Gaelscoil Thaobh na Coille
Beallairmín
An Chéim
B.Á.C. 18

Uimhir Rolla : 20020R

Polasaí Tinrimh & Rannpháirtíocht

School Attendance Policy

Réamhrá:
Is bunscoil lán-Ghaeilge comhoideachais í Gaelscoil Thaobh na Coille a bunaíodh i 1995 faoi Phátrúnacht an Fhorais Phátrúnachta. Freastaíonn an scoil ar an éileamh d'oideachas bunscoile trí mheán na Gaeilge sa cheantar mághuaird.

Más rud é go bhfuil a bhfuil scríofa as Gaeilge agus as Béarla sa pholsaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán.

Introduction:
Gaelscoil Thaobh na Coille is an all Irish co-educational primary school established in 1995 under the Patronage of An Foras Patrúnachta. The school caters for the demand for primary education through the medium of Irish in the locality.

Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Aidhmeanna:
- A mholadh do dhaltaí freastail ar scoil go rialta agus go poncúil.
- Freagracht i leith tinrimh scoile a roinnt i measc foireann/pobal scoile.
- Comhphobal na scoile a chur ar an eolas maidir le ról agus freagrachtaí, de réir an Achta.
- Daltaí a aithint a d'fhéadfadh a bheith i mbaol fadhbanna maidir le tinreamh.
- A chinntiú go bhfuil nósanna imeachta ag an scoil chun tinreamh a chur chun cinn.
- Forbairt a dhéanamh chomh fada agus is féidir ar nascanna scoile/baile leis na teaghlaigh a bhfuil páiste leo i mbaol fadhbanna tinrimh a fhorbairt.
- Na constaicí a chuireann bac le dea-thinreamh a aithint agus deireadh a chur leo.

Aims:
- *To motivate pupils to attend Gaelscoil Thaobh na Coille on a regular basis as well as being punctual*
- *To share the responsibility for school attendance among the staff and school community*
- *To make the school community aware of their responsibilities as laid down in the Act.*
- *To recognise those children who could be in danger of developing attendance problems.*
- *To ensure that procedures are in place to promote attendance in a positive manner*
- *To develop as far as possible the home/school links with families who would be at risk of low attendance.*
- *To recognise and remove the obstacles to regular attendance.*

Cinnteoidh an scoil:
- Go gcuirfear tábhacht an tinrimh ar fud na scoile chun cinn.
- Go gclárófar daltaí i gceart agus go héifeachtach.
- Go ndéanfar taifead ar thinreamh go laethúil.
- Go ndéanfar teagmháil le tuismitheoirí/caomhnóirí i dtaobh as láithreachtaí leanúnach nó i gcás nár

tugadh cúis.

- Go ndéanfar monatóireacht ar thinreamh agus poncúlacht.
- Go ndéanfar staitisticí tinrimh a thuairisciú, de réir mar ba chóir go:
    - an Bord um Leas Oideachais
    - an tOifigeach Leasa Oideachais
    - an Bord Bainistíochta

The school will ensure that:

- *The importance of school attendance is promoted throughout the school.*
- *Pupils are registered accurately and efficiently.*
- *Pupil attendance is recorded daily.*
- *Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.*
- *Pupil attendance and lateness is monitored.*
- *School attendance statistics are reported as appropriate to:*
    - *The Education Welfare Board.*
    - *The Education Welfare Officer*
    - *The Board of Management*

Poncúlacht:

Tosaíonn an scoil ag 8.50 agus is gá go mbeadh daltaí ar scoil ag an am sin. Táthar ag súil leis go mbeidh daltaí agus múinteoirí ar scoil in am. Déanfar teagmháil ón scoil sa chás go mbíonn dalta déanach go rialta. Tá dualgaisí ar an bPríomhoide, faoin Acht, ainmeacha páistí a bhíonn déanach go rialta a chur faoi bhráid an Bord Leasa Oideachais Náisiúnta.

Puntuality

School is open from 8.50 a.m. and children are required to be in their classrooms at that time. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Act, to report children who are persistently late, to the Education Welfare Board.

Treoir do thuismitheoirí

Deireann Alt [(21) (9)] den Acht go "measfar nach bhfuil mac léinn as láthair ón scoil i gcás ina bhfuil aon tréimhse neamhláithreachta údaraithe ag an bpríomhoide agus go mbaineann sí le gníomhaíochtaí a bheidh eagraithe ag an scoil nó a bhfuil baint ag an scoil leo". Ní féidir leis an príomhoide neamhláithreacht daltai a údarú i dtaobh saoire i rith am scoile. Tá sé riachtanach, áfach, go gcuirfeadh na tuismitheoirí in iúl don scoil maidir le socruithe mar seo.

