

Gaelcholáiste Chomáin



Ros Dumhach
Béal an Átha
Co. Mhaigh Eo
F26 YR99

Polasaí

Tinreamh agus Rannpháirtíocht

Attendance and Participation Policy

Daingnithe ag Bord Bainistíochta Gaelcholáiste Chomáin:

Dáta: 05-12-2024

Uimhir Rolla: **72140V**

Uimhir Theileafóin: **(097) 88940**

Ríomhphost: **eolas@gcr.ie**

Láithreán Gréasáin: **www.gcr.ie**



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Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

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1. Buneolas

1.1. Bun réasún

Tá dualgas ar an dalta de réir dlí an scoil a fhreastal go rialta

An tAcht Oideachais (Leas) 2000

Tá tábhacht le gach lá ó thaobh oideáchas an linbh

TUSLA (An Bord Náisiúnta Leasa Oideachais tráth)

Seo a leanas an réasún is bun leis an bpolasaí a leagan amach:

- an nós freastal go rialta agus go tráthúil ar an scoil a chothú i ndaltaí na scoile
- a thabhairt nach gcothaítear nós fanacht ón scoil, a bheith mall ag teacht ar scoil ná a bheith as láthair gan chúis ón scoil i rith an lae nó an téarma
- an tuiscint maidir le cúram pearsanta a chothú i measc na ndaltaí
- tuiscint ar an gceangal atá idir freastal na scoile agus gnóthachtáil acadúil a chothú i bpáirtneírí uile na scoile
- a chur ar ár gcumas daltaí a bheadh i mbaol a thabhairt chun suntais agus bearta tacaíochta a dhéanamh ar mhaithe leo
- a luaitear sna hImlitreacha agus Treoirínte a scaipeann an Roinn DES ó am go chéile a chomhlíonadh
- cloí leis na treoirínte ó TUSLA (an NEWB roimhe seo)
- cloí lena n-éilítear faoin Acht Oideachais
- cloí lena n-éilítear faoin Acht Oideachais (Leas) 2000

1.2. An Ceangal le Ráiteas Misin na Scoile

Tá tábhacht leis an scoil a fhreastal gach lá scoile, agus le deá-nós tráthúlachta agus rannpháirtíochta, maidir le teacht in aibíocht na ndaltaí faoi mar a luaitear sa ráiteas misin atá de chuspóir ag pobal na scoile.

1.3. Cuspóirí

Is é atá de chuspóir leis an bpolasaí seo:

- na daltaí a spreagadh chun an scoil a fhreastal go rialta agus go tráthúil.
- a chinntiú go mbíonn gnáis oibre agus straitéisí ar bun ag an scoil chun freastal/rannpháirtíocht a chothú.
- an dalta a mbeadh i ndán go dtiocfadh deácrachtaí maidir le freastal ar scoil chun cinn ina leith a thabhairt chun suntais.

- ceangal a chothú idir an scoil agus teaghlach an dalta a mbeadh i ndán go dtiocfadh deácrachtaí maidir le freastal ar scoil chun cinn ina leith.
- constaic a d'fhéadfadh a theacht idir dalta agus freastal ar scoil a thabhairt faoi deára agus bac den sórt sin a chur ar neamhní.

Cinnteoídh an scoil:

- go ndéantar an tábhacht a bhaineann le freastal ar scoil a chur chun cinn ar fud na scoile.
- go ndéantar gach dalta a chlárú go cruinn éifeachtach.
- go ndéantar tinreamh an dalta a chlárú faoi dhó sa lá.
- go ndéantar comhfhreagras leis na tuismitheoirí/caomhnóirí nuair nach mbíonn an chúis le dalta a bheith as láthair ar eolas nó nach mbíonn an chúis leis curtha in iúl roimh ré.
- go ndéantar monatóireacht maidir le freastal gach dalta ar scoil agus lena dteacht i láthair in am.
- cuirtear tuairisc maidir le tinreamh scoile, de réir mar is cuí, chuig TUSLA trí thuairisc téarmach agus tuairisc bliantúla.

