Anseo Action Plan —2026/27

School: Presentation Secondary School Clonmel
Date: Drafted May 2026 — plan period September 2026 to May 2027
School Attendance Team members: Jennifer Williams (Chair), Aisling Linnane, Keisha O'Shea, Róisín Hennessy (Deputy Principal), Linda O'Donnell (Guidance Counsellor), Alissa Keating, Daniel O'Brien, Martin O' Loughlin (Head of Junior Students), Deirdre Patterson (Head of Senior Students).
Annual Goal(s):

1. Reduce chronic absenteeism (attendance below 90%) — baseline May 2026.
   Targets: Increase Tier 1 students from 16.2% to 18%, Decrease Tier 2 students from 15% to 13%, Constant intervention for Tier 3 students
2. Implement the triangulated Anseo approach agreed at the May 2026 meeting: attendance work linked explicitly with the Learner Experience (Teaching & Learning) and with Policy & Enforcement.
3. Embed the Anseo MTSS framework: all SAT members, Year Heads and SMT briefed and applying Tier 1 / 2 / 3 criteria by end of October 2026.
4. Carry out a structured root-cause review for every Tier 3 student by end of Term 1 (December 2026).
5. Resolve the disproportionality data gap via locally-managed, informed-consent capture on VS-Ware by end of Term 2.

Action/Activity	How	Who is responsible?	When will it start?	When will it be completed?	When/How will we evaluate that we did what we said we would?
Tier 1 — Prevention & promotion (whole-school)					
Anseo visual identity around the school	Run a 1st-Year / TY poster competition. Display winning posters in the main hallway, near the office and at the front door. Mount the Anseo three-tier framework in the staff room and the SAT on MS Teams..	SPHE teachers, TY Programme Manager	Mid-September 2026	End of October 2026 **Email sent to SPHE teachers 10/09**	Posters in place in named locations; framework display in staff room; photo record kept by PRO.
August letter to parents — Anseo, SSE, new procedures	Hard-copy letter (not VSMail) to all parents in August setting out the Anseo framework, the SAT's expanded membership, the school's UNE / lateness procedure for 26/27, and how attendance will be supported and monitored. Include Attendance Strategy summary.	Principal	Mid-August 2026	Posted before first day of school 2026/27 **Complete**	Letter signed off by Principal; printing & posting records; sample retained on Anseo team in Teams

Reintroduction of the 2pm text-home	Daily VSSMS to parents/guardians of any student marked absent for any portion of the day, sent at 2pm. Confirm system configuration with VS-Ware before September.	Principal, Receptionist **Discussed in June with Edel and VS Ware. Working on a solution.**	First week of September 2026	Ongoing — first review at SAT meeting 28 Sep 2026 **Not possible at present**	VSSMS send log; reduction in unexplained absences reviewed at SAT meeting.
Code of Behaviour revision — UNE definition, lateness procedure, attendance reasons	Staff meeting (or working group?) drafts revisions covering: a clear, consistently applied definition of Unexplained Non-attendance (UNE); what happens when a student arrives late; how absence reasons are sought and recorded. Proposed and agreed at the August whole-staff meeting. (Per minutes 11 May 2026.)	Principal, whole staff, SSE Co-Ordinator, Head of Junior School, Head of Senior School	August 2026 staff meeting	Adopted at September Board of Management meeting **Complete**	Updated Code of Behaviour published; staff briefing minuted; UNE counts tracked monthly from September.
Whole-staff Anseo briefing and classroom-management strand	Whole-staff briefing on the Anseo framework and tier definitions at the August staff meeting (building on the SAT training of 12 May 2026). Includes a classroom-management strand addressing the link between teacher–parent communication, classroom management and attendance, as discussed at the 11 May meeting.	SSE Co-Ordinator, Principal, Deputy Principal, SAT	August 2026 staff meeting	Follow-up modules at October and January staff meetings **Partially addressed**	Staff briefing minuted; attendance dashboard referenced in staff meetings; feedback collected at March 2027 staff meeting.
Tier 2 — Emerging attendance issues (targeted)					
Sign-in late protocol — three lates excludes from 1st class	Deputy Principal meets all late arrivals during P1. Receptionist logs every late arrival on VS-Ware. After a third late inside a school week, the student is held at reception during 1st class. Parents notified by phone the same day. Year Head briefed within 24 hours.	Deputy Principal (front-desk presence 8.45–9.10), Receptionist, Year Heads **Year Heads removed from this role**	First day of school 2026/27	Ongoing — first review at SAT meeting in early Oct 2026	Late-arrival counts tracked weekly; parent contact logged on VS-Ware Notes; impact on chronic-absence list reviewed monthly.

