



Gaelscoil Mhuscraí,

Sean Íochtarach,

An Bhlárna,

Co. Chorcaí

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Polasaí Tinrimh

Réamhrá

Cuireadh an polasaí seo le chéile sa scoilbhliain 2015/2016 i rith lá pleanála. Bhí foireann uile na scoile rannpháirteacht sa phróiseis. 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.

Sainmheon na scoile

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 bliana, ina measc bíonn ranganna Gaeilge, turais scoile, imeachtaí Seachtain na Gaeilge, lá oscailte, nuachtlitreacha rialta á 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.

Aidhmeanna

- Tinreamh rialta a spreagadh, a mholadh is a cheiliúradh.
- Feasacht ar an dtábhacht 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 gcuirfear 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.

Straitéisí chun Tinreamh a Chothú

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

- Cinntíonn foireann na scoile go bhfuil timpeallacht dearfach, shlán, fháilteach sa scoil do na páistí.
- Baintear feidhm as an gcraclam Oideachas Sóisialta, Pearsanta agus Slándála (OSPS) chun feasacht ar na tréithe seo a chothú i measc na bpáistí.
- 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.
- Tugtar amach feilire na scoilbhliana i mí an Mheitheamh agus cuirtear é ar fáil ar líne. Déantar é seo ionas gur féidir le tuistí pleanáil a dhéanamh ar laethanta saoire teaghlaigh lasmuigh den am scoile.

Cleachtais agus Taifead

Tosaíonn an scoil ar 8.50 gach maidin. Ceart gach dalta agus múinteoir a bheith in am. Coimeádtar sonraí maidir le gach páiste atá cláraithe sa scoil sa leabhar rolla. Glaotar an rolla ranga gach maidin roimh 10:30. Marcáiltear páistí i láthair nó as láthair ann. Coimeádann an múinteoir ranga aon nótaí/litreacha míniúcháin maidir le asláithreachais ó na tuismitheoirí/caomhnóirí i gcomhaid ranga na bpáistí. Bíonn ar thuismitheoirí/chaomhnóirí cur in iúl don mhúinteoir 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 an Oíche Eolais agus nuachtlitreacha scoile. 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/chaomhnóirí 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, más féidir, faoi stiúir an mhúinteoir tacaíocht foghlama.

Céimeanna Idirghabhála

Seo a leanas na gcéimeanna atá ag an scoil chun idirghabháil luath a dhéanamh;

- Is féidir linn díriú isteach ar mháithreacha/aithreacha nua chun iad a chur ar an eolas faoi nósanna imeachta a bhaineann le tinreamh agus tábhacht an tinrimh

ag ár nOíche Eolais, cruinnithe na dtuistí agus tríd an nuachtlitir scoile.

- Tá cóip den pholasaí tinrimh ar fail ó oifig na scoile. Cuirtear cóipeanna den pholasaí ar fáil ar shuíomh idirlíne na scoile, (www.gaelscoilhuscraie.ie)

Má bhíonn an scoil buartha faoi thinreamh páiste:

- Labhróidh an múinteoir lena tuismitheoirí/caomhnóirí.
- Labhróidh an múinteoir ranga leis an bpríomhoide.
- Labhróidh an príomhoide lena tuismitheoirí/caomhnóirí go neamhfhoirmeálta.
- Muna dtagann feabhas ar thinreamh an pháiste, eagrófar cruinniú idir an príomhoide agus na tuismitheoirí/caomhnóirí.
- Má leanann na fadhbanna, d'fhéadfadh an príomhoide/Bord Bainistíochta buairt na scoile a chur in iúl do na tuismitheoirí/caomhnóirí 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.

Coimeádtar an BNLO/Tusla ar an eolas maidir le tinreamh scoile i rith na bliana. Cuirtear tuairisc ar aghaidh chucu ag deireadh gach scoilbhliain i bhfoirm ar-líne. 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.

Aistriúcháin idir Ghaelscoil Mhuscraí agus scoileanna eile

I gcomhréir le srianta Acht um Chosaint Sonraí cuirfear ar aghaidh sonraí tinrimh 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 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 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.

Róil agus Freagrachtaí

Na Tuismitheora/Caomhnóra

- 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

tuismitheoirí/chaomhnóirí an scoil a chur ar an eolas maidir le cúis neamhláithreachas a bpáistí.

- Muna 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 do tuismitheoirí/chaomhnóirí nua ag an Oíche Eolais chun iad a chur ar an eolas maidir lena ndualgaisí mar tuismitheoirí/chaomhnóirí, agus maidir lenár ndualgaisí agus cleachtais mar scoil.
- Tá freagracht ag tuismitheoirí/caomhnóirí a bpáistí a chur chuig na scoile agus in am.
- Caithfidh tuismitheoirí/caomhnóirí nóta a chur i scríbhinn más rud é gur gá don pháiste imeacht ón scoil go luath.

Na Múinteoirí

- Tá freagracht ar gach múinteoir ranga an rolla ranga a líonadh, a choinneáil cothrom le dáta, agus é a sheoladh chuig oifig na scoile de réir Polasaí Cosanta Sonraí na scoile.
- Ba cheart don mhúinteoir an príomhoide a choimeád ar an eolas faoi aon bhuairt a bheadh air/uirthi maidir le tinreamh nó poncúlacht páiste sa rang.
- Déanann múinteoirí tagairt de thinreamh agus poncúlacht an pháiste sa tuairisc scoile deireadh na bliana.