2. Modhanna Oibre

2.1. Tráthúlacht

Bíonn an scoil ar oscailt ó 8.30 r.n.

Tá dlite ar an dalta a bheith sa scoil faoin 8:55 r.n. ar a dheireanaí le haghaidh clárú scoile agus a bheith i láthair nuair a ghlaitear an rolla i rith an chéad rang ag 9:05. Bítear ag súil go mbíonn gach dalta agus gach múinteoir in am. Ní mór don dalta a bhíonn mall ag teacht isteach an chúis leis sin a mhíniú, an leabhar in Oifig an Rúnaí a shíniú agus dul ar aghaidh go dtí an seomra ranga gan mhoill.

- Glaoitear an rolla i ngach uile rang.
- Tagann ceisteanna maidir le tráthúlacht faoi scáth Chód Iompair na scoile agus déantar iad a chur faoi bhráid TUSLA chomh maith leis sin.

2.2. Tuairiscí Tinrimh

- Coinnítear cóip chrua de na tuairiscí tinrimh sa Leabhar Rolla a bhíonn ar coimeád in Oifig an Rúnaí.
- Déantar an rolla a ghlaoch ar an gcóras VShare.

3. Deá-fhreastal na Scoile agus Rannpháirtíocht a chur chun cinn

Tá Gaelcholáiste Chomáin tugtha do shaol tairbheach scoile a chruthú lena gcothaítear freastal maith scoile. Dá réir sin:

- Leagtar béim ar thimpeallacht shábháilte shoicheallach a chruthú agus a choinneáil ar bun
- Bíonn curaclam na scoile, chomh mór agus is féidir sin, sochóirithe agus oiriúnach maidir le riachtanais an dalta aonair.
- Cuirfidh an scoil an fhorbairt ar fhéinthuairim agus ar fhéinmheas an dalta chun cinn.
- Tá modh cumarsáide inmheánach ar bun ionas go mbíonn múinteoirí ar an eolas faoi riachtanais speisialta na ndaltaí.
- Tá modh éifeachtach cumarsáide ar bun idir na múinteoirí agus na tuismitheoirí. Fágann caidreamh rialta faoi cheisteanna maidir le hobair baile, éide scoile, réimsí curaclaim etc. nach mbíonn ceisteanna den sórt sin ina gcúis le neamh fhreastal daltaí
- Cuirtear tuismitheoirí/caomhnóirí nua ar an eolas faoi na coinníollacha maidir le freastal na scoile agus faoin tábhacht atá leis ar Thráthnóna Clárúcháin Dhaltaí na Céadbhliana agus an tráth a gcláraítear daltaí a thosaíonn i rith na scoilbhliana féin.
- Bainfear leas as cáipéisí cumarsáide de chuid na scoile (litreacha, téacsanna, etc.), as tréimhse ionduchtúcháin dhaltaí na céadbhliana, cruinnithe le tuismitheoirí/caomhnóirí, ócáidí tionóil agus ócáidí eile chun an tábhacht atá le freastal na scoile go rialta a chur in iúl do thuismitheoirí/caomhnóirí chomh maith leis an toradh míthairbheach a bhíonn ar thréimhsí as láthair gan chúis.
- Féachann an scoil le freastal do chláir a chuireann le rannpháirtíocht na ndaltaí e.g. An Club Obair Baile, Staidéar tar éis na Scoile, ranganna teagaisc breise sa mhatamaitic
- Tá Clár Gradam ar bun ar mhaithe le sárfhreastal scoile a chur chun cinn.
- Beidh leas á bhaint as cúnaimh ón Oifigeach Leasa Oideachais.
- Déanfaidh an Comhordaitheoir Tinrimh monatóireacht ar rátaí freastail na ndaltaí den chéad iarraidh, rachaidh i gcomhairle leis an gComhordaitheoir TBSP, agus cuirfidh an Príomhoide ar an eolas faoi ábhar inní maidir le freastal na scoile ag aon dalta faoi leith.
- Déanfar, chomh mór agus is féidir sin, cuidiú le haon dalta a mbaineann easpa lena gcuid freastail ar an scoil d'fhonn feabhas a chur ar an scéal.
- Déanann an t-Oifigeach Críochnú Scolaíochta fónamh maidir le deá-fhreastal na scoile a chur chun cinn (Féach “Rólanna & Cúraimí” maidir le sonraí breise).