Nudge letters with visuals to parents of emerging absentees	September: blanket nudge letter to parents of any student whose 25/26 attendance fell below 90% (?) Weekly of bi-weekly letters include attendance chart, list of consequences and a named contact.	Head of Junior School, Head of Senior School, Principal **Templates created and ready for deployment** **Phone call after 5** **Letter after 10** **Phone call and letter after 15** **Referral and Letter after 20**	First letters: early September 2026	Weekly or bi-weekly cycle through May 2027 **Fortnightly Meeting**	Number of letters sent per cycle logged on the chronic-absentees Excel; sample retained; parent-response rate tracked.
Personalised positive contact for improving attendance	Designated member of SAT send postcards / Teams Praise to any student whose attendance has improved by 5% or more month-on-month. Pre-printed postcard stock held with each Year Head.	Year Heads, SSE Co-Ordinator, Principal. SAT team member(s)	From October 2026 (after first monthly attendance review)	Ongoing through May 2027	Postcards/Praise logged on a shared spreadsheet; sample of student / parent responses retained; review at March 2027 staff meeting.
Sharing of intervention measures in VS-Ware Notes	Heads of Junior/Senior School and SMT record any intervention (meeting, phone call, mentor pairing, reduced timetable, agency referral) on the student's VS-Ware Notes within 48 hours so the picture is visible to all who teach the student.	Heads Junior/Senior School, SMT	From staff meeting briefing 28 August 2026	Ongoing	Random sample of VS-Ware Notes audited each term; all Tier 2 / Tier 3 students have at least one Note per term.
Replace the white-card system with the VS-Ware behaviour package (TBC) **Cannot remove WC System**	Scope and pilot the VS-Ware behaviour package (without a points system) as a more practical alternative to the white-card process for classroom teachers. Aligns with the classroom-management strand. (Per minutes 11 May 2026 — JW to scope before new school year.)	Principal, Deputy Principal, Heads of Junior/Senior School, SAT	Scoping June–August 2026 **VS Ware Behaviour rolled out August 2026**	Pilot September–December 2026; review at January 2027 SAT meeting	Scoping report tabled at August staff meeting; pilot uptake measured; staff feedback collected at the January review.

Continue the 1:1 mentoring pilot and extend to 1st Years from Day 1	Mirror the 3rd-Year mentoring approach for 1st-Year students showing early-warning signs of attendance difficulty (e.g. below 90% in Sept or repeated UNEs). Pair each with a voluntary teacher mentor. Monthly attendance updates from SSE Co-Ordinator. (Per minutes — agreed at 11 May 2026 meeting.)	SSE Co-Ordinator (matching), Head of Junior Students, voluntary mentors	Recruitment August 2026; matching by end of September 2026	Runs to May 2027	Number of 1st-Year and 2nd-Year mentor pairs; monthly updates sent; attendance trend for mentored 1st Years compared with non-mentored peers.
Tier 3 — Chronic absenteeism (intensive / complex)					
1:1 attendance mentoring for 3rd and 6th Years (continuation) - TBC	Continue and expand the 25/26 pilot. Match each chronic absentee in 3rd, 5th and 6th Year with a voluntary teacher mentor. Monthly attendance updates emailed by the SSE Co-Ordinator. Mid-year and end-of-year mentor feedback collected.	Principal, SSE Co-Ordinator (matching); voluntary mentors	Matching by end of September 2026	Runs to May 2027	Number of mentor pairs; monthly update emails sent; attendance trend for mentored students reported at March 2027 staff meeting.
~~**Structured root-cause review for every Tier 3 student**~~ **Decision to omit this from Action Plan 2026/2027**	~~For each student below 80% by end of October, Principal, Attendance Officer, Year Head, Heads of Junior/Senior School and (where appropriate) Guidance Counsellor complete a one-page root-cause sheet covering medical, SEN, mental-health, family, peer and learning-experience factors. Decisions on supports flow from this sheet.~~	~~Principal, Attendance Officer, Year Heads, Heads of Junior/Senior School, Guidance Counsellor~~	~~October 2026 (after first chronic-absentees list)~~	~~Initial reviews by end of Term 1 (Dec 2026); updated each term~~	~~Root-cause sheet completed for every Tier 3 student; logged on chronic-absentees Excel and on VS-Ware notes; intervention plan drawn from each review.~~ ~~**Scope of this work?**~~
Internal Attendance Clinic	Use the ANSEO resource to target Tier 3 students for in school intervention. Document root cause of the absenteeism and create an action plan of supports going forward.	Principal/Deputy Principal, Head of Junior/Senior, Parent, Child, Guidance Counsellor and Year Head	October 2026	May 2027	Internal Attendance Clinic document. Follow ups with internal and external supports. Measure data post intervention.

