



## Navan ETNS Statement of Strategy for School Attendance

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| Name of school                                           | Navan Educate Together NS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Address                                                  | Commons Road, Navan, Co. Meath, C15 YY3D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Roll Number                                              | 20164S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| The school's vision and values in relation to attendance | <p>Navan ETNS recognises the clear and direct relationship between regular school attendance and pupil progress. The school's attendance strategy complements the school ethos of nurturing children's potential in a caring environment where the welfare of each child is paramount. The school understands that attendance plays a key role in educational success and the school maintains high expectations and standards in relation to attendance. Navan Educate Together National School's strategy aims to:</p> <ul style="list-style-type: none"> <li>• Promote a positive learning environment</li> <li>• Promote a school culture where every child feels valued, trusted and respected</li> <li>• Encourage full attendance where possible</li> <li>• Encourage punctuality</li> <li>• Foster an appreciation of learning</li> <li>• Raise awareness of the importance of school attendance</li> <li>• Ensure that pupil attendance is recorded daily</li> <li>• Ensure that pupils are registered accurately and efficiently</li> <li>• Ensure awareness of and compliance with the requirements of the relevant legislation</li> <li>• Identify pupils at risk</li> <li>• Develop links between the school and the families of children who may be at risk of developing attendance problems</li> <li>• Identifying and removing obstacles to school attendance, in so far as is practicable</li> <li>• Reward good attendance and improvements in attendance</li> </ul> |