Ar mhaithe le deá-fhreastal na ndaltaí ar an scoil a chothú:

- Luafar ráta freastail an dalta go soiléir ar thuairisc scoile an uile dhalta.
- Bronntar ráiteas faoin bhfreastal ag deireadh gach téarma ar dhaltaí a bhíonn i láthair iomlán an am scoile i rith an téarma.
- Molann na múinteoirí go leanúnach feabhsú ó thaobh freastal na scoile agus a bheith in am.

- Bronntar Teastas agus Duais maidir le Freastal Iomlán an Ama ar dhaltaí a bhíonn i láthair iomlán an ama ag searmanas na nGradam ag deireadh na scoilbhliana.
- Bronntar Teastas ag searmanas na nGradam ar dhaltaí nach gcailleann níos mó ná 5 laethanta ar feadh na scoilbhliana.
- Beidh aitheantas agus duais le fáil freisin ag an dalta a chuireann feabhas ar an ráta freastail.
- Leagfar béim ar an tábhacht atá lena bheith i láthair ar scoil go háirithe i rith na laethanta scoile roimh laethanta saoire.

3.1 Idirghabhálacha le tinreamh a Chur Chun Cinn

Cuireann an scoil idirghabhálacha comhchoiteanna ar fáil do na daltaí ar fad agus idirghabhálacha spriodhírthe do dhaltaí áirithe.

Glacann an scoil leis go bhféadfadh tacaíocht bhreise a bheith ag teastáil ó ghrúpaí nó ó dhaoine aonair áirithe i ndáil le tinreamh agus cuirtear an méid seo ar fáil trí bhíthin idirghabhálacha spriodhírthe diana. Leis na grúpaí seo áirítear:

- Daltaí a bhfuil riachtanais speisialta oideachais acu
- Daltaí a bhfuil riachtanais sláinte acu
- Daltaí a bhíodh faoi réir na bulaíochta
- Daltaí atá faoi réir deacrachtaí foghlama nó iompair
- Daltaí arna dtarraingt siar ón gcuraclam
- Daltaí leispiacha, aeracha, déghnéasacha, agus trasinscneacha
- Cúramóirí óga nó tuismitheoirí óga
- Daltaí nach raibh taithí dearfach ag a dtuismitheoirí agus iad ar scoil
- Daltaí ó theaghlach a bhfuil stair droch-tinreamh scoile iontu
- Daltaí ó theaghlach nó phobal atá díothach ó thaobh na socheacnamaíochta de.

3.1a Idirghabhálacha Comhchoiteanna

- a. Féachfaidh an scoil le timpeallacht eagraithe sábhailte a chur ar fáil do dhaltaí i gcomhréir leis an gcód iompair.
- b. Déileálfaidh an scoil le haon ábhair a bhaineann leis an mbulaíocht i gcomhréir leis an gcód iompair.
- c. Cuirfear clár ionduchtúcháin ar fáil do dhaltaí céad bhliana.
- d. Bronntar gradaim ar dhaltaí a bhfuil togha an tinrimh acu.
- e. Cuirtear clár OSPS ar fáil do na daltaí ar fad chun cabhrú leo ar feadh a gcuid scolaíochta.
- f. Tairgtear do na dhaltaí ar fad tacaíocht ó theagascóir ranga agus ó cheann bliana gach maidin mar chuid den chóras tréadchúraim.
- g. Tairgíonn an scoil rogha leathan gníomhaíochtaí seach-churaclaim do na daltaí.
- h. Gheobhaidh na tuismitheoirí ar fad sonraí maidir le laethanta asláithreachta agus laethanta déanaí i dtuairiscí curtha chun an bhaile ceithre uair sa bhliain.
- i. Cuirtear curaclam leathan ar fáil do na daltaí le hábhair atá oiriúnach do bhuanna na ndaltaí ar fad.
- j. Faigheann na tuismitheoirí go léir téacs curtha chun an bhaile má tá a mac/n-iníon as láthair.

