

## Polasaí Tinrimh

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Cuireadh an polasaí seo le chéile chun ard-chaighdeán tinrimh a chothú i measc daltaí na scoile. Rinne an Bord Bainistíochta, i gcomhairle leis an bhfoireann, tuismitheoirí/caomhnóirí, an Polasaí Tinrimh a chur le chéile.

### Réasúntacht

- Is mian leis an mBord cloí leis an reachtaíocht seo a leanas:
  - An tAcht Oideachais 1998
  - An tAcht Oideachais (Leas) 2000
- Is mian leis an mBord Bainistíochta freastal rialta a chothú agus a chur chun cinn mar chuid thábhachtach do shaol foghlama an pháiste.

### Gaol le spioraid na scoile

Déanann Gaelscoil Lios na nÓg gach iarracht cabhrú le gach páiste páirt ghníomhach a ghlacadh in imeachtaí na scoile. Cothaíonn tinreamh rialta suíomh dearfach foghlama do pháistí na scoile uile, agus is mian leis an scoil comhoibriú a chothú i measc na bpáistí, na dtuismitheoirí/gcaomhnóirí, chun ardchaighdeán tinrimh a choimeád i rith na scoilbhliana.

### Aidhmeanna

- Chun an tábhacht a bhaineann le tinreamh rialta a spreagadh agus a chothú sa scoil
- Tabhairt faoi ndeara páistí a fhágann an scoil go luath chun dearcadh dearfach i leith na foghlama a chothú a chur chun cinn
- Comhlíonadh ar na riachtanais reachtaíochta atá i bhfeidhm

## **Ábhar**

### **Clárú agus tuairisciú tinrimh agus asláithreachtaí**

Cláraítear tinreamh na bpáistí aonair ar DataBiz ag 10.20.r.n. gach lá. Seolann gach múinteoir an tinreamh laethúil go dtí an Rúnaí san Oifig agus cláraítear é gach Aoine. Cláraítear tinreamh na bliana sa DataBiz chomh maith.

Má tá páiste as láthair nuair atá an scoil oscailte, cláraíonn an múinteoir ranga an asláithreachta. Marcálar ‘as láthair’ daltaí nach bhfuil ann. Ní athraítear an tinreamh nuair atá sé líonta isteach. Ní mór do thuismitheoirí/chaomhnóirí le páistí i Naíonáin Bheaga agus Mhóra nóta asláithreachta a fháil ón múinteoir, é a líonadh agus a thabhairt ar ais, chun cúis na hasláithreachta a mhíniú. Coimeádfaidh an múinteoir na nótaí seo agus tugtar do Rúnaí na scoile iad ag deireadh na scoilbhliana. Do pháistí i ranganna 1-6, is féidir le thuismitheoirí na nótaí Tinrimh sa Dialann Obair Bhaile a úsáid agus coiméadann an múinteoir ranga iad. Déanann an Rúnaí na cúiseanna asláithreachta a thaifead faoi dhó sa bhliain do TUSLA.

Caitheann gach thuismitheoir síniú isteach/amach i leith gach luathfhágáil nó teacht déanach i rith an lae scoile freisin.

Tugtar cuireadh do thuismitheoirí buaileadh leis an bPríomhoide agus múinteoir ranga má tá asláithreachta a bpáiste mar chúis imní ag an scoil. Insítear don dtuismitheoir má tá cúis imní ann. Má tá asláithreachta 20 lá nó níos mó ag páiste i rith na scoilbhliana, má tá freastail neamhrialta ag páiste, nó má tá dalta curtha ar fionraí nó curtha amach as an scoil ar feadh 6 lá nó níos mó, tá ar an scoil é sin a chur in iúl do TUSLA, i bhfoirm scríofa.

### **Páiste ag filleadh faoi chúram dochtúra**

Ní mór teastas dochtúra a chur ar fáil ag ceadú fillte chun na scoile agus an scoil a chur ar an eolas faoi choinníollacha dá réir. Caithfidh an scoil moltaí agus coinníollacha an dochtúra a chur i bhfeidhm maidir le sláinte agus sábháilteacht an linbh agus na scoile.



## **Straitéisí lán-scoile chun láithreach a chur chun cinn**

Déanann Lios na nÓg gach iarracht timpeallacht slán, fháilteach a chothú do na daltaí agus a dtuismitheoirí/gcaomhnóirí. Téitear i gcomhairle le tuismitheoirí/caomhnóirí i dtaobh dréachtú agus athbhreithniú ar pholasaithe. Tá sí mar aidhm ag an scoil leibhéal ard comhoibriú a chothú i measc pobail na scoile. Bíonn foireann múinteoireachta na scoile páirteach i bpleanáil agus i bhfeidhmiú an churaclaim bunscoile ionas go mbíonn timpeallacht foghlamtha spreagthach ar fáil do na daltaí uile.