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| <p>The school's high expectations around attendance</p>                            | <p>Navan Educate Together NS endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote cooperation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year. The school aims to build a culture of high expectations around attendance and as a DEIS school, targeting good attendance is part of our school action plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>How attendance will be monitored and school roles in relation to attendance</p> | <p><b>Class Teacher:</b></p> <ul style="list-style-type: none"> <li>• Maintains accurate class rolls by completing Aladdin daily (by 9.30am) and takes responsibility for student absences within their classes</li> <li>• Records late arrivals and early collections</li> <li>• Keeps notes and certificates in a safe, secure place</li> <li>• Accurately records attendance related notes or messages, e.g. from email on Aladdin</li> <li>• Ensures appropriate contact takes place between the school and parent/guardian if an attendance concern arises</li> <li>• Will notify a member of the Care Team of any concerns regarding the attendance of any pupil</li> <li>• PowerPoint on importance of attendance in class at appropriate class levels</li> <li>• Gives child's attendance record to parents at parent-teacher meeting and in the end of year report</li> </ul> <p><b>Principal:</b></p> <ul style="list-style-type: none"> <li>• Responsible for ensuring accurate records of students' attendance is kept at the school and the reasons for any failure to attend</li> <li>• Responsible for sending out letters to parents when a child has missed 15 and 20 days</li> <li>• Liaise with Care Team and submit referrals to EWS, if deemed necessary</li> <li>• Ensures appropriate contact takes place between the school and parent/guardian either via note, phone call, text message, e.g. text when child has missed 5 and 10 days</li> </ul> <p><b>School Completion Programme:</b></p> <ul style="list-style-type: none"> <li>• SCP Project Worker will monitor the attendance of 'target' and 'at risk' pupils</li> <li>• Supportive phone calls to parents to help promote attendance</li> <li>• The School Completion Programme operates to target pupils who are considered to be at risk of early school leaving</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Evidence of poor attendance is a factor in including pupils in the various SCP activities; homework club, summer camp, cinema trip, etc.</li> </ul> <p><b>HSCL:</b></p> <ul style="list-style-type: none"> <li>• Works with EWS, SCP and School Care Team in a unified way, to address issues, which impinge on the attendance of children at risk of educational disadvantage and early school leaving</li> <li>• Meets with parents where there is a concern about an individual child's attendance</li> <li>• Responsible for supporting parents and checking in with family at various stages of attendance concerns</li> <li>• Supports parents to submit absence reasons on Aladdin</li> <li>• Submit Túsla Returns in December and June</li> <li>• Collaborate with Principal on attendance referrals to EWS</li> <li>• Attend EWCs with Principal and EWO when necessary</li> <li>• Support the Attendance HERO campaign in line with the DEIS Action Plan</li> </ul> <p><b>Secretary:</b></p> <ul style="list-style-type: none"> <li>• Records early departures on Aladdin when required</li> <li>• Marks late arrivals in the Late Book</li> <li>• Provides daily reminder to teachers to record attendance</li> <li>• Supports parents to submit absence reasons on Aladdin</li> </ul> <p><b>Parents/Guardians:</b></p> <ul style="list-style-type: none"> <li>• Show interest in what your child is doing in school</li> <li>• Consult with the school on your child's progress</li> <li>• Attend parent-teacher meetings</li> <li>• Talk with the class teacher about any concerns you may have</li> <li>• Praise your child's efforts at every opportunity</li> <li>• Your encouragement means a lot and will motivate your child to continue trying</li> <li>• Tell the school when a child cannot attend and the reason why. Write a short note to the school to explain why your child was out. Send a message on Aladdin or send a note in with your child when they return to school, or send an email to the class teacher</li> <li>• Whenever possible, arrange appointments outside of the school day to maximise learning time</li> </ul> |
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| <p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>• Target setting and targets</li> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul> | <p><u>Target setting and targets:</u><br/>Attendance data is analysed regularly in order to</p> <ul style="list-style-type: none"> <li>• set targets for improvement in attendance and reduction of absence</li> <li>• implement early interventions at whole-school, class, family or individual level</li> <li>• identify individuals with poor attendance and intervene accordingly.</li> </ul> <p>(see DEIS Attendance 3 Year Plan 2025-2028)</p> <p><u>Whole-school approach:</u><br/>The school promotes good attendance by;</p> <ul style="list-style-type: none"> <li>• Creating a safe and welcoming environment</li> <li>• Ensuring children are happy</li> <li>• Displaying kindness, compassion and understanding</li> <li>• Being vigilant so that risks to good attendance such as disadvantage, bullying, etc. are identified early</li> <li>• Wellbeing, Positive Behaviour and Restorative Practice policies and procedures</li> <li>• Identifying, encouraging and rewarding students with good and improved attendance</li> </ul> <p><u>Promoting good attendance:</u></p> <ul style="list-style-type: none"> <li>• All staff promote a positive attitude towards attendance and consistently highlight its importance e.g. in the classroom, at assembly etc.</li> <li>• Prizes and awards are given on a monthly basis, celebrating good and improved attendance.</li> <li>• Our Be an Attendance Hero Campaign is carried out each year</li> <li>• EWO and HSCL speaks at induction/welcome meeting for new parents about the importance of attendance and offers supports to all families</li> <li>• Monthly attendance promotions</li> </ul> <p><u>Responding to poor attendance:</u></p> <ul style="list-style-type: none"> <li>• Parents are notified about concerning attendance at regular intervals; 5, 10, 15 and 20 days. A text message is sent at 5 and 10 days. A letter is sent home at 15 and 20 days and parents/guardians invited to contact the school</li> <li>• Class teachers, HCSL and the principal are all involved in monitoring and responding to rates of pupil attendance</li> <li>• Targeted interventions are put in place, e.g. attendance plans, SCP supports</li> <li>• Support is sought from the EWO and referrals to the EWS are made, when deemed necessary</li> </ul> |
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| Partnership arrangements (parents, students, other schools, youth and community groups) | <p>Contact, support and programmes with the following bodies will be fostered and developed in order to promote the good attendance of students in Navan ETNS:</p> <ul style="list-style-type: none"> <li>• Educational Welfare Service</li> <li>• School Completion Programme</li> <li>• National Educational Psychology Service</li> <li>• School Student Council</li> <li>• Other schools in the locality</li> <li>• Community Gardaí</li> <li>• Navan County Council community services</li> <li>• Local interest groups such as the Family Resource Centre, Barnardos, etc.</li> <li>• Local soccer clubs</li> <li>• Local GAA clubs</li> <li>• Navan Library</li> <li>• Solstice Arts Centre</li> <li>• Navan Cinema</li> </ul> |
| How the Statement of Strategy will be monitored                                         | <p>The Board of Management, the principal and the HSCL will monitor the implementation of the Statement of Strategy for School Attendance on an ongoing basis. The success of this Attendance Strategy is measured through:</p> <ul style="list-style-type: none"> <li>• Improved attendance levels as measured through Aladdin computerised records and statistical returns</li> <li>• Happy confident well-adjusted children</li> <li>• Positive parental feedback</li> <li>• Teacher vigilance</li> </ul>                                                                                                                                                                                                                          |
| Review process and date for review                                                      | This statement was reviewed in September 2026. The date for next review will be September 2027.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date the Statement of Strategy was approved by the Board of Management                  | 7 <sup>th</sup> October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date the Statement of Strategy submitted to Tusla                                       | 8 <sup>th</sup> October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Signed: Shauna Marr (Chairperson BoM)

Signed: E. Bailer (Principal)

Date: 7/10/26