3.1b Idirghabhálacha Spriocdhírithé

- a. Cuireann an scoil clár an Dearthár Mhóir, na Deirféar Móire ar fáil do spriocdhaltáí.
- b. Cuireann CCS béilí scoile ar fáil do spriocdhaltáí.
- c. Tairgtear gradaim as tinreamh maith do dhaltáí TSCS.
- d. D'fhéadfadh an treoirchomhairleoir a bheith ag obair le spriocdhaltáí atá faoi réir asláithreachta arna teacht as inní nó meabhairshláinte.
- e. D'fhéadfadh an Múinteoir Teagmhála Baile, Scoile agus an Phobail a bheith mar chrann taca do theaghlaigh.
- f. D'fhéadfadh cruinnithe a chur ar siúl leis an gceann bliana/an leas-phríomhoide/an bpríomhoide.
- g. D'fhéadfadh an TBSP gníomhaíochtaí/cúrsaí a chur ar fáil do thuismitheoirí spriocdhaltáí.
- h. D'fhéadfadh an t-oibrí tionscadail CCS a bheith ag obair le spriocdhaltáí.
- i. Oibríonn an scoil go dlúth le tionscadail amhail MindSpace, Foroige, eagraíochtaí míchumais, grúpaí tacaíochta, grúpaí Feasacht Drugaí srl. le cúnaimh a thabhairt do spriocdhaltáí.
- j. D'fhéadfadh an scoil curaclam difreáilte a chur ar fáil do spriocdhaltáí áirithe.
- k. D'fhéadfadh an scoil cúnaimh a iarraidh ar an tSeirbhís Náisiúnta Síceolaíochta Oideachais (NEPS), an gComhairle Náisiúnta Curaclaim agus Measúnachta (NCSE), Fheidhmeannacht na Seirbhíse Sláinte (FSS), Sheirbhísí Meabhairshláinte do Leanaí agus d'Ógánaigh (CAMHS), Barnardos, Tusla - an Ghníomhaireacht um Leanaí agus an Teaghlach, agus ar eagraíocht ar bith eile a d'fhéadfadh cabhair a thabhairt.
- l. D'fhéadfaí daltaí a threorú chuig an Oifigeach Leasa Oideachais le haghaidh cúnaimh agus oibreoidh siad go dlúth leis an EWO le tacaíocht a thabhairt don dalta.
- m. . D'fhéadfaí, le cúnaimh ón Oifigeach Leasa Oideachais, amchláir laghdaithe nó cláir oideachais malartacha a thairgeadh do dhaltáí.
- n. Tairgfear cúnaimh ó Chomhordaitheoir an Chláir Críochnaithe Scolaíochta do dhaltáí atá as láthair ón scoil.

3.1c Dian-Idirghabháil

- a. D'fhéadfaí daltaí a threorú chuig an Oifigeach Leasa Oideachais le haghaidh cúnaimh agus oibreoidh siad go dlúth leis an EWO le tacaíocht a thabhairt don dalta.
- b. D'fhéadfaí, le cúnaimh ón Oifigeach Leasa Oideachais, amchláir laghdaithe nó cláir oideachais malartacha a thairgeadh do dhaltáí.
- c. Tairgfear cúnaimh ó Chomhordaitheoir an Chláir Críochnaithe Scolaíochta do dhaltáí atá as láthair ón scoil.

