



Gaelscoil Choráin

Eochail

Polasaí Tinrimh Scoile/School Attendance Policy

Réasúnaíocht/Rationale:

This policy was formulated through a process of collaboration between the teaching staff of Gaelscoil Choráin, the Board of Management and the Parents' Association. 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. 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 (NEWB).
- _ Circulars and guidance from the Department of Education and Skills

Aidhmeanna/Aims:

The aims of the attendance policy in Gaelscoil Choráin are to:

1. Encourage pupils to attend school regularly and punctually.
2. Share the promotion of school attendance amongst all in the school community.
3. Inform the school community of its role and responsibility as outlined in the Act.
4. Identify pupils who may be at risk of developing school attendance problems.
5. Ensure that the school has procedures in place to promote attendance/participation.
6. Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
7. Identify and remove, insofar as is practicable, obstacles to school

attendance.

Cinnteidh an scoil/ 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 or guardians are contacted when reasons for absences 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.
 - The Education Welfare Officer
 - The Board of Management

Poncúileacht/Punctuality:

School is open from 8:40 a.m. and children are required to be in their classrooms (infant students) or in their line in the main yard (Rang 1-6) not later than 8.55 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 Education Welfare Board.

Treoir do Thuismitheoirí/Guidance 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 for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils’ absences must be communicated on the Aladdin Connect school app by parents/guardians to the school and will be retained by the school. These digital notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.

Is féidir le tuismitheoirí/caomhnóirí dea-thinreamh a spreagadh trí/Parents/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 approve of 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 self-concept and a positive sense of self-worth.
- Informing the school on the Aladdin Connect school app 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, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Straitéis chun dea-thinreamh scoile a chothú/A strategy for promoting good school attendance:

The Board of Management of Gaelscoil Choráin 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 good self-concept and self-worth in the children.
- Termly assemblies for all classes – school attendance considered as part of this award.
- Incidental stickers and certificates awarded by teachers and principal for attendance and for being on time.
- Letter written to parents to inform them if their child is approaching 15 days of absenteeism – positively stating the importance of good attendance.
- The number of absent days for each child will be recorded on child's annual school report.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The assistance of the Education Welfare Officer will be utilised.
- 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.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

Taifead & Cumarsáid/Record & Communication

- School starts at 8.55 a.m. each morning.
- The class roll is called each morning no later than 9.20 a.m. and recorded electronically.
- Children are marked in the electronic 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 on the attendance section of the Aladdin Connect app that the child arrived late. Any explanatory notes or letters from parents/guardians are kept in the child's folder.
- The importance of good attendance is explained to parents/guardians when enrolling their children. They are encouraged not to remove their child from school during term to attend family holidays.

- If a child is absent for 20 days or more, the school is obliged to inform the NEWB. In such cases the parents/guardians will also be informed in writing that the school has contacted the NEWB.
- 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.

Aistriúcháin idir Ghaelscoil Choráin agus scoileanna eile/Transfers between Gaelscoil Choráin and other schools

Subject to the restrictions of the Data Protection Act attendance, behaviour 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 and a request for such records.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

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

An Bord Náisiúnta Leasa Oideachais – BNLO/National Education Welfare Board - NEWB

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 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.

Róil & Freagrachtaí/Roles & Responsibilities:

Príomhoide Scoile/School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.

- Write to parents to inform them if their child is approaching 15 days of absenteeism – positively stating the importance of good attendance.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.
- 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

Múinteoir Ranga/Class Teacher

The class teacher will:

- Maintain the electronic school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained.
Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Daltaí/Pupils:

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

Bord Bainistíochta/The Board of Management

The Board of Management of Gaelscoil Choráin is responsible for:

- Ensuring the school is abiding by Department of Education and Skills 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 Rathúla/Success Criteria

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

Daingniú & Cur i bhFeidhm/Ratification and Implementation:

This policy was formally ratified by the Board of Management at its meeting on 09.11.2021.

Its implementation was deemed effective from that date.

Síniú:

Antóin Ó Laoire

(Cathaoirleach An Bhoird Bhainistíochta)