Mínítear polasaithe agus nósanna freastail do thuismitheoirí na Naíonán Beag ag cruinniú i mí Meán Fhómhair. Tá béim curtha ar luach láithreachta rialta agus ar an tábhacht a bhaineann le forbairt dea-nósanna láithreachta ó Naíonán Bheaga amach.

Foilsítear féilire na scoilbhliana le teacht go bliantúil i mí Meán Fómhair, agus foilsítear í ar shuíomh na scoile [www.liosnanog.com](http://www.liosnanog.com). Tá súil ag an scoil go gciallaíonn sé sin go mbeidh sé ar chumas ag na tuismitheoirí/caomhnóirí imeachtaí clainne a eagrú timpeall ar dhátaí dúnta na scoile. Leis sin, déantar laghdú ar asláithreacht de thoradh ar shaoire teaghlaigh i rith téarma na scoile.

Bronntar plaic ar dhalta ar bith ag deireadh na scoilbhliana nach bhfuil lá ar bith cailte acu. Bronntar teastas ar dhalta nach gcaileann ach lá nó dhó. Bronntar teastas chomh maith ar dhalta go dtagann feabhas orthu i rith na bliana.

## **Cumarsáid**

Tá caidreamh maith forbartha ag an scoil le TUSLA agus fanann an scoil i dteagmháil le naíonraí agus meánscoileanna áitiúla ionas go mbeidh trasdul na ndaltaí chomh héasca agus is féidir.

## **Straitéisí i gcás asláithreachta**

Maíonn Alt 17 den Acht Oideachais (Leas) (2000) 'tuismitheoir linbh a chur faoi deara an



leanbh lena mbaineann freastal ar scoil aitheanta ar gach scoil lá'. De réir Ailt 21, tá ar an scoil TUSLA a chur ar an eolas má tá páiste as láthair ar feadh níos mó ná 20 lá in aon scoilbhliain, nó muna bhfreastalaíonn an páiste ar an scoil go rialta. Sna cásanna seo (agus gach iarracht réasúnta déanta ag TUSLA dul i gcomhairle le tuismitheoirí an pháiste agus le Príomhoide na scoile) tá seans go seirbheáilfidh TUSLA 'Fógra Freastail Scoile' ar thuismitheoir ar bith a cheaptar go bhfuil an tuismitheoir sin ag teip nó atá faillíoch i bhfreastal scoile an pháiste. Toradh ar chás buach tógtha i gcoinne na dtuismitheoirí ná fíneáil nó/agus príosúnacht.

Déantar taifead ar fháthanna asláithreachta agus seoltar chuig TUSLA dhá uair sa bhliain iad, ar chóras ar líne. Cuirtear tuairisc bhliantúil faoina bhráid freisin (taobh istigh de sé seachtain tar éis deireadh na scoilbhliana), ag tabhairt sonraí ar leibhéal freastail iomláine sa scoil i rith na scoilbhliana

### **Aistriú go scoil eile**

Faoi Alt 20 den Acht Oideachais (Leas) (2000), tá ar Príomhoide scoile reatha an pháiste a chur in iúl do Phríomhoide na harscoile go bhfuil an páiste cláraithe sa scoil. Nuair a fhaigheann an Príomhoide fógra go bhfuil páiste cláraithe i scoil eile, tá air/uirthi cur in iúl do Phríomhoide na scoile reatha má bhí aon fhadhbanna le láithreachta an pháiste san iarscoil. Chomh maith leis sin, tá sé mar dhualgas ar Phríomhoide na harscoile eolas faoi dhul chun cinn oideachais an pháiste a thabhairt don scoil reatha, mar is cuí dár leis/léi. Oireann sé sin do dhaltaí atá ag aistriú idir bhunscoileanna agus idir an bhunscoil agus an mheánscoil.

### **Critéir ratha**

Is iad seo a leanas comharthaí praiticiúla ar ratha an pholasáí seo:

- Dul i méid ar rátaí láithreachta bliantúla.
- Tuiscint ag an mBord Bainistíochta, ag an bhfoireann agus ag tuismitheoirí/caomhnóirí ar a ndualgaisí dlíthiúla faoin Acht Oideachais (Leas) 2000.

## **Róil agus dualgaisí**

Tá sé mar dhualgas ar an bPríomhoide agus ar an bhfoireann, an polasaí seo a chur i bhfeidhm, faoi threoir Bhord Bainistíochta na scoile.

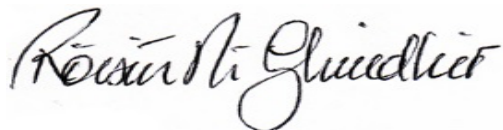
## **Cur i bhfeidhm**

Cuirfear an polasaí seo i bhfeidhm láithreach, le daingniú ag an mBord Bainistíochta agus le teagmháil le Coiste na dTuismitheoirí.