4. Cód Iompair na Scoile

- Faoi na Treoirlínte Sláinte agus Sábháilteachta, ní mór d'aon dalta a bhíonn mall ag teacht ar scoil míniú a thabhairt ar an gcás in Oifig an Rúnaí, an Leabhar Moille san Oifig a shíniú agus dul isteach sa rang gan aon mhoill breise.
- Níl cead ag dalta fearann na scoile a fhágáil i rith an lá scoile gan iarratas i scríbhinn/ glaoch teileafón ó na tuismitheoirí/caomhnóirí ina leith sin. Ó tharla nach féidir leis an scoil sábháilteacht an dalta a chinntiú ó fhágann an dalta fearann na scoile, ní mór do Thuismitheoirí/Caomhnóirí daltaí a bhailiú. Sa chás go dtugtar faoi deára dalta a bheith as láthair gan cead chuige sin, cuirtear sin in iúl do na Tuismitheoirí/Caomhnóirí. Ina leithéid sin de chás, is ar na Tuismitheoirí/Caomhnóirí arís a thagann an fhreagracht i leith na ndaltaí.
- Ní mór do na Tuismitheoirí/Caomhnóirí, nó do dhuine a ainmníonn na Tuismitheoirí/Caomhnóirí ar Fhoirm Clárúcháin an dalta, a theacht i láthair ag an Scoil agus Clár Dul Amach na hOifige a shíniú nuair a bhíonn dalta á thabhairt amach as an Scoil i rith an lá scoile agus is féidir leis an duine sin fógra i scríbhinn maidir leis an dalta a thógáil ón scoil a thabhairt isteach an tráth sin.
- Ní mór cead chuige sin ón bPríomhoide, ón Leas-Phríomhoide nó ó Phríomhoide Ionaid a bheith ag aon dalta atá ag fágáil na scoile roimh dheireadh an lá scoile.
- Is sárú tromchúiseach ar Chód Iompair na Scoile aon chás nach ndéantar de réir an ghnáis a leagtar amach thuas maidir leis an scoil a fhágáil i rith an lá scoile.
- Ní mór do dhaltaí atá ag fágáil na scoile ar feadh tréimhse áirithe i rith an lá scoile a n-ainm a shíniú sa leabhar san Oifig in éineacht le Tuismitheoir/Caomhnóir ag imeacht dóibh agus a n-ainm a shíniú sa leabhar arís ar theacht ar ais dóibh.

5. Treoir do Thuismitheoirí/Caomhnóirí

- Sa chás go mbíonn dalta as láthair, ba cheart don tuismitheoir/caomhnóir scéal a chur faoin 9.40 r.n. ar an gcéad lá chuig Oifig na Scoile ar 098-45139 agus míniú a thabhairt ar an gcúis atá leis an dalta a bheith as láthair.
- Ar a theacht ar ais chun na scoile don dalta, ní mór míniú i scríbhinn ar an tréimhse a rabhtas as láthair a thabhairt don teagascóir nó don Chomhordaitheoir Tinrimh. Tá nótaí míniúcháin, nach mór síniú tuismitheora/caomhnóra orthu, ar fáil chuige sin i gcúl Dhialann an Dalta.
- Sa chás go mbíonn dalta as láthair ar feadh trí lá nó níos faide ná sin mar gheall ar thinneas, ní mór teastas dochtúra a chur ar fáil.
- Ba cheart scéal a chur i scríbhinn chuig an scoil roimh ré sa chás go mbíonn pleanáilte go mbeidh dalta as láthair ón scoil
- Téann an scoil i gcaidreamh leis na tuismitheoirí/caomhnóirí sa chás nach dtagann aon scéal ón teaghlach maidir le dalta a bheith as láthair (3 lá).
- Cuirfear na tuismitheoirí/ caomhnóirí ar an eolas trí litir maidir le 10, 15 agus 20 laethanta.

Coinníonn an scoil gach nóta agus teastas ar chomhad an dalta. Tá na nótaí sin ina gcuid den taifead ar féidir leis an Oifigeach Leasa Oideachais é a scrúdú nuair a bhítear ar cuairt sa scoil.

Faoin Acht Oideachais (Leas), tá de dhualgas ar Ghaelcholáiste Chomáin faoin dlí tuairisc a chur chuig TUSLA faoi aon dalta faoi bhun 16 bliana d'aois a chailleann 20 lá nó níos mó ná sin i rith aon scoilbhliain amháin. Ina leithéid de chás, tagann an tOifigeach Leasa Oideachais i gcaidreamh leis an scoil agus leis na tuismitheoirí chun an cás a phlé agus pleanáil in éineacht do dhea-fhrestal na scoile.

