

## Gaelscoil Inse Chór

### Polasaí Tinrimh (Attendance Policy)

#### Réamhrá (Introduction)

Cuireadh an polasaí seo le chéile trí phróiséis comhoibrithe idir foireann múinteoireachta na scoile, an Bord Bainistíochta agus Coiste na dTuismitheoirí. Cuireadh le chéile é chun ár ndualgaisí dlíthiúla a chomhlíonadh, chun tinreamh maith a chothú is a spreagadh, agus chun páistí i mbaol neamhfheastal a aithint agus idirghabháil a dhéanamh go luath. This policy was formulated through a process of collaboration between the teaching staff of the school, an Bord Bainistíochta agus Coiste na dTuismitheoirí. The policy was put together in order to fulfil the school's legal obligations, to promote and encourage good attendance, and to recognise children at risk of poor attendance and to intervene early.

**Sainmheon na scoile (School Ethos)** Réitíonn an polasaí seo le sainmheon na scoile sa chaoi is go gcothaíonn sé atmaisféar sona do na daltaí agus tugtar tús áite do leasa agus do chúram an pháiste. Moltar agus spreagtar na tuismitheoirí a bheith páirteach in oideachas a bpáistí ón am a chláraíonn siad a bpáistí sa scoil linn. Cruthaítear deiseanna dóibh trí réimse gníomhaíochtaí scoile i rith na blaina, ina measc bíonn ranganna Gaeilge, turais scoile, imeachtaí Seachtain na Gaeilge, lá oscailte, , nuachtlitreacha rialta a sheoladh abhaile, agus imeachtaí scoile eile. Agus an polasaí seo á chur le chéile, cuireadh san áireamh; An tAcht Oideachais 1998. An tAcht Oideachais (Leas) 2000. Ról an Bord Náisiúnta um Leasa Oideachais /Tusla(BNLO). Ciorcláin agus treoir ón Roinn Oideachais agus Scileanna.

This policy complements the ethos of the school in that it fosters a pleasant atmosphere for the pupils and prioritises the welfare and care of the child. Parents are encouraged and motivated to become involved in their child's education from the time they enrol with the school. A variety of opportunities are provided throughout the school year, including such activities as school tours, events during Seachtain na Gaeilge, open days, regular newsletters being sent home, and other school events. While this policy was being formulated, the following were taken into consideration; The Education Act 1998. The Education (Welfare) Act, 2000. The role of the National Education Welfare Board/Tusla (NEWB). Circulars and guidance from the Department of Education and Skills.

#### Aidhmeanna (Aims)

Tinreamh rialta a spreagadh, a mholadh is a cheiliúradh. Feasacht ar an tábhacht a bhaineann le freastal ar scoil a chothú i measc pobal na scoile. Rochtain ar dheiseanna oideachasúla a chothú do gach páiste sa scoil. Dearcadh dearfach i leith an oideachais agus spéis san fhoghlaim a chothú. Feabhas ar thinreamh a aithint is a mholadh. Páistí i mbaol lag-thinreamh a aithint agus tosaíocht a dhéanamh orthu. Cinntiú go gcuirfean an córas rialacha, smachtbhannaí, agus luachanna saothair i bhfeidhm ar bhealach cothrom agus comhsheasmhach a spreagann na páistí le freastal ar an scoil. Ceanglais faoin Acht Oideachais (Leas) 2000 agus treoirlínte ón mBord Náisiúnta Leasa Oideachais a chomhlíonadh. Treoir a thabhairt don fhoireann scoile maidir lena bhfreagrachtaí agus a ndualgaisí i dtaobh taifead tinrimh agus cleachtais na scoile.

To encourage, promote and celebrate good attendance. To create an awareness among the school community of the importance of regular attendance. To provide access to educational opportunities for every child in the school. To foster a positive attitude to education and an interest in learning. To recognise and praise improvements in attendance. To recognise children at risk of poor attendance and to prioritise them. To ensure that the schools rules, sanctions and appraisal systems are implemented in a fair and consistent manner that encourages the child to attend school. To fulfil the schools obligations under the Education (Welfare) Act 2000 and guidelines from the NEWB. To provide guidance for the school staff with regard to their responsibilities and duties in relation to recording attendance and school practices.