## **Daingniú agus athbhreithniú**

Rinneadh athbhreithniú ar an bpolasaí seo ag an mBord Bainistíochta i dTéarma 1, 2018/2019.  
Rinneadh teagmháil le Coiste na dTuismitheoirí faoin bpolasaí seo i dTéarma 1, 2018/2019

**Síniú** Róisín Ní Ghuidhir



Cathaoirleach, Bord Bainistíochta



## Attendance Policy

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This policy document was drawn up to ensure and maintain a high level of attendance at school by all pupils. The Board of Management, in consultation with staff and parents/guardians drew up this policy.

### **Rationale**

The policy was drafted for the following reasons:

- The Board of Management wishes to comply with legislation, such as:
  - The Education Act, 1998
  - The Education (Welfare) Act, 2000
- The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.

### **Relationship to the Characteristic Spirit of the School**

Gaelscoil Lios na nÓg endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.

### **Aims**

- To raise awareness of the importance of regular school attendance
- To identify pupils at risk of leaving school early
- To promote and to foster positive attitudes to learning
- To ensure compliance with the requirements of the relevant legislation



## **Content**

### **Recording and Reporting of Attendance and Non-Attendance**

The school attendance of individual pupils is recorded in DataBiz by the class teachers at 10.20am every day. Teachers then send the information on to the school secretary, who monitors records of class attendance data every Friday.

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. Any pupil not present will be marked absent for the day. The attendance may not be altered once it has been recorded. For children in Junior and Senior Infants parents must get an inattendance note from the class teacher, fill it in explaining the absence and return to the class teacher. All notes will be retained by the class teacher. A note from parents/guardians in the Dialann Obair Bhaile is required for Ranganna 1 - 6 to explain reasons for absence. The secretary will record the reasons for absence twice yearly for TUSLA returns.

Parents/guardians must also sign in/out in the attendance book in the office, if a child departs early or arrives late during the school day.

Parents of pupils whose non-attendance is a concern are invited to meet with the Principal and class teacher and are informed of the school's concerns. The school must inform TUSLA in writing, where a child has missed 20 or more days in a school year, where attendance is irregular and where a child is suspended or expelled for 6 days or more.

### **Child returning under doctors instructions**

A doctor's certificate (of fitness) must be provided, permitting a child to return to school and the school authorities must be duly informed of any conditions that apply. Recommendations and conditions as set out by the doctor must be adhered to by the school, in the interest of the health and safety of the child and the school.



## **Whole-school strategies to promote attendance**

Gaelscoil Lios na nÓg endeavour to create a safe, welcoming environment for our pupils and their parents/guardians. Parents/guardians are consulted in drafting and reviewing policies, with the aim of promoting a high-level of co-operation among the school community. The teaching staff collaborates in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils.

The school's policies and procedures, including those relating to attendance, are explained to new parents at a meeting in September. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.

The calendar for the coming school year is published annually in September and is also available on [www.liosnanog.com](http://www.liosnanog.com) It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.

Plaques are awarded to pupils who have full attendance during the school year. Certificates are awarded to pupils who have very high attendance. Pupils whose attendance has improved are also awarded certificates in every class.

## **Communication**

The school has developed a good relationship with TUSLA and maintains communication with local pre-schools and second-level schools in order to make the transition for pupils as easy as possible.

## **Strategies in the event of non-attendance**

Section 17 of the Education (Welfare) Act (2000), states that 'the parent of a child shall cause the child concerned to attend a recognised school on each school day'. Section 21 of the Act obliges schools to inform TUSLA if a child is absent on more than 20 days in any school year,





or if a child does not attend school on a regular basis. There is a notebook in the office that records the above. In such cases, TUSLA (following all reasonable efforts to consult with the child's parents and the Principal of the school) may serve a 'School Attendance Notice' on any parent who it is concluded is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

Reasons for absence are recorded and reported to TUSLA twice a year. An annual report is submitted (not more than six weeks following the end of the school year) detailing the overall level of attendance at the school during that school year.

### **Transfer to another school**

Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school. When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

### **Success criteria**

The following will provide some practical indicators of the success of this policy:

- An increase in annual attendance rates.
- Board of Management, staff and parent/guardian awareness of their legal obligations under the Education (Welfare) Act 2000.

### **Roles and responsibilities**

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's Board of Management.



## **Implementation**

This policy will be implemented immediately following ratification by the Board of Management and communication to Coiste na dTuismitheoirí.

## **Ratification and review**

This policy was reviewed by the Board of Management in Term 1, 2018/19. The policy was communicated to Parents' Association in Term 1, 2018/19.

**Signed** Róisín Ní Ghuidhir

Chairperson, Board of Management