- Cuirfear tuismitheoirí/ caomhnóirí ar an eolas da mbeadh an scoláire taifeadta ar an tuairisceán TUSLA.

6. Rólanna agus Cúraimí

6.1. Tuismitheoirí/Caomhnóirí

- Freastal rialta na scoile a chinntiú agus tréimhsí ina mbítear as láthair ón scoil gan chúis a sheachaint.
- Laethanta saoire an teaghlaigh a choinneáil le linn tréimhsí ainmnithe laethanta saoire oifigiúla scoile faoi mar a leagann an Roinn Oideachais agus Scileanna amach.
- Tuairisc i scríbhinn a thabhairt don scoil faoin gcúis a bhíonn le gach cás ina mbíonn dalta as láthair: ba cheart tuairisc dá leithéid a thabhairt roimh ré más féidir agus díreach ar fhilleadh ar scoil i ngach cás eile. Ní mór deimhniú i scríbhinn, ina luaitear go soiléir dáta(i) an lae nó na laethanta a rabhtas as láthair, a thabhairt freisin tar éis fillleadh ar an scoil maidir le teachtaireachtaí a thugtar ar an teileafón nó ó bhéal.
- Uimhreacha teileafóin ar féidir brath orthu a chur ar fáil chomh maith le malairt uimhreacha i gcásanna 'éigeandála' ionas gur féidir leis an scoil labhairt leis na tuismitheoirí/caomhnóirí nó le páirtithe údaraithe eile sa chás gur gá sin.
- Cloí leis an modh a leagtar amach sa pholasaí seo maidir le dalta a thógáil ón scoil i rith an lá scoile.
- Comhfhreagras ón scoil maidir le cúrsaí tinrimh a admháil agus freagra a chur air nuair is gá.
- Fógra oifigiúil i scríbhinn a thabhairt don scoil sa chás go mbíonn dalta á thógáil ón scoil sula mbíonn sraith ar bith críochnaithe.
- Sa chás go mbíonn dalta as láthair, éilítear ar an dalta eolas a chur ar an obair scoile agus ar an obair baile a cailleadh agus dícheall a dhéanamh an obair sin a dhéanamh. Is ar an tuismitheoir/caomhnóir a bheidh an cúram a chinntiú go ndéantar an obair sin/gach dícheall an t-am a cailleadh a chúiteamh.

6.2. Príomhoide agus Lucht Bainistíochta na Scoile

- Aird agus tuiscint ar an bpolasaí a chothú agus an polasaí a chur i bhfeidhm.

- Comhordaitheoir Tinrimh a cheapadh.
- Caidreamh a choinneáil ar bun le baill foirne tábhachtacha maidir le cúrsaí tinrimh, sa scoil, mar shampla an tOifigeach Teagmhála Baile, Scoile agus Pobail, agus i ngníomhaireachtaí seachtracha.
- An tOifigeach Leasa Oideachais a chur ar an eolas sa chás go gcuirtear dalta ar fionraí ón scoil go ceann tréimhse is faide ná *trí* lá as a chéile
- Caidreamh a choinneáil ar bun le tuismitheoirí/caomhnóirí de réir mar is gá
- Litreacha caighdeánacha a chur abhaile ag tús na scoilbhliana maidir le laethanta saoire i rith am téarma
- Gach dalta a spreagadh agus cuidiú leo an scoil a fhreastal in am gach lá
- Moladh a thabhairt do dhaltaí a fhreastalaíonn an scoil go sármhaith
- Is féidir leis an bPríomhoide fógra foirmeálta díchlárúcháin a eisiúint maidir le dalta ón tráth nach mbíonn an dalta sin ar rolla/thaifead na Roinne Oideachais agus Scileanna maidir le Gaelcholáiste Chomáin níos mó.

