Scoil Naomh Eoin Baiste

POLASAÍ TINRIMH SCOILE

Réamhrá/Introduction

Is bunscoil chomhoideachais Gaeltachta í Scoil Naomh Eoin Baiste a osclaíodh i 1993 faoi phatrúntacht Easpag Chiarraí chun freastal ar bhunoideachas leanaí an cheantar Gaeltachta áitiúil.

Scoil Naomh Eoin Baiste is a co-educational Gaeltacht Primary school opened in 1993 under the patronage of the Bishop of Kerry to cater for the demands for a Gaeltacht education in the local area.

Más rud é go bhfuil difríocht a bhfuil scríofa as Gaelainn agus as Béarla sa pholasaí seo, glactar leis an leagan Gaelainne mar an leagan chruinn agus an leagan Béarla mar aistriúchán.

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

Réasúnaíocht/Rationale

Bhí gá le polasaí straitéise tinrimh a chur le chéile ag an am seo chun cloí le moltaí ón NEWB 2004 agus is ceanglas é faoin Acht Oideachais (leas) 2000.

Siad na príomh phointí sa pholasaí athbhreithnithe seo ná:

- Tinreamh rialta a chur chun cinn agus a spreagadh mar chuid lárnach d'oideachas ár bpáistí
- Riachtanaisí Reachtaiochta m.sh. Acht Oideachais (leas) 2000, Acht Oideachais 1998 agus an Ráiteas Stráitéise faoi Fhreastal Scoile a Fhorbairt 2015.
- Ról NEWB/Túsla

This policy was formulated to fulfill our obligations under the NEWB 2004 and the Education Act 2000.

The main factors contributing to the formulation of a revised policy can be summarised as follows:

- *To promote and encourage regular attendance as an essential factor in our pupils learning*
- *Legislative requirements such as the Education Welfare Act 2000, the Education Act 1998 and Developing the Statement of Strategy for School Attendance 2015*
- *The role of NEWB/Túsla*

Aidhmeanna

1. A mholadh do dhaltaí freastal ar scoil go rialta agus go poncúil.
2. Freagracht uile tinrimh scoile a roinnt i measc foireann/pobal na scoile
3. comhphobal na scoile a chur ar an eolas maidir le ról agus freagrachtaí, de réir an Achta.
4. daltaí a aithint a d'fhéadfadh a bheith i mbaol fadhbanna maidir le tinreamh.

5. a chinntiú go bhfuil nósanna imeachta ag an scoil chun tinreamh/rannpháirtíocht a chur chun cinn.
6. Forbairt a dhéanamh chomh fada agus is féidir ar nascanna scoil/baile leis na teaghlaigh a bhfuil páiste leo i mbaol fadhb tinrimh a fhorbairt.
7. sainaithint a dhéanamh ar na bacanna i gcoinne tinrimh, agus deireadh a chur leo, chomh fada agus is féidir.

Aims

1. *To motivate pupils to attend Scoil Naomh Eoin Baiste on a regular basis as well as being punctual*
2. *To share the responsibility for school attendance among the staff and school community*
3. *To make the school community aware of their responsibilities as laid down in the Act.*
4. *To recognise those children who could be in danger of developing attendance problems.*
5. *To ensure that procedures are in place to promote attendance in a positive manner.*
6. *To develop, as far as possible, the home-school links with families who would be at risk of low attendance.*
7. *To recognise and remove the obstacles to regular attendance, as far as possible.*

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 asláithreachtaí a bhfuil cúiseanna leanúnach acu 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/Túsla
    - 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/Guardians are contacted when reasons of absence 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/Tusla*
- *The Education Welfare Officer*
- *The Board of Management*

Poncúlacht

Tosnaíonn an scoil ag 9.10 r.n. agus is gá go mbeadh daltaí ar scoil ag an am sin. Bheimís ag súil go mbeadh múinteoirí ar shuíomh na scoile ó 9.00 r.n. Bheimís ag súil go mbeidh daltaí agus múinteoirí ar scoil in am. Déanfaidh an scoil teangmháil le tuismitheoirí/caomhnóirí sa chás go mbíonn daltaí déanach go rialta. Tá dualgaisí ar an bPríomhoide, faoin Acht, ainmneacha páistí a bhíonn déanach go rialta a chur faoi bhráid an Bord Leasa Oideachais Náisiúnta/Túsla.

Puncuality

School is open from 9.10 a.m. and children are required to be at school at that time. Teachers are expected to be on site from 9.00 a.m. 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 Educational Welfare Board/Túsla.

Treoir do Thuismitheoirí

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

Caithfear cúiseanna neamhláithreachta a chur in iúl don scoil i scríbhinn ag tuismitheoirí/caomhnóirí agus coiméadfaidh an scoil na cáipéisí seo. Má bhíonn dalta as láthair, ba chóir don dalta nóta asláithreacha thabhairt don múinteoir ar theacht thar nais dó, ar a bhfuil ainm an dalta(í) agus cúis. Beidh na nótaí seo mar thaifead a fhéadfadh an tOifigeach Leasa Oideachais a scrúdú ar chuairt chun na scoile. Déanfaidh an scoil teangmháil leis an Oifigeach Leasa Oideachais muna bhfuil cúiseanna i scríbhinn faighte ag an scoil. Déanfaidh an scoil teangmháil le tuismitheoirí muna mbíonn cúis neamhláithreachta i scríbhinn 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 from school during school time. However, it is essential that the parents inform the school of such arrangements.

Reasons for pupil's 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, she/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 muna féidir lena gcuid páistí freastal ar scoil ar chúis ar bith
- Comhoibriú leis an scoil agus an tSeirbhís Leasa Oideachais chun fadhbanna tinrimh a shárú
- Cinntiú go dtuigeann na páistí go dtacaíonn na 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 oibre
- 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
- Cur in iúl don scoil i scríbhinn na cúiseanna nach féidir le dalta bheith ar scoil
- Cinntiú chomh fada agus is féidir, go socraítear coinní ag amanta lasmuigh de uaireanta scoile
- Teangmháil a dhéanamh leis an scoil láithreach, i gcás cúiseanna imní maidir le tinreamh
- Cur in iúl don scoil roimh ré, i scríbhinn, i gcás go mbeidh páiste/í le bailiú ag duine nach bhfuil aithne ag an múinteoir air/uirthi.
- Nuair a bhíonn leanaí as láthair ar feadh leathlae tá sé de dhualgas ar thuismitheoir an scoil a chur ar an eolas le nóta nó glaoch guthán. Caithfidh Tuismitheoir(í)/Caomhnóir(í) bileog a shíniú san oifig nuair atá siad ag tógaint dalta as an scoil go luath agus nuair nach bhfuil siad ag glacadh páirt in imeachtaí laistigh d'am scoile.

Parents and 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 sense of self-worth*
- *Informing the school in writing of the reasons for absence from school*
- *Ensuring, in so far as is possible, that children's appointments are arranged for times outside of school hours*
- *Contacting the school immediately if they have concerns about absence of other related school matters*
- *Notifying, in writing, the school, if their child/children are to be collected by someone*

not known to the teacher.

- *When a child is absent for a half-day, it is the responsibility of the Parent/Guardian to inform the school of this through a note or phone call. Parents/Guardians must sign out in the office when they are taking a child out of school early or are not taking part in activities during school time.*