Caithfear cúiseanna neamhláithreachta a chur in iúl don scoil i scríbhinn ag tuismitheoirí/caomhnóirí agus coimeádfaidh an scoil na cáipéisí seo. Má bhíonn dalta as láthair, ba chóir don dalta nóta scríofa a thabhairt don múinteoir ar theacht ar ais dó, ar a bhfuil ainm an dalta, dátaí agus fáth. Beidh na nótaí seo mar thaifead a d'fhéadfadh an t-oifigeach leasa oideachais a scrúdú ar cuairt chun na scoile. Déanfaidh an scoil teagmháil leis an Oifigeach Leasa Oideachais in éagmais cúiseanna i scríbhinn a bheith faighte ag an scoil. Déanfaidh an scoil teagmháil le tuismitheoirí in éagmais cúis neamhláithreachta scríofa a bheith faighte ag an scoil.

Guide for Parents

Section [(21) (9)] of the Act states that: "a pupil's absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved". The school principal

cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils' absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child's name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child's absence is not received by the school.

Is féidir le tuismitheoirí/caomhnóirí dea-thinreamh a spreagadh trí:

- Poncúlacht agus tinreamh rialta a chinntiú.
- Cur in iúl don scoil munar féidir lena gcuid páistí freastal ar scoil ar chúis ar bith.
- Comhoibriú leis an scoil agus an tseirbhís Scoile agus Oideachais chun fadhbanna tinrimh a shárú.
- Cinntiú go dtuigeann na páistí go dtacaíonn tuismitheoirí le tinreamh scoile.
- Asláithreachtaí pleanáilte a phlé leis an scoil.
- Más féidir in aon chor, saoire in am scoile a sheachaint.
- Suim a léiriú i lá scoile na bpáistí agus ina gcuid obair bhaile.
- Iad a spreagadh chun páirt a ghlacadh in imeachtaí scoile.
- Moladh agus spreagadh a thabhairt dá gcuid páistí.
- Féin-íomhá dearfach a chothú ina gcuid páistí, chomh maith le meon dearfach maidir lena bhfiúntas pearsanta féin.
- Cur in iúl don scoil i scríbhinn na fáthanna nach féidir le dalta a bheith ar scoil.
- Cinntiú, chomh fada agus is féidir, go socraítear cinní (le fiaclóirí srl.) ag amanna lasmuigh d'uaireanta scoile.
- Teagmháil a dhéanamh leis an scoil láithreach, i gcás cúiseanna imní maidir le tinreamh nó ábhair ghaolmhara eile.
- Cur in iúl don scoil roimh ré i scríbhinn i gcás go mbeadh páiste/í le bailiú ag duine nach bhfuil aithne ag an múinteoir air.

Parents/guardians can promote good school attendance by:

- *Ensuring regular and punctual school attendance.*
- *Notifying the School if their children cannot attend for any reason.*
- *Working with the School and education welfare service to resolve any attendance problems;*
- *Making sure their children understand that parents support school attendance;*
- *Discussing planned absences with the school.*
- *Refraining, if at all possible, from taking holidays during school time*
- *Showing an interest in their children's school day and their children's homework.*
- *Encouraging them to participate in school activities.*
- *Praising and encouraging their children's achievements.*
- *Instilling in their children, a positive self-concept and a positive sense of self-worth.*
- *Informing the school in writing of the reasons for absence from school.*
- *Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.*
- *Contacting the school immediately, if they have concerns about absence or other related school matters.*
- *Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.*

Daltaí
Tá sé de dhualgas ar dhaltaí bheith i láthair ar scoil go rialta agus go poncúil.
Caithfidh daltaí aon fhadhb a choimeádfadh ón scoil iad a chur in iúl don mhúinteoir ranga.
Tá daltaí freagrach as nótaí asláithre óna dtuismitheoirí a thabhairt suas gan mhoill don mhúinteoir ranga.
Tá freagracht ar dhaltaí nótaí scoile a thabhairt dá dtuismitheoirí, ar an lá luaite.

Pupils
All pupils have a responsibility to attend school regularly and punctually.
The pupils should inform class teacher if there is a problem that may lead to their absence.
The pupil is responsible for passing on absence notes from parents to their class teacher.
The pupil is responsible for passing school correspondence to their parents, on the specified day.