Leas-Phríomhoide

- 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 POD á líonadh i gceart agus á choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile.
- Cinntiú go bhfuil straitéis cuí á chur i bhfeidhm sa scoil chun tinreamh maith a mholadh is a spreagadh agus lagthinreamh a fheabhsú.

Rúnaí Scoile

Tá freagracht an rúnaí:

- Nótaí míniúcháin a sheoladh chuig an múinteoir ranga
- Cinntiú go bhfuil an leabhar tinrimh á líonadh i gceart agus á choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile.

An Phríomhoide

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.
- Eolas maidir le tinreamh scoile a bhailiú agus tuairiscí a chur ar aghaidh chuig an BNLO i rith, agus ag deireadh na scoilbliana.
- Litir a chur chuig na tuismitheoirí go bhfuil tuairisc curtha chuig an BNLO/Tusla faoi asláithreach 20 lá nó níos mó.
- Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí maidir le tinreamh.

An Boird Bainistíochta

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.

Critéir Ráthúla

- Aiseolas dearfach ó fhoireann na scoile agus ó tuismitheoirí/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.

Cur i bhfeidhm agus Athbhreithniú

Tá an polasaí seo i bhfeidhm ó mhí Mheán Fómhair 2015. Déanfar athbhreithniú ar an bpolasaí seo nuair is gá. Is í an Leas-Phríomhoide a bheidh freagrach as tús a chur leis an bpróiséis seo.

Daingniú agus Cumarsáid

Dhaingnigh an Bord Bainistíochta an polasaí ar an 28ú Meán Fómhair 2015. Cuirfear cóip den pholasaí ar fail ar shuíomh na scoile agus ó oifig na scoile.

Attendance Policy

Introduction

This policy was formulated in the school year 2015-2016 as part of a staff planning day. The policy was put together in order to fulfill the school's legal obligations, to promote and encourage good attendance, and to recognise children at risk of poor attendance and to intervene early.

School Ethos

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.

Aims

- 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 fulfill 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.

Strategies to Promote Attendance

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 are awarded to children who did not miss any days and for near perfect attendance at the end of the school year.

- 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 calendar for the coming school year is published annually in June and available on school website. 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.

Practices and Recording

School starts at 8.50 each morning. All pupils and teachers are expected to be on time. Each child's details are recorded in the school's roll book. The class roll is called each morning before 10:30. Children are marked in the roll book as present or absent. Any explanatory notes or letters from parents/guardians are kept in the classroom pupil folder. Parents/guardians who collect their child from school early must inform the class teacher. The importance of good attendance and the effect of poor attendance are explained to parents/guardians at our school Open Evening and in school newsletters. 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, if practicable, and will be conducted by the learning support teacher.

Intervention Steps

Among the steps included in early intervention are:

- The importance of good attendance is explained to new parents/guardians at our Open Evening, Parent-teacher meetings and in school newsletters.
- A copy of the school's attendance policy is made available to new parents/guardians at the school's Open Evening and made available to all parents from the school office. Copies of the policy are also made available on the school's webpage: (www.gaelscoilhuscraie.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

The NEWB is kept informed of school attendances throughout the school year. Reports are submitted at the end of each school year on-line. 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.

Transfers between Gaelscoil Mhuscraí and other Schools

Subject to the restrictions of the Data Protection Act attendance 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 and academic records of children who transfer from another primary school will be sought directly from the previous school.

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

Roles and Responsibilities

Parents/Guardians

- 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.
- 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 inform the class teacher if the child must leave the school during the school day.

Teachers

- Each class teacher has a responsibility to complete the roll book, to maintain it, and to return it to the school office 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 and punctuality.
- Class teachers report on each pupils' level of attendance and punctuality in the end of year school reports.

Vice-Principal

- 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, attendance books and POD are being correctly maintained safely and securely in line with the school's Data Protection Policy.
- Implementing appropriate strategies to praise and encourage good attendance and to improve poor attendance.

The School Secretary

The secretary should:

- Pass on any explanatory notes to the class teacher.
- Ensuring the school register, attendance books and POD are being correctly maintained safely and securely in line with the school's Data Protection Policy.

The Principal

The principal is responsible for:

- Keeping parents/guardians informed regarding this policy.
- Liaise with the management team regarding school attendance.
- Gathering information in relation to school attendances and for furnishing the NEWB/Tusla with reports during and at the end of the school year.
- Issuing a letter to parents/guardians when the NEWB/Tusla have been confirmed of any absences of 20 days or more.

The Board of Management

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 are 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.

Success Criteria

- 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.

Implementation Date and Review

This policy is effective from September 2015. This policy will be reviewed as the need arises and amended accordingly. The vice-principal will be responsible for beginning the process.

Ratification and Communication

This policy was ratified by the Board of Management on the 28th September 2015. A copy of the policy will be made available on the school website and through the school office.

Síniú an Chathaoirligh: _____

Dáta: _____