.

- |   |                   |               |
|---|-------------------|---------------|
| ○ Home School Community Liaison Officer | Ms. A Moran       | (086) 0235401 |
| ○ School Completion Officer             | Mr. Derek O’Neill | (046) 9028915 |

This reminder is one of a series of attendance awareness initiatives, it refers to all absences, both explained and unexplained.

Yours sincerely,



Mr. Ken Flynn

## Appendix 5 – 20-Day Attendance Alert

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### 20-DAY ATTENDANCE ALERT

Dear Parent/Guardian,

You child has now missed **20 or more days of school**. This means that they have missed a minimum of **168 classes**.

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*Research shows that missing 10 percent of the school year, or about 17 days negatively affects a student's academic performance. That's just two days a month and is called chronic absence.*

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Previous communications explained that the pace and speed of learning at second level means that not only is your child missing out on learning, but they are then in a position of trying to "catch up" on topics that are complex and require explanation in the classroom environment.

Daily attendance in school is the single biggest influence on your child's academic achievement. Attendance also plays an important role in helping your child to feel part of their school community and in developing strong friendships. Parents/Guardians show children that they value education by supporting them in attending school each day.

Beaufort College is obliged to notify absences over 20 days to the Educational Welfare Service. Please contact the school to discuss the attendance supports that are available.

- |   |                   |               |
|---|-------------------|---------------|
| ○ Home School Community Liaison Officer | Ms. A Moran       | (086) 0235401 |
| ○ School Completion Officer             | Mr. Derek O'Neill | (046) 9028915 |

This reminder is one of a series of attendance awareness initiatives, it refers to all absences, both explained and unexplained.

Yours sincerely,



Mr. Ken Flynn

## Appendix 5 – 30+-Day Attendance Alert

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### 30+ DAY ATTENDANCE ALERT

Dear Parent/Guardian,

Click or tap to enter a date.

You child has now missed **significantly more than 20 days of school**.

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*When absences become a pattern, the negative impacts quickly add up. It may not seem like a big deal if a student is missing just one or two days of school a month, but over time, those days of lost learning can lead to years of academic struggles, as well as challenges beyond the classroom.*

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Under the Education (Welfare) Act, 2000 schools are obliged to submit a number of reports and notifications that relate to poor school attendance. Poor school attendance needs to be responded to early; otherwise, as research has shown, it can lead to poorer exam results, early school leaving, and poorer life chances for children.

Further information is available at: <https://www.tusla.ie/tess/tess-ews/reporting-absenteeism/>

Attendance during this final term is necessary for your child's successful educational attainment this year. For your information the end of year examinations takes place from 9<sup>th</sup> – 13<sup>th</sup> May, this is an important milestone in your child's academic year.

Please contact the school to discuss the attendance supports that are available.

- |   |                   |               |
|---|-------------------|---------------|
| ○ Home School Community Liaison Officer | Ms. A Moran       | (086) 0235401 |
| ○ School Completion Officer             | Mr. Derek O'Neill | (046) 9028915 |

This reminder is one of a series of attendance awareness initiatives, it refers to all absences, both explained and unexplained.



Yours sincerely,



Mr. Ken Flynn



## Policy for Resolution/Ratification by LMETB Board

School	Beaufort College
Policy Title	Statement of Strategy for Attendance 25-26
Date of School Board of Management Meeting	28/08/2025
Please confirm if a quorum was present at the meeting (4)	Yes
Please confirm if the completed Policy Consultation Record was presented at the meeting	N/A
Policy Proposed By	Ciara Carry
Policy Seconded By	Robert McCabe
Signed Chairperson	
Date	28/08/2025
Signed Principal/Secretary	
Date	28/08/2025