6.3. An tOifigeach Críochnaithe Scolaíochta

Oibríonn i gcomhar leis an scoil chun:

- Tuairisc a choinneáil ar dhrochphátrúin tinrimh
- Deá-thinreamh a chur chun cinn
- Daltaí a spreagadh, tríd an ról mar oibrí tionscadail, chun an tsraith scolaíochta a chríochnú
- Áisiúlacht a dhéanamh maidir le cláir ionduchtúcháin ag tráthanna eatramhacha e.g. an chéad bhliain, an idirbhliain, an cúigiú bliain.
- Cion tairbhe a dhéanamh maidir le plean DEIS na scoile a ullmhú, i ndáil le freastal na scoile agus rannpháirtíocht
- Iarratais ar chistí a dhéanamh i ndáil le cláir chun rannpháirtíocht na ndaltaí a fheabhsú atá bunaithe ar an scoil

6.4. Cinn Bliana Ranga

- Treisiú le polasaí tinrimh na scoile trí deá-thinreamh a spreagadh agus tuairiscí a choinneáil
- Daltaí sa bhliain grúpa a spreagadh maidir le deá-nós tinrimh agus tráthúlacht
- Is féidir nótaí maidir le dalta a bheith as láthair a bhailiú
- Is féidir nóta a scríobh chuig tuismitheoirí/caomhnóirí maidir le teip nóta míniúcháin a chur ar fáil nuair a bhí dalta as láthair
- Caidreamh leis na baill foirne lena mbaineann an t-ábhar, i.e. an Príomhoide, an Comhordaitheoir Tinrimh, OTBSP.

6.5. Múinteoirí Ranga

- An rolla a ghlaoch i ngach rang agus sonraí faoi ghlaoch an rolla a chur isteach ar an gcóras VShare ach go háirithe an chéad rang ar maidin.

- Atmaisféar deas sóisialta a chruthú sa rang do dhaltaí a thagann ar ais e.g. fáilte a chur rompu etc.
- A bheith aireach maidir le daltaí a thagann ar ais tar éis a bheith as láthair a mb'fhéidir go mbeadh cúnaimh breise uathu
- Tugtar spreagadh agus cúnaimh maidir le hobair ranga agus obair baile a chur ar aghaidh chuig daltaí atá as láthair ar feadh tréimhsí níos faide
- Pléitear tinreamh an dalta le tuismitheoirí/caomhnóirí ag Cruinnithe Múinteoirí agus Tuismitheoirí/Caomhnóirí
- An tábhacht atá leis an scoil a fhreastal go rialta a chur ar a súile do na daltaí agus a chinntiú go dtuigtear an ceangal atá idir gnóthachtáil acadúil agus freastal rialta
- Tuairimí a bhreacadh ar na foirmeacha tuairisce maidir le deá-thinreamh agus droch-thinreamh

6.6. Rúnaí na Scoile

- Maoirseacht a dhéanamh maidir le Síniú Isteach agus Amach.
- An tuairisc ar na daltaí a thugtar amach i rith an lá scoil a choinneáil agus ar a dteacht ar ais ar scoil.
- Nótaí don Phríomhoide/Leas-Phríomhoide, re; Imeacht luath ón scoil, a thógáil, a thabhairt ar aghaidh agus a thairfead ar an gcóras VSWare.
- Teachtaireachtaí teileafóin don Chomhordaitheoir Tinrimh, re; A bheith as láthair nó mall, a thógáil agus a chur ar aghaidh agus a thairfead ar an gcóras VSWare.
- A chinntiú, nuair a thugtar dalta amach as an scoil, go ndéanann tuismitheoir/caomhnóir an dalta atá ag fágáil na scoile a thionlacan go pearsanta agus go síníonn an té sin an tuairisc chuí sula dtugtar an dalta amach.

6.7. An Comhordaitheoir Tinrimh

- Comhordú a dhéanamh maidir le tuairiscí tinrimh a choimeád e.g., Rollaí, nótaí faoina bheith as láthair, etc.
- An ról a leagtar ar an scoil faoin reachtaíocht a chomhlíonadh maidir le monatóireacht a dhéanamh ar líon na n-uaireanta a mbíonn daltaí as láthair agus an t-oifigeach leasa oideachais a chur ar an eolas sa chás go gcailleann dalta atá faoi bhun 16 bliana d'aois *fiche* lá nó níos mó ná sin in aon scoilbhliain amháin.
- An tOifigeach Leasa Oideachais a chur ar an eolas sa chás go mbíonn dalta as láthair go rialta gan aon chúis mhaith leis sin (suas go 16 bliana d'aois – Acht Oideachais (Leas) 2000).
- Oibriú i gcomhar leis an bPríomhoide/Leas-Phríomhoide maidir le faisnéis a bhaineann le cás fionraí.
- An tOifigeach Leasa Oideachais a chur ar an eolas sa chás go mbaintear ainm dalta, ar chúis ar bith, de chlár na scoile.
- Pátrúin a thabhairt faoi deara maidir leis an tuairisc ar fhreastal na scoile ag daltaí faoi leith, e.g. a bheith as láthair ar an Luan nó ar an Aoine, agus sin a chur in iúl don OTBSP.
- Oibriú i gcomhar leis an Oifigeach Críochú Scolaíochta.

- Spriocanna freastail deá-thinrimh a leagan amach i gcomhar leis an Oifigeach Leasa Oideachais, OTBSP, an dalta agus na tuismitheoirí/caomhnóirí agus straitéisí tairbheacha a cheapadh chun lán fhreastal a spreagadh.
- Oibriú i gcomhar leis an Roinn RSO, leis an Meitheal Tréadchúraim, agus le Seirbhísí Tacaíochta Scoile maidir le straitéisí a chuidíonn le daltaí atá i mbaol a chur i bhfeidhm.
- Oibriú i gcomhairle leis an Roinn RSO agus le Seirbhís Comhairleoireachta na nDaltaí chun freastal rialta a spreagadh agus a chothú i measc leanaí as teaghlaigh a bhfuil deacrachtaí nó riachtanais speisialta acu.
- Daltaí ar léir ar a gcuid iompair maidir le freastal na scoile go mbeidís i mbaol a lua leis an Meitheal Tréad chúraim/Seirbhísí Tacaíochta Scoile.
- Oibriú i gcomhar leis an bPríomhoide i ndáil le hábhar inní a chur in iúl do TUSLA i gcás inar lú ná 20 lá na tréimhsí a raibh dalta as láthair, e.g. pátrún a bheith le tabhairt faoi deara, etc.

6.8. An tOifigeach Teagmhála Baile, Scoile agus Pobail

- Oibriú i gcomhar le tuismitheoirí/caomhnóirí agus daltaí chun deá-nós freastail agus tráthúlachta a spreagadh agus a chothú.
- Oibriú i gcomhar leis an bPríomhoide/Leas-Phríomhoide, leis an Meitheal Tréad chúraim agus leis na Seirbhísí Tacaíochta Comhairleoireachta agus Gairmthreorach.
- Oibriú i gcomhar leis an Oifigeach Leasa Oideachais agus páirt a ghlacadh sa phróiseas pleanála maidir le deá-nós freastail a spreagadh agus a choinneáil ar bun.
- Oibriú i gcomhar leis an Oifigeach Críochnú Scolaíochta.
- Na daoine lena mbaineann a chur ar an eolas faoi aon ní a d'fhéadfadh a bheith ina chur isteach ar fhreastal na scoile ag dalta.
- Díriú ar phátrúin maidir le tréimhsí fadtéarmacha as láthair ón scoil.
- Litreacha caighdeánacha maidir le dalta a bheith as láthair a sheoladh chuig tuismitheoirí/caomhnóirí nuair a bhítear as láthair go minic.

6.9. An Mheitheal Tréadchúraim/Seirbhísí Tacaíochta na Scoile

(a) An Mheitheal Tréad chúraim

- féachtar le cuidiú le daltaí ar léir pátrