



Dear parent / guardian,

A key focus for the coming academic year, as part of our School Self Evaluation (SSE) is to improve school attendance. (See further information below).

While there will be times where school absence is essential (e.g. in the case of genuine illness, bereavement etc) there are other times where permission to be absent may be too easily obtained from home. The regular signing in late or signing out early of students reduces their school day and can impact heavily on learning and especially in certain subjects if a pattern emerges.

We are changing our procedures around students leaving school early (signing out during the school day for appointments etc).

From Monday 11th September:

Parents/Guardians must submit a request on VShare for a partial absence by **08.30am at the latest** on the day of the partial absence (to do this on VShare, click on submit absence, single day, partial day).

Once the request is received by 08.30am it will be approved, and the student can go to the office at the time they are to leave, and once it has been checked by the office staff, the student will be permitted to sign out and leave the school. If there is no request on VShare the student will be sent back to class.

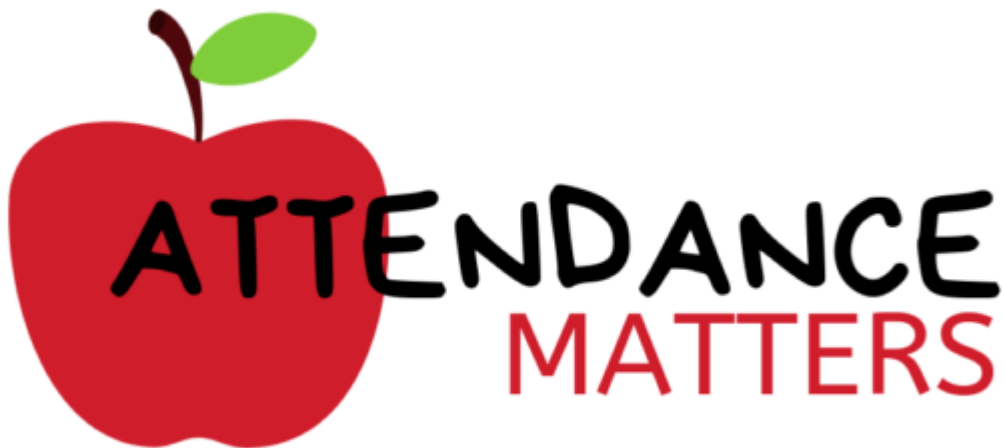
In any other situation, if a student is leaving the school early **a parent/guardian will have to collect them in person and sign them out at the office.**

As has always been the procedure, if a student is unwell during the school day the student should find their Year Head, Assistant Year Head or Deputy Principal and a phone call home will be made.

Thank you,

A handwritten signature in black ink, appearing to read 'Paul Burke', is written over a light grey rectangular background.

Mr. Paul Burke (Principal)



Focus on School Attendance

The best gift that anybody can give a child is to offer a child the opportunity to fulfil his or her potential. Education plays an important part in ensuring that children grow to be independent and that they are in a position to benefit from life's opportunities.

For some families, despite the best efforts of everybody involved, poor attendance or partial attendance at school is a reality. In responding to these situations, which can be stressful for all concerned, the school and Educational Welfare Services are available to assist.

Research has pointed to the benefits of good school attendance and the impact on students when school attendance is poor, for example:

- *the positive impact of high levels of attendance on teaching and learning (McCoy et al, 2014; Claes et al, 2009);*
- *the established links between good attendance, student engagement and staying at school to complete the Senior Cycle (Smyth, 1999; McCoy et al, 2007; Byrne and Smyth, 2010);*
- *the well-established impact of poor attendance on a student's educational outcomes (McCoy et al, 2007);*
- *the research evidence that even when they stay at school to Leaving Certificate stage, those students with poor attendance do less well in the exam and are less likely to go on to further study (McCoy et al, 2007);*
- *the impact of poor attendance on wider aspects of a student's life, such as weak peer relationships, risks of engagement in anti-social activity and poor family relationships (Hibbett and Fogelman, 1990; Carroll, 2011)*

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A strong focus on all aspects of attendance will be evident in CCS this year. We encourage parent / guardian cooperation in ensuring that:

- ***Students are organised for the school day and arrive in plenty of time for the 1st class / assembly of the day***
- ***Please stress the importance of attending all classes throughout the day to your child.***
- ***Please ensure that any appointments (such as medical, dental etc) are made outside of school times in order to minimise class absence.***