



Polasaí Tinrimh Scoile (School Attendance Policy)

RÉAMHRÁ / INTRODUCTION

Is bunscoil chomhoideachas, lán-Ghaeilge, ilchreidmheach í Gaelscoil Riada a osclaíodh i 2006, faoi phátrúnacht an Fhorais Phátrúnachta, chun freastal ar an éileamh ar bhunoideachas trí Ghaeilge sa cheantar áitiúil.

Gaelscoil Riada is a co-educational, all-Irish, multid denominational primary school opened in 2006 under the patronage of the Foras Pátrúnachta, to cater for the demand for all-Irish primary education in the local area.

FÍS & LUACHANNA NA SCOILE I LEITH TINREAMH/ SCHOOL'S VISION & VALUES IN RELATION TO ATTENDANCE

Tá sé mar sprioc ag ár stráitéis leanúint le cur chun cinn an tinrimh, agus chun tuismitheoirí agus páistí a mhúscailt chun a aithint go gcuireann tinreamh maith leis an múineadh agus an fhoghlaím. Teastaíonn uainn deimhniú go mbaineann gach páiste amach a gcumais i ngach réimse den fhoghlaím agus den fhorbairt.

Attendance at school is a requirement under law. Our strategy hopes to continue to promote attendance and to encourage parents and children to see that good attendance has a positive impact on teaching and learning. We seek to ensure that all pupils in our school achieve their potential in all areas of learning and development.

ARD-IONCHAIS SCOILE I LEITH TINREAMH/ SCHOOL'S HIGH EXPECTATIONS AROUND ATTENDANCE

Tá ard-ionchais scoile i leith tinreamh fite fuaite isteach san fhorbairt iomlánaíoch den pháiste, agus a féinmheas i leith gníomhaíochtaí bunaithe ar scoil.

Táimid ag súil, dá bharr, go gcinntíonn tuismitheoirí go bhfreastalaíonn a bpáiste ar scoil gach lá, seachas munar féidir leo de bharr tinnis, srl. Is gá go minítear asláthaireachtaí mar seo, i scríbhinn don scoil, chomh luath agus is féidir.

High levels of attendance are integral to the holistic development of the child and their self-esteem in relation to school-based activities.

We therefore expect that parents ensure their child attends school every day unless they are unable to do so due to illness, etc. Such absences must be explained to the school in writing at the earliest opportunity.

AIDHMEANNA/ AIMS:

- A mholadh do dhaltáí 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 Acht Oideachais 1998
- Daltáí 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.
- To motivate pupils to attend school 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 Education Act 1998.
- 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.

MONATÓIREACHT AR AN TINREAMH/ MONITORING ATTENDANCE

Cur chuige scoile i leith tinrimh/ School approach to attendance

- Socrú spriocanna
- Déanfar athbhreithniú rialta ar ár straitéis agus polasaí um thinreamh scoile.
- Déanfar anailís ar eolas a bhaineann le rátaí tinrimh idir an dhá linn, agus leagfar síos spriocanna ar an mbonn sin.
- Target setting
- Our school attendance strategy and policy will be reviewed regularly.
- Information regarding attendance rates over the intervening period will be analysed and targets set accordingly

Straitéis chun Dea-Thinreamh Scoile a Chothú/ A Strategy for Promoting Good School Attendance

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.
- Tá corás molta agus cúitimh i bhfeidhm a aithníonn tinreamh den scoth.
- Bainfear úsáid as seirbhísí An Oifigigh Leasa Oideachais.
- Déantar tagairt don tinreamh ag na Tionólacha míosúla, agus tugtar aitheantas dóibh siúd a bhain amach ardchaighdeán tinrimh an mhí sin, trí chártaí gorma ‘Cártaí Lán-Thinreamh’.
- Ag deireadh na scoilbhliana, bronntar teastais ar na páistí a bhain lán-thinreamh amach, agus orthu siúd freisin nár chaill ach lá amháin.
- Déanann múinteoirí ranga agus bainistíocht na scoile monatóireacht rialta ar leibhéil tinrimh na ndaltaí.
- Meabhraítear go tuismitheoirí an tábhacht a bhaineann le hardleibhéal tinrimh, go rialta i rith na bliana.
- Déantar taifead ar thinreamh na ndaltaí sna tuairiscí scoile ag deireadh na bliana.
- Glacann an scoil páirt san fheachtas tinrimh Thusla “Every School Day Counts”



