

# Coláiste na Rinne

Rinn Ó gCuanach, Dún Garbhán, Co. Phort Láirge

## Scoil na Leanaí

# Polasaí Straitéise Tinrimh Scoil na Leanaí



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## **Polaisí Straitéise Tinrimh: Scoil na Leanaí**

### **Reamhrá**

Tá sé mar aidhm ag pobal uile na scoile seo, idir páistí, foireann, tuismitheoirí agus an Bord Bainistíochta, cultúr a chothú sa scoil ina mbíonn meas ar dea-thinreamh agus tuiscint ar an tábhacht atá ag baint leis. Spreagtar tinreamh rialta agus atmaisféar ina bhfuil luach árd ar fhoghlaimíocht sa scoil.

### **Reasúnaíocht**

Shocraigh Scoil na Leanaí ath-bhreithniú a dhéanamh ar thinreamh mar;

Is mian linn daltaí a spreagadh le freastal ar an scoil agus tacaíocht a thabhairt do chearta foghlama gach páiste.

Tá sé riachtanach léiriú le tuismitheoirí an tábhacht atá ag baint le tinreamh poncúil rialta.

Is ceanglas é faoin Acht Oideachais 2000.

### **Fís**

Teastaíonn ó Scoil na Leanaí a chur ar chumas gach linbh a mhianach nó a mianach a fhorbairt I dtimpeallacht chineálta ina gcuirtear san áireamh buanna gach linbh. Is fearr gur féidir an obair seo a dhéanamh áit ina mbíonn leibhéal árd oscailteachta, tuiscint agus comhoibrithe idir an fhoireann, tuismitheoirí agus daltaí.

### **Aidhmeanna**

*S'iad na haidhmeanna atá againn tríd an phlean seo ná*

- Spéis san fhoghlaim a chothú.
- Dea-thinreamh agus poncúlacht a chothú.
- Feasacht ar an tabhacht a bhaineann le tinreamh scoile a árdú.
- Na daltaí a bhfuil baol ann go bhfágfaidís scoil luath a aithint.
- Dearcaí dearfacha a chothú i leith na foghlama.
- Ceanglais faoin Acht Oideachais (Leas) 2000 agus treoirínte ón B.N.L.O. a chomhlíonadh.

## **An tAcht Leasa Oideachais 2000**

Sé an tAcht Oideachais (Leas) 2000 a rialaíonn tinreamh scoile in Éirinn. Ní mór do thuismitheoirí a chinntiú go bhfreastalóidh a gcuid páiste ar scoil aitheanta ó aois a 6 go 16 ar gach lá a bhfuil an scoil sin ar oscailt agus ranganna ar siúl ann.

De réir an Achta agus i dtaca le Cód Iompar na Scoile, bíonn sé de dhualgas ar thuismitheoirí linbh nach bhfuil i láthair, an príomhoide a chur ar an eolas maidir le cúis an neamhláithreachas sin tráth nach deanaí ná an tríú lá den neamhláithreachas.

Coimeádtar nótaí nó cuntas den neamhláithreachas. Caithfidh scoileanna clárliosta tinrimh dá gcuid daltaí a choimeád. Caithfidh said clárliostaí tinrimh dá gcuid daltaí uilig a choimeád agus má bhíonn dalta níos mó ná 20 lá as láthair é sin a chur in iúl don BNLO.

Má cheapann an príomhoide go bhfuil fadhb tinrimh ag dalta nó má bhíonn dalta ar fionraí caithfidh sé é sin a chur in iúl don BNLO.

Is áisín-teacht naisiúnta í an Bord Náisiúnta Leasa Oideachais (BNLO) a bunaíodh le deimhin a dhéanamh de go bhfreastalóidh gach páiste ar scoil go rialta nó go bhféighidh sé nó sí íosléibhéal sásúil oideachais ar bhealach éigin eile. Déanann an Bord monatóireacht ar thinreamh scoile agus leanann sé beartais áirithe le déaláil le gasúir nach bhfreastalaíonn ar scoil. Cuireann an BNLO comhairle do thuismitheoirí nach rud maith é laethanta saoire a thógáil i rith an tearma scoile.

### **Straitéisí na scoile uile chun tinreamh a chothú Timpeallacht**

Cuirfidh Scoil na Leanaí timpeallacht shlán, fháilteach, dhearfach ar fail dár ndaltaí agus dá dtuismitheoirí.

### **2. Cumarsáid**

Tá córas cumarsáideach éifeachtach idir muinteoiri agus tuistí agus bíonn teagmháil eatarthu i dtaobh cursaí obairbhaile/ éide scoile/ lóin/ curaclam agus mar gheall ar sin, ní chuireann na gcúrsaí sin le neamhfheastal na daltaí. Idirghabháil luath: Cuirfimid máithreacha/ aithreacha nua ar an eolas faoi nósanna imeachta a bhaineann le tinreamh agus tábhacht an tinreamh ag cruinniú i Mí Meitheamh gach scoilbhliain.

### **3. Eolas**

Cuirfear nuachtlitir meabhraithe chuig gach tuismitheoir gach Meán Fómhair ina rianófar tábhacht poncúlacht agus tinrimh mhaith scoile. Moltar go láidir do

thuismitheoirí gan bheith ag tógáil páistí ar laethanta saoire le linn am scoile. Beidh ar na tuistí cinntiú go mbeidh an obair déanta sa rang le linn na saoire ar eolas ag a bpáistí. Cuirfimid tuistí ar an eolas faoi na ceanglas a bhíonn ar scoileanna agus ar thuismitheoirí faoin Acht Oideachais. Iarrtar ar mhúinteoirí liosta do pháistí a cheapann said a bheadh i mbaol i dtaobh tinrimh scoile a thabhairt don Phríomhoide chun cinntiú go bhfuil an Príomhoide ar an eolas chomh luath agus is féidir.

#### **4. Tuairiscí**

Tugaimíd tuairisc ar líon na laethanta scoile a chaill leanbh do thuismitheoirí sna tuairiscí ag deireadh na bliana agus pléitear tinreamh ag cruinnithe tuismitheoirí- múinteoirí freisin. Coimeádtar cuntais ar líon thinreamh gach dalta ó bhliain go bliain agus coinneofár an eolas seo ar chomhad sa scoil.

#### **Ról na dTuismitheoirí**

A chinntiú go bhfreastalaíonn an páiste ar scoil aitheanta gach lá scoile.

Má tharlaíonn sé go mbíonn páiste as láthair óna scoil cláraithe ar feadh aon chuid den la scoile nó thar tréimhse lae nó níos mó, tá dualgas ar an tuismitheoir de réir an tAcht é seo a chur in iúl don scoil agus na fáthanna leis an pháiste bheith as láthair.

Sé polasaí na scoile seo go gcuirfear na fáthanna sin i scríbhinn. Cuirfear cóipeanna de litir caighdeánaithe abhaile chuig tuismitheoirí ag tús gach scoilbhliain agus iarrtar orthu an teolas riachtanach a líonadh isteach. Coinneofár litreacha agus teastais dochtúra ar chomhad sa scoil ar feadh aon scoilbhlian amháin.

Tá cead riachtanach ó thuismitheoirí má tá ar pháiste an scoil a fhágáil ar chúis ar bith le linn am scoile. Sa chás seo caithfear tuismitheoir/caomhnóir/cinnire an pháiste a bhailiú ón seomra ranga.

#### **Conas is féidir leatsa cabhrú le do leanbh freastal ar an scoil**

- Leag béim ar an oideachas sa bhaile agus cuir in iúl don pháiste nach nglacfar leis má bhíonn sé /sí as láthair ón scoil.
- Éist le do pháiste agus bíodh suim agat ina c(h)uid nuachta faoin scoil .
- Cabhraigh le do pháiste a bheith bródúil as an dea-thinreamh.
- Cuir le muinín do linbh trí mholadh a thabhairt dó nó di nuair a éiríonn go maith leis/leí.

- Léigh litreacha agus tuarascálacha ón scoil agus bíodh rialacha na scoile ar eolas agat.
- Téigh chuig cruinnithe scoile agus cuir aithne ar mhúinteoiri, ar bhaill foirne agus ar chairde do linbh.
- Bí ag faire amach do chúiseanna nach mbeadh do leanbh ag iarraidh freastal ar an scoil.
- Ná téigh ar laethanta saoire mar theaghlach le linn théarma na scoile.

### **Ról an Mhúinteoir Ranga**

Clárliosta tinrimh da gcuid daltaí uilig a choinneáil agus é a scríobh sa Leabhar Rolla & ar an gcorás Aladdin roimh 10.00 gach lá.

Litreacha ó thuismitheoirí agus teastais dochtúra a choinneáil sna pócaí cuí do gach rang sa chomhad.

Liosta do pháistí a bheadh i mbaol de réir tinrimh scoile a chur chuig an Príomhoide. Má chailleann páiste níos mó ná 20 lá, tabharfar na nótaí a bhaineann leis an bpáiste sin don Phríomhoide

### **Ról an Phríomhoide**

A chur i n-iúl don Bord Naisiúnta Leasa Oideachais i scríbhinn; - - - nuair a bhíonn dalta as láthair ar feadh 20 lá scoile in aon scoilbhliain amháin. nuair a bhíonn dalta ar fionraí do thréimhse níos mó ná 6 lá scoile. nuair a thógtar ainm páiste ón Rolla. nuair a cheapann an Príomhoide nach bhfuil páiste ag freastal ar scoil go rialta.

Coinníonn sé an Bord Bainistíochta ar an eolas maidir le tinrimh scoile.

Cuireann sé i n-iúl do scoil a bheadh páistí ag aistriú go dtí é aon fhadbh maidir le tinrimh scoile agus nithe oiriúnach a bheadh bainteach le dul chun cinn oideachasúil an pháiste.

Ní mór don scoil eolas faoi gach dalta a bhíonn níos mó ná 20 lá as láthair ar fáthanna ar bith a chur i n-iúl don B.N.L.O. de réir rialacha agus cláracha na Roinne.

### **Cur i bhfeidhm**

Beidh an Bord Bainistíochta, na thuismitheoirí, an Príomhoide agus na múinteoirí uile freagrach as an bpolasaí a chur i bhfeidhm.

## Daingniú agus Ath-bhréithniú

Dhaingnigh an Bord Bainistíochta an polaisí go hoifigiúil ag cruinniu ar an 05-04-2025.

Déanfar athbhreithniú ar fheidhmiu an ráiteas arís ag cruinniu foirne agus ag cruinniú an Bhord Bainistíochta gach dhá bhliain.

Sínithe:

Cathaoirleach: \_\_\_\_\_ Dáta: \_\_\_\_\_

Príomhoide: Olive Croc Dáta: 05-04-2025

## **School Attendance Policy: Scoil na Leanaí**

### **Introduction**

All partners involved in the education of children in Scoil na Leanaí aim to foster a culture of regular school attendance for all pupils. This strategy will encourage regular school attendance and an appreciation of learning within the school.

### **Rationale**

The rationale underpinning the formulation of this revised policy is as follows:

To support all pupils and ensure their right to education.

To ensure all parents are aware of the necessity for regular punctual attendance at school.

To fulfil legislative requirements of the Education Welfare Act 2000.

### **Vision**

This policy complements the school ethos of nurturing the potential of every child in a caring environment where individual talents and difference are celebrated. This work is further enhanced where a level of understanding, openness and co-operation exists between the pupils, parents and staff.

### **Aims**

*The aims of this school policy are to:*

- Foster an appreciation of learning.
- Encourage full attendance and punctuality.
- Raise awareness of the importance of regular school attendance.
- Identify pupils at risk.
- Promote a positive learning environment.
- Fulfil the legislative requirements of the Education Act 2000.



- To adhere to the guidelines of the National Educational Welfare Board.

### **The Education (Welfare) Act 2000**

The legislation governing school attendance in Ireland is the Education (Welfare) Act 2000.

Parents are required to ensure that their children from the age of 6 to the age of 16 attend a recognised school on each day that the school is open and classes are in progress.

Where the child is absent from the school at which he or she is registered during part of the school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the code of behaviour prepared by the school notify the principal of the school of the reasons for the child's absence no later than the third day of the child's absence.

The school must also inform the relevant authorities if a student is not attending regularly or if a student has been suspended. The N.E.W.B.

A record maintained shall specify where a student fails to attend, the fact of his or her failure and the reasons for such failure. Schools are obliged to keep a register of the students attending the school. They must also maintain attendance records for all students and inform the relevant authorities (the N.E.W.B.) if a child is absent for more than 20 days in a school year.