### **Straitéisí chun Tinreamh a Chothú (Strategies to Promote Attendance)**

I measc na straitéisí atá i bhfeidhm sa scoil chun tinreamh maith a chothú bíonn;

- Cinntíonn foireann na scoile go bhfuil timpeallacht dearfach, shlán, fháilteach sa scoil do na páistí.
- Baintear feidhm as an gcuraclam Oideachas Sóisialta, Pearsanta agus Slándála (OSPS) chun feasacht ar na tréithe seo a chothú i measc na bpáistí.
- Bronntar teastais agus/nó duaiseanna ar pháistí nár chaill aon lá tar éis 100 lá ar scoil gach bhliain. Tugtar teastais do pháistí nár chaill lá agus do thinreamh beagnach foirfe ag deireadh na bliana.
- Aithnítear agus moltar poncúlacht maith agus feabhas ar phoncúlacht/thinreamh. D'fhéadfadh sé a bheith i bhfoirm moladh ó bhéal, nóta molta sa dialann, nó córas molta inranga.
- Bíonn foireann na scoile ag faire amach do bhulaíocht, míbhuntáistí eacnamaíochta nó eile a d'fhéadfadh tionchar a imirt ar thinrimh pháiste ar scoil agus déanfar idirghabháil má cheaptar gur gá.
- Déanann an scoil gach iarracht tacú le teaghlaigh le deacrachtaí eacnamaíochta, ionas nach mbeidh a bpáistí ag cailliúint amach ar oideachas cuimsitheach agus, déantar iarracht, chomh mór agus is féidir, cuidiú leis na páistí seo páirt a ghlacadh i ngníomhaíochtaí iar-scoile eagraithe ag an scoil nó ar son na scoile.

Among the strategies in use in the school to promote good attendance are:

- The school staff ensures that there is a positive, safe and welcoming environment at the school for the children. The Social, Personal and Health Education (SPHE) curriculum is used to foster an awareness of these traits among the children.
- Certificates and/or prizes are awarded after 100 days in the school year to children who did not miss any days. This practice is repeated at the end of each year with certificates for near perfect attendance awarded.
- Punctuality is recognised and praised, as is an improvement in punctuality/attendance. This may take the form of oral praise, note in the child's diary, or class-based system of reward.

- School staff remain vigilant at all times for signs of bullying, economic or other disadvantages which may affect the child's attendance at school, and will intervene if it is deemed necessary.
- The school makes every effort to assist families who are experiencing economic difficulties so that their child will not miss out on a comprehensive education and, in so far as possible within available resources, seeks to assist these children to participate in extra-curricular activities organized by or on behalf of the school.

### **Cleachtais agus Taifead (Practices and Recording)**

Tosaíonn an scoil ar 8.50 gach maidin. Coimeádtar sonraí maidir le gach páiste atá cláraithe sa scoil sa chlárleabhar. Glaotar an rolla ranga gach maidin idir 10:00 - 10:30. Marcáiltear páistí i láthair nó as láthair ann. Má thagann páiste ar scoil tar éis don mhúinteoir an rolla a líonadh, agus an páiste a mharcáil as láthair, coimeádtar an múinteoir taifead ar Aladdin gur tháinig an páiste ar scoil déanach. Coimeádtar aon nótaí/litreacha míniúcháin ó na tuismitheoirí/caomhnóirí leis an rolla ranga. Coimeádtar taifead laethúil ar thinreamh ranga ar Aladdin. Bíonn ar thuismitheoirí/chaomhnóirí leabhar san oifig a shíniú nuair a bhaineann siad an páiste ón scoil go luath. Mínítear an tábhacht a bhaineann le freastal rialta, agus tionchar an neamhfheastail, do thuismitheoirí/chaomhnóirí ag cruinniú le tuismitheoirí/caomhnóirí nua. Moltar dóibh gan a bpáistí a bhaint ón scoil i rith an téarma chun imeacht ar laethanta saoire teaghlaigh. Seolfar téacs chuig tuismitheoirí/caomhnóirí nuair a chailleann an páiste 15 lá. Má chailleann aon pháiste fiche lá scoile nó níos mó, tá sé de dhualgas ar an scoil an Bord Náisiúnta Leasa Oideachais/Tusla a chur ar an eolas. Cuirfear na tuismitheoirí/caomhnóirí ar an eolas má tharlaíonn sé seo. Má bhíonn páiste as láthair nuair atá measúnú caighdeánaithe nó diagnóiseacha ar siúl, déanfar socraithe chun an measúnú sin a dhéanamh go luath, faoi stiúir an mhúinteoir tacaíocht foghlama.

School starts at 8.50 each morning. Each child's details are recorded in the school's register. The class roll is called each morning between 10:00 and 10:30. Children are marked in the roll book as present or absent. If a child comes to school after the teacher has called the roll, and marked the child as absent, the teacher will record in the Aladdin database that the child arrived late. Any explanatory notes or letters from parents/guardians are kept with the roll book. A daily record of all class attendances are recorded in the school attendance register on Aladdin. Parents/guardians who collect their child from school early must sign a register in the office. The importance of good attendance and the effect of poor attendance are explained to parents/guardians at a meeting with new parents/guardians. They are encouraged not to remove their child from school during term to attend family holidays. Parents/Guardians will be notified by text when a child's absence exceeds 15 days. If a child is absent for 20 days or more, the school is obliged to inform the NEWB/Tusla. In such cases the parents/guardians will also be informed that the school has contacted the NEWB/Tusla. If a child is absent when standardised or diagnostic assessment is taking place, the school will arrange for the assessment to take place when the child returns to school, and will be conducted by the learning support teacher.

## Céimeanna Idirghabhála (Intervention Steps)

I measc na gcéimeanna atá ag an scoil chun idirghabháil luath a dhéanamh bíonn;

- Mínítear do thuismitheoirí/chaomhnóirí nua an tábhacht a bhaineann le tinreamh maith.
- Moltar dóibh gan a bpáistí a bhaint ón scoil chun imeacht ar laethanta saoire teaghlaigh.
- Déantar tagairt den Pholasáí Tinrimh sa leabhrán eolais a thugtar do thuismitheoirí/chamhnóirí nua nuair a chláraíonn siad a bpáiste linne. Cuirtear cóipeanna den pholasáí ar fáil ar shuíomh idirlíne na scoile, ([www.gaelscoilinsechor.ie](http://www.gaelscoilinsechor.ie))

Má bhíonn an scoil buartha faoi thinreamh páiste:

- Labhróidh an múinteoir leis na thuismitheoirí/chaomhnóirí.
- Labhróidh an múinteoir ranga leis an bpríomhoide.
- Labhróidh an príomhoide leis na thuismitheoirí/chaomhnóirí go neamhfhoirmeálta.
- Mura dtagann feabhas ar thinreamh an pháiste, eagrófar cruinniú idir an príomhoide agus na thuismitheoirí/chaomhnóirí.
- Má leanann na fadhbanna, d'fhéadfadh an príomhoide/Bord Bainistíochta buairt na scoile a chur in iúl do na thuismitheoirí/chaomhnóirí i scríbhinn. Coimeádtar cóip den litir seo ar chomhad an pháiste, agus/nó
- D'fhéadfadh an scoil an Bord Náisiúnta Leasa Oideachais/ Tusla a chur ar an eolas faoin mbuairt.

Among the steps included in early intervention are:

- The importance of good attendance is explained to parents/guardians.
- Parents/guardians are encouraged not to remove their children from school for family holidays.
- A copy of the school's attendance policy is referred to in the information booklet new parents/guardians receive when they accept a place for their child in the school. Copies of the policy are made available on the school's webpage. ([www.gaelscoilinsechor.ie](http://www.gaelscoilinsechor.ie))

If there are concerns about a child's attendance:

- The class teacher will speak to the parents/guardians.
- The class teacher will speak to the principal about his/her concerns.
- The principal will speak informally with the parents/guardians.

- If there is no improvement in the child's attendance, a meeting between the principal and the parents/guardians will be organised.
- If the attendance problems continue, the principal/Board of Management may put their concerns in writing to the parents/guardians. A copy of this letter will be kept on the child's file, and/or
- The school may contact the NEWB to inform them of our concerns. An Bord Náistiúnta Leasa Oideachais - BNLO (National Education Welfare Board - NEWB) /Tusla

Coimeádtar an BNLO/Tusla ar an eolas maidir le tinreamh scoile i rith na bliana. Cuirtear tuairisc ar aghaidh chucu i rith agus ag deireadh gach scoilbhliain. Comh maith leis sin cuirtear an BNLO/Tusla ar an eolas nuair; a shroicheann páiste 20 lá as láthair, a bhíonn an príomhoide buartha faoi neamhfheastal páiste, a bhíonn páiste curtha ar fionraí nach ngiorra ná 6 lá san iomlán, a chinneann an Bord Bainistíochta páiste a dhíbirt ón scoil, a bhaintear ainm páiste ón rolla.

The NEWB is kept informed of school attendances throughout the school year. Reports are submitted during, and at the end of each school year. In addition to the above, the NEWB/Tusla will also be informed when; a child is absent for 20 or more days, the principal is concerned about a child's attendance, a child is suspended for a period of not less than 6 days, the Board of Management decide to expel a pupil, a child's name is removed from the school register.

#### **Aistriúcháin idir Ghaelscoil Inse Chór agus scoileanna eile (Transfers between Gaelscoil Inse Chór and other schools)**

Nuair a athraíonn páiste ó scoil eile go Gaelscoil Inse Chór cuirfidh an príomhoide in iúl i scríbhinn do phríomhoide na scoile ar a raibh an páiste ag freastal, go bhfuil an páiste sin cláraithe linne anois. Nuair a athraíonn páiste ó Ghaelscoil Inse Chór, coimeádfear ainm an pháiste ar chlár leabhar na scoile go dtí go bhfaigheann an scoil litir deimhniúcháin ó phríomhoide na scoile nua le rá go bhfuil an páiste cláraithe inti, nó litir ón mBord Leasa Oideachais/Tusla le rá go bhfuil an páiste cláraithe le haghaidh oideachais lasmuigh den scoil.

When a child moves from another school into Gaelscoil Inse Chór, the principal will inform the principal of the previous school in writing that the child is now attending this school. When a child moves from Gaelscoil Inse Chór the child's name will not be removed from the our school's register until the school receives the confirmation letter from the new principal, stating that the child is now registered in that school, or receives written notification from the NEWB/Tusla stating that the child is now registered with them for home-schooling.

#### **Róil agus Freagrachtaí (Roles and Responsibilities) Na Tuismitheora/Caomhnóra (The Parents/Guardians)**

De réir an Acht Oideachais 1998 tá sé de dhualgas ar thuismitheoirí/chaomhnóirí cinntiú go bhfaigheann a bpáistí oideachas idir 6-16 bliain d'aois. Tá sé de dhualgas ar thuismitheoirí/chaomhnóirí an scoil a chur ar an eolas nuair a bhíonn a bpáistí as láthair ar feadh cuid den lá. **Tá sé de dhualgas ar thuismitheoirí/chaomhnóirí an scoil a chur ar an eolas maidir le**

**cúis neamhláithreachas a bpáistí, nach déanaí ná an tríú lá den neamhláithreachas.** Mura ndéanann siad é sin/má dhiúltaíonn siad sin a déanamh coimeádann an múinteoir ranga nóta de dhátaí an neamhláithreachais agus nóta nár cuireadh in iúl cén fáth a bhí leis. Coimeádtar súil ar thinreamh an pháiste, más gá. Luaitear an polasaí seo sa leabhrán eolais a thugtar do thuismitheoirí/chaomhnóirí nua chun iad a chur ar an eolas maidir lena ndualgaisí mar thuismitheoirí/chaomhnóirí, agus maidir lenár ndualgaisí agus cleachtais mar scoil.. Tá freagracht ag thuismitheoirí/chaomhnóirí a bpáistí a chur chuig na scoile agus in am. Caithfidh thuismitheoirí/chaomhnóirí páiste a shíniú amach más rud é gur gá don pháiste imeacht ón scoil go luath.

The Education Act 1998 states that parents/guardians are responsible for ensuring their children, between the ages of 6-16 years, receive an education. Parents/guardians are obliged to inform the school when their child is absent for part of the day. **Parents/guardians are obliged to inform the school of the reasons of their child's nonattendance not later than the third day of absence.** If parents/guardians do not/refuse to inform the school, the class teacher will record the dates the child was absent and note that no explanation was given. The teacher will monitor the child's attendance where appropriate. Parents/guardians are responsible for ensuring they send their children to school and on time. Parents/guardians must sign their child out if the child must leave the school during the school day.

### **Na Múinteoirí (The Teachers)**

Tá freagracht ar gach múinteoir ranga an rolla ranga a líonadh, a choinneáil cothrom le dáta, agus é a choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile. Ba cheart don mhúinteoir an príomhoide a choinneáil ar an eolas faoi aon bhuairt a bheadh air/uirthi maidir le tinreamh páiste sa rang.

Each class teacher has a responsibility to complete the roll book, to maintain it, and to keep it in a safe place in line with the school's Data Protection Policy. The class teacher should keep the principal informed of any concerns he/she may have in relation to a child's attendance.

### **Foireann Bainistíochta na scoile (In-School Management Team)**

Tá freagracht ag ball den fhoireann tinreamh laethúil a thaifead, leabhair clárúcháin na scoile a choinneáil cothrom le dáta agus in áit shlán de réir polasaí cosanta sonraí na scoile.

Tá freagracht faoi leith maidir lena leanas:

- Cinntiú go bhfuil na rollaí líonta i gceart, go bhfuil foireann múinteoireachta na scoile ar an eolas maidir lena líonta agus maidir le cleachtas na scoile i dtaobh taifead tinrimh.
- Cinntiú go bhfuil an leabhar tinrimh agus an clárleabhar á líonadh i gceart agus á choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile.

- Eolas maidir le tinreamh scoile a bhailiú agus tuairiscí a chur ar aghaidh chuig an BNLO i rith, agus ag deireadh na scoilbliana.
- An príomhoide a choinneáil ar an eolas faoi thinreamh scoile agus faoi pháistí a chailleann 20 lá nó níos mó.
- Litir a chur chuig na tuismitheoirí go bhfuil tuairisc curtha chuig an BNLO/Tusla faoi asláithreach 20 lá nó níos mó.
- Cinntiú go bhfuil straitéis cuí á chur i bhfeidhm sa scoil chun tinreamh maith a mholadh is a spreagadh agus lagthinreamh a fheabhsú.

The team is also responsible for:

- Ensuring that the roll books are correctly completed and maintained, and that the teaching staff is aware of how to complete the roll and of school practices in relation to recording attendances.
- Ensuring the school register and attendance books are being correctly maintained safely and securely in line with the school's Data Protection Policy.
- Gathering information in relation to school attendances and for furnishing the NEWB/Tusla with reports during and at the end of the school year.
- Keeping the principal informed of any concerns he/she may have with regard to school attendance. • Issuing a letter to parents/guardians when the NEWB/Tusla have been confirmed of any absences of 20 days or more.
- Implementing appropriate strategies to praise and encourage good attendance and to improve poor attendance.

### **Rúnaí Scoile (School Secretary)**

Tá freagracht an rúnaí:-

- Nótaí míniúcháin a sheoladh chuig an múinteoir ranga
- Súil a choinneáil ar Aladdin agus aon phátrúin de pháiste as láthair gan fáth cláraithe a thógáil chuig an phríomhoide.

The secretary should:-

- Pass on any explanatory notes to the class teacher.
- Notify the principal of any patterns of absence recorded on Aladdin without explanation.

### **An Phríomhoide (The Principal)**

Tá freagracht ag an bpríomhoide:

- Tuismitheoirí/caomhnóirí a choimeád ar an eolas faoin bpolasaí seo.
- Comhairle a dhéanamh leis an bhfoireann bainistíochta maidir le cúrsaí tinrimh.
- Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí maidir le tinreamh.

The principal is responsible for:

- Keeping parents/guardians informed regarding this policy.
- Liaise with the management team regarding school attendance.
- Contact parents/guardians regarding attendance.

### **An Boird Bainistíochta (The Board of Management)**

Tá freagracht ag an mbord bainistíochta:

- Cinntiú go bhfuil an scoil ag cloí le rialacha ó Roinn Oideachais agus Scileanna, rialacha an BNLO, agus aon chiorclán cuí.
- Cinntiú go bhfuil foireann na scoile ag comhlíonadh a ndualgaisí maidir le tinreamh.
- Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí nach bhfuil ag cloí le comhairle an phríomhoide maidir le tinreamh.
- Cinntiú go bhfuil an scoil ag cloí le rialacha faoi reachtaíocht chosanta sonraí agus le Polasaí Cosanta Sonraí na scoile.

The board of management is responsible for:

- Ensuring the school is abiding by Department of Education and Skill's rules, NEWB rules and relevant circulars.
- Ensuring that school staff is fulfilling their duties in relation to school attendance.
- Contacting parents/guardians who are not adhering to the principal's advice in relation to attendance.
- Ensuring that the school is compliant with requirements of data protection legislation and school Data Protection Policy.



### **Critéir Ráthúla (Success Criteria)**

Aiseolas dearfach ó fhoireann na scoile agus ó thuismitheoirí/chaomhnóirí. Méadú ar thinreamh/tinreamh ard á thaifead tríd an scoil. Rollaí líonta mar ba chóir, agus scagadh rialta déanta orthu. Eolas curtha ar aghaidh chuig an mBord Náisiúnta Leasa Oideachais/Tusla in am, nó nuair is cóir iad a chur ar an eolas faoi neamhfhreastal, buairt no baint ainm ón rolla.

Positive feedback from school staff and from parents/guardians. An improvement in attendance levels/good attendance levels being recorded throughout the school. Roll books being completed appropriately and regular checks being made. Information submitted to the NEWB/Tusla prior to deadlines, or as appropriate when the school is concerned about attendances, or removal of the child's name from the school register.

### **Athbhreithniú (Review)**

Déanfar athbhreithniú ar an bpolasaí seo sa bhliain 2016. Is í M. Connie a bheas freagrach as tús a chur leis an bpróiseas seo.

This policy will be reviewed in 2016. M. Connie will be responsible for beginning the process.

### **Daingniú agus Cumarsáid (Ratification and Communication)**

Dhaingnigh an Bord Bainistíochta an polasaí ar an 9ú Mí an Mhárta 2015. Cuirfear cóip den pholasaí ar fáil do gach ball foirne. Déanfar tagairt dó, agus cuirfear cóip ar fáil do gach tuismitheoir/caomhnóir nua agus iad ag glacadh le háit dá bpáiste sa scoil.

This policy was ratified by the Board of Management on the 9th March 2015 A copy of the policy will be made available to each member of staff. Reference will be made to the policy, and copies made available to all new parents/guardians when they accept a place for their child in the school.

### **Nasc le Polasaithe Eile/ Other Relevant Policies**

Tá tomhaiseanna áirithe sa pholasaí seo neartaithe arís sna polasaithe a leanas:-

- Polasaí um Chosaint Shonraí
- Cód Iompar
- Polasaí Cumarsáide

Certain aspects of this policy are strengthened in the following policies:-

- Data Protection Policy
- Code of Behaviour
- Communications Policy