Straitéis chun dea-thinreamh scoile a chothú

Is mian leis an mBord Bainistíochta atmaisféar dearfach a chothú sa scoil chun dea-thinreamh a chur chun cinn. Chuige seo:

- Bíonn curaclam na scoile solúbtha, chomh fada agus is féidir, agus oiriúnach do riachtanais an pháiste aonair.
- Cothóidh an scoil forbairt dea-féinmheas i measc na ndaltaí tríd an curaclam O.S.P.S.
- Beidh tacaíocht curtha ar fáil le haghaidh daltaí a bhfuil riachtanais speisialta oideachais acu i gcomhréir le treoirlínte Roinn Oideachais & Scileanna.
- Beidh córas duaiseanna ar leith ann chun dea-thinreamh scoile a chothú.
- Bainfear úsáid as seirbhísí An Oifigigh Leasa Oideachais.
- Déanfaidh an múinteoir ranga monatóireacht ar rátaí tinrimh na ndaltaí i dtús báire, agus cuirfidh sé/sí an Príomhoide ar an eolas maidir le dalta ar bith a bhfuil fadhb tinrimh aige/aici.
- Daltaí a bhfuil drochthinreamh á chleachtadh acu, déanfar iarracht cabhrú leo, chomh fada agus is féidir, feabhas a chur ar an dtinreamh.

A strategy for promoting good school attendance
The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- *The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.*
- *The school will promote development of positive self -worth in the children through the S.P.H.E programme.*
- *Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Skills guidelines.*
- *Internal communication procedures are in place to inform teachers of the special needs of pupils.*
- *A special reward system will be introduced for promoting good attendance at school.*
- *The assistance of the Education Welfare Officer will be utilised.*
- *The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child.*
- *Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.*

Príomhoide

Déanfaidh an Príomhoide:

- A chinntiú go bhfuil clárleabhar na scoile líonta isteach go rialta i gcomhréir leis an rialúchán.
- An tOifigeach Leasa Oideachais a chur ar an eolas
    - Muna mbíonn dalta ag freastal ar scoil go rialta
    - Nuair a bhíonn dalta as láthair ar feadh breis is 20 lá i rith na scoilbhliana
    - Má chuirtear páiste ar fionraí 6 lá nó níos mó.
- Teagmháil a dhéanamh le tuismitheoir nuair a dhéantar cinneadh dul i dteagmháil leis an Oifigeach Leasa Oideachais.
- Chomh fada agus is féidir, tábhacht an dea-thinrimh a chur ar aghaidh i measc daltaí, tuismitheoirí agus foireann na scoile.

School Principal

The School Principal will:

- *Ensure that the school register of pupils is maintained in accordance with regulations.*
- *Inform the Education Welfare Officer:*
    - *If a pupil is not attending school regularly.*
    - *When a pupil has been absent for 20 or more days during the course of a school year.*
    - *If a pupil has been suspended for a period of six or more days.*
- *Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.*
- *Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.*

An Múinteoir Ranga

Déanfaidh an Múinteoir Ranga:

- Na leabhair rollaí scoile a choinneáil mar atá leagtha síos.
- Taifead a choinneáil d'asláithreachtaí gan mhíniú i scríbhínn.
- Taifead a choinneáil de phoncúlacht an pháiste.
- Dul i dteagmháil le tuismitheoirí faoi asláithreachtaí gan tuarisciú.
- Córas duaiseanna do pháistí a bhfuil tinreamh den scoth acu a chur i bhfeidhm.
- Daltaí a spreagadh freastal ar an scoil go rialta agus go poncúil.
- An Príomhoide a chur ar an eolas faoi imní i dtaca le asláithreachtaí dalta ar leith.

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of absences without a written explanation.
- Keep a record of the child's punctuality.
- Contact parents in instances where absences are not explained in writing.
- Promote a reward system for pupils with exceptional attendance.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Taifead/Cumarsáid

I gcomhréir le srianta Acht um Chosaint Sonraí cuirfear ar aghaidh sonraí tinrimh agus iompair (de réir mar is gá), chomh maith le torthaí acadúla daltaí a aistríonn go dtí bunscoil eile go dtí Príomhoide na scoile, sa phost, chomh luath agus a fhaightear fógra i scríbhinn faoin aistriú.

Lorgófar sonraí tinrimh agus iompraíochta chomh maith le torthaí acadúla daltaí a aistríonn ó bhunscoil eile go díreach ón scoil ar a raibh an páiste ag freastal roimhe sin.

Cuirfear ar aghaidh sonraí tinrimh agus iompair (de réir mar is gá), chomh maith le torthaí acadúla daltaí a aistríonn go dtí scoil dara leibhéal, má iarrtar iad, go dtí an scoil chomh luath is a fhaightear deimhniú rollaithe.

Record/Communication

Subject to the restrictions of the Data Protection Act attendance, behaviour (as the situation demands), and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour (as the situation demands), and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Faomhadh ag an mBord Bainistíochta

Sínithe

Conor Mac Daid

Cathaoirleach, Bord Bainistíochta

Dáta 01/12/2014