Chronic-absentees tag system linked to SSE	Add tags to the chronic-absentees list to make visible the supports already in place — e.g. 'in receipt of interagency support', 'EOW', 'anxiety disorder', 'reduced timetable'. Tags developed by outgoing SSE Co-Ordinator from the JW-supplied chronic-absentees list.	Outgoing SSE Co-Ordinator, Principal **No progress on this so far**	May–June 2026 (drafting); September 2026 (operational)	Tags reviewed termly thereafter	Tag categories agreed by SAT; chronic-absentees list updated monthly with tags; SSE interpretation of data informed by tags.
~~**Formalise the interagency response pathway**~~ **Decision to omit this from the Action Plan – covered under Internal Attendance Clinic**	~~Map the school's working contacts at TUSLA EWS, CAMHS, NEPS, the School Completion Programme and external counselling. Document referral thresholds, contact persons and response timelines. Brief the full SAT on the pathway so it is visible beyond senior management.~~	~~Principal, Deputy Principal, Guidance Counsellor, SSE Co-Ordinator, Heads of Junior/Senior School~~	~~September 2026~~	~~Pathway document signed off by end of October 2026~~	~~Pathway document published on the Anseo team; SAT briefing minuted; referrals made in 26/27 logged with outcomes.~~
~~**Eligibility links to attendance — extra-curriculars and school events (TBC)**~~ **Decision to remove.**	~~Continue the rule: attendance below 80% over two consecutive months disqualifies a student from extra-curricular activities and major school events (matches, trips, school show) until attendance rises above 80%. List shared with staff monthly. Termly review of impact.~~	~~Principal, SSE Co-Ordinator, Year Heads, event organisers~~	~~From first chronic-absentee review in October 2026~~	~~Termly cycle through May 2027; full review at end of year~~	~~List of restricted students issued monthly; attendance trend for affected students tracked; staff-meeting review in March 2027 of whether the rule is helping or harming engagement.~~
Resolve the disproportionality data gap on VS-Ware	Investigate the feasibility of locally capturing ethnicity, home language, disability and Eircode on VS-Ware where PPOD records are incomplete — subject to GDPR and informed consent at point of capture. Aim: enable Tier-by-tier and disproportionality analysis from Term 2. (Per minutes — JW/RH to investigate before next meeting.)	Principal, Deputy Principal	Investigation during 2026	Open ended	Leaving this on the Action Plan, but agreed at SAT meeting on 23/09 that this would be a long term initiative.

Enabling actions (not on the tier grid, parallel work-streams)

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- Complete phone ban aligned with the 1:1 devices roll-out — pouches are not working as intended. Lead: Jennifer Williams; before new school year. (Per minutes 11 May 2026.)
- Triangulated approach — attendance work to be explicitly linked with the Learner Experience (Teaching & Learning) and with Policy / Enforcement, as decided at the 11 May 2026 meeting. This framing should be carried into every SAT review and staff-meeting update.

Draft prepared from the Attendance Committee minutes of 11 May 2026, the 28 May 2026 whole-staff briefing (Antje / Jenny / Aisling) and the 23/24–25/26 SSE & SIP record. To be reviewed by the SAT and finalised at the September 2026 meeting.