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.
- The assistance of the Education Welfare Officer will be utilised.
- A praise and rewards system is in place to recognise the efforts of those with very good and excellent attendance records
- Attendance is discussed at monthly assemblies and recognition given to those pupils who have achieved high levels of attendance during that month, through the issuing of 'Cártaí Lán-Thinrimh' and prizes.
- Children who achieve full-attendance, and those who miss only one day, are recognised through receiving certificates and prizes at end-of-year assembly.
- Class teachers and school management regularly monitor attendance levels.
- 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.
- Parents/guardians are reminded of the importance of high levels of attendance regularly throughout the year
- Pupils' attendance is recorded in end-of-year reports
- The School participates in Tusla "Every School Day Counts" Attendance Campaign

Ag freagairt do thinreamh íseal/ Responding to poor attendance

- Aithnítear daltaí i mbaol thinreamh íseal agus déantar monatóireacht orthu chomh luath agus is féidir.
- Is gné lárnach í an chumarsáid le tuismitheoirí/caomhnóirí chun dul i ngleic le deacrachtaí timthriallach tinrimh.
- Cuirtear tacaíocht tuismitheora ar fáil má mheastar go bhfuil sé riachtanach nó tairbhreach.
- Lorgaítear comhairle ó Thusla ó thaobh straitéisí gur féidir a chur i bhfeidhm.
- Pupils at-risk of low attendance rates are recognised and monitored as early as possible
- Communication with parents/guardians is central to addressing recurring issues with attendance
- Parental support is offered if deemed necessary or beneficial
- Advice will be sought from Tusla regarding further strategies which could be put in place

RÓL NA SCOILE Ó THAOBH TINRIMH DE/ SCHOOL ROLE IN RELATION TO ATTENDANCE

Cinnteoídh an scoil go:

- ndéanfar moladh agus cur chun cinn ar dea-thinreamh scoile.
- coinneofar taifead beacht de thinreamh na ndaltaí.
- déanfar taifead laethúil ar thinreamh na ndaltaí mar atá molta i gCiorclán 33/2015..



- rachfar i dteagmháil le tuismitheoirí/caomhnóirí nuair a tharlaíonn asláthaireacht nach bhfuil muid ar an eolas faoi, nó nuair nach dtugtar aon fhógra dúinn maidir leis an asláthaireacht.
- Déanfar monatóireacht míosúil maidir le tinreamh agus poncúlacht na ndaltaí.
- Cuirfear staitisticí tinrimh faoi bhráid iad seo a leanas:
 - Bord Bainistíochta: ag gach cruinniú boird
 - Seirbhis Tacaíochta Oideachais Tusla (TESS): Mí na Nollag agus Mí an Mheithimh de réir na treoirlínte reatha
 - An tOifigeach Leasa Oideachais

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- children's attendance will be logged accurately and efficiently.
- attendance will be recorded on a daily basis as per Circular 33/2015.
- parents/guardians will be contacted when we are unaware of prolonged absences or if we have not received notification about such absences.
- pupil's attendance and punctuality levels are monitored on a monthly basis
- School attendance statistics are reported as appropriate to:
 - The Board of Management-at each Board meeting
 - TUSLA Education Support Services (TESS)- in December and June in line with current guidelines
 - The Education Welfare Officer

PONCÚLACHT/ PUNCTUALITY:

Buailtear clog na scoile ag 8:50r.n. 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. Glactar le páistí na scoile óna 8:40r.n. agus déantar maoirseoireacht don 10 nóim roimh scoile. (Féach Polasaí Maoirseoireachta)

Má thagann páiste ar scoil théis a 9:00r.n., caithfidh an tuismitheoir scoile iad a shiniú isteach i leabhrán tinreamh na scoile (san oifig).

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 Seirbhis Tacaíochta Oideachais Tusla.

The school bell rings at 8:50a.m. and children are required to be in their assembly line at that time. All pupils and teachers are expected to be on time for school. Pupils are supervised on the school grounds from 8:40a.m. (see School Supervision Policy)

Any pupils that arrive after 9:00a.m. must be registered by a parent/ guardian in the late attendance book in reception. (office)

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 TUSLA Education Support Services.

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

- Poncúlacht agus tinreamh rialta a chinntiú.
- Cur in iúl don scoil tríd ríomhphost nó an AIP DATABIZ EOLAS 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 fiacloirí 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 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 through email or the DATABIZ EOLAS APP if their children cannot attend school 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 their children 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 class teacher by email or on DATABIZ 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 the school by phone if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.*

Príomhoide/ School Principal

Déanfaidh an Príomhoide:

- A chinntiú go bhfuil DATABIZ na scoile líonta isteach go rialta i gcomhréir leis an rialúchán & Ciorclán 33/2015.
- An tOifigeach Leasa Oideachais a chur ar an eolas muna mbíonn dalta ag freastal ar scoil go rialta
- Tuismitheoirí a chur ar an eolas nuair a bhíonn páistí as láthair idir 10- 15 lá
- An tSeirbhís Tacaíochta Oideachais Tusla (TESS) a chuir ar an eolas



- 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.

The School Principal will:

- *Ensure that the school register of pupils/ DATABIZ is maintained in accordance with Circular 33/2015*
- *Inform parents when a pupil has been absent between 10-15 days during the course of a school year.*
- *Inform the Education Welfare Officer if a pupil is not attending school regularly or is persistently late.*
- *Inform TUSLA Education Support Services when a pupil has been*
 - *Absent for 20 or more days during the course of a school year.*
 - *Or 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/ Class Teacher

Déanfaidh an Múinteoir Ranga:

- Databiz a chomhlíonadh go laethiúil
- Taifead a choinneáil d'asláithreachtaí gan mhíniú i scríbhinn.
- 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.

The class teacher will:

- *Complete DATABIZ daily in accordance with procedure.*
- *Keep a record of absences without a written explanation.*
- *Keep a record of the child's punctuality.*
- *Contact & meet parents in instances where absences are not explained.*
- *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.*

Ag aistriú scoile/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, 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.



- 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.

School transfer/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, 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.

SOCRAITHE COMHPHÁIRTÍOCHT : Chun cinntiú a dhéanamh ar rathúlacht na straitéise, lorgaíonn muid comhoibriú uaidh siúd leanas:

Daltaí, Tuismitheoirí, Foireann Teagaisc, Foireann Bhainistíocht na scoile, Tusla , Seirbhísí Áitiúla um Thacaíocht Teaghlaigh

MONATÓIREACHT NA STRAITÉISE: Déanfar monatóireacht ar an straitéis seo go rialta. Tá sé mar rún againn athbhreithniú a dhéanamh gach trí bhliain, ach is féidir leis an achar ama seo athrú de réir riachtanais nó tosaíochtaí na scoile i leith an thinrimh.

FAOMHADH AGUS TAISCEADH CHUIG TUSLA

Cuireadh an Straitéis seo faoi bhráid Bhord Bainistíochta na scoile agus rinneadh é a fhaomhadh ar 08/ 10/ 2022. Ina dhiaidh sin, rinneadh taisceadh ar an straitéis chuig Tusla. Cuirfear cóip den pholasaí seo ar fáil do chách trí shuíomh idirlín na scoile.

PARTNERSHIP ARRANGEMENTS: To ensure the success of this strategy, we seek the co-operation of the following:

Pupils, Parents, Teaching Staff, School Management, Tusla , Local Family Support Services

HOW THE STATEMENT OF STRATEGY WILL BE MONITORED: This strategy will be monitored on a regular basis. Our intention is to carry out these reviews every three years, but this timeframe may change depending on school requirements or priorities in the area of Attendance.

RATIFICATION BY BOARD OF MANAGEMENT AND SUBMISSION TO TUSLA

This strategy was presented to and ratified by the Board of Management of Gaelscoil Riada on 08/ 10/ 22. Following this ratification, the strategy was submitted to Tusla. A copy of the policy will be made available to all through our school website.

Cathaoirleach

Príomhoide