The school must also inform the relevant authorities if a student is not attending regularly or if a student has been suspended.

The National Educational Welfare Board is the national agency established to ensure that every child attends school regularly, or otherwise receives an appropriate minimum education. The Board monitors school attendance and takes a range of measures where children do not attend school. The N.E.W.B. strongly advises against taking children out of school to go on holiday during term-time.

### **School strategies to promote full attendance:**

#### **1. School Environment**

Scoil na Leanaí provides a safe welcoming positive learning environment for our children and parents.

#### **2. Communication**

An effective communication policy exists between teachers and parents. Regular contact on issues regarding homework, uniform, lunches, curriculum

areas etc. ensure these issues do not contribute to the non-attendance of pupils' Early intervention: New parents to the school are made aware of attendance requirements and the importance of attendance at a meeting in June.

### **3. Information**

Parents will be reminded of the importance of regular punctual attendance in a newsletter at the beginning of each school year. Parents will be discouraged from taking holidays during school time. Planned schoolwork will not be assigned for the duration of the holiday period. The onus will rest with the parent to familiarise his/her child fully with the schoolwork missed during the period of the holiday. Parents will be informed of their responsibilities and the responsibilities of the school with regard to the Education Act. Teachers are asked to send names of children they identify with poor attendance to the principal to ensure every effort is made to help children at risk as soon as possible.

### **4. Reports**

Every parent is provided with details of their child's total attendance for the year in the child's school report. Attendance patterns are also discussed at parent-teacher meetings. Attendance figures for each child are recorded from year to year and kept on file in the school.

### **Role of Parents**

The parent of a child shall cause the child concerned to attend school on each school day.

Where a child is absent from the school, the parent of the child is required under the Education Act to notify the school of the reason for the child's absence.

This information is required in writing. Copies of standardised absence notes are circulated to parents for their convenience at the beginning of each school year. Parents are asked to fill in the relevant information on these forms and return to the school in cases of absences. All communications regarding absences will be kept on file in the school for one school year.

Permission from a parent is necessary for a pupil to leave the school for any reason during school hours. In that case the pupil must be collected by a parent / guardian or a responsible adult. A child who is unwell should, in the interest of their fellow pupils, be kept at home until well enough to return to school.

### **How you can help your child to attend school regularly.**

- Make education important in your home and let your child know it is not okay to miss school
- Listen to your child and be interested in his or her news about school.
- Help your child to be proud of a good attendance record.
- Build your child's confidence by praising him or her when he or she does well.
- Read letters and reports from the school and know the school rules. Read letters and reports from the school and know the school rules.
- Go to school meetings and get to know the teacher, staff and your child's friends.
- Be alert for reasons why your child may not want to go to school.
- Do not take family holidays during the school term.
- Be alert for reasons why your child may not want to go to school.
- Do not take family holidays during the school term.

### **Role of the teacher**

To record individual pupil attendance in the Leabhar Rolla and on the Aladdin system daily before 10.00 a.m.

To ensure all written communication re children's absences is placed in the child's file.

To inform the principal monthly of concerns about individual children's attendance. If a child has missed more than 20 school days all notes pertaining to that child will be brought to the principal's attention.

### **Role of the Principal**

To inform the National Education Welfare Board in writing; - - - - when a student is absent in excess of twenty school days in a school year. when a student is suspended for a period in excess of 6 school days. when a student's name is removed from the register when a student is not attending regularly.

To inform the Board of Management of school attendance.

To communicate to a school to which a student is transferring any problem relating to school attendance and other appropriate matters relating to the child's educational progress.

Information on all children who have missed 20 plus school days for any reason will be forwarded to the N.E.W.B. in accordance with the rules and regulations of the D.E.S.

### **Implementation**

The Board of Management, all parents, the principal and class teachers of Scoil na Leanaí will be responsible for the successful implementation of this policy.

### **Ratification & Review**

This school attendance policy was ratified at a Board of Management meeting on 05-04-2025.

The policy is reviewed by staff and BOM every two years.

Signed:

Chairperson: Murcan Mhuir Date: 05 04 2025

Principal: Oliver Croc Date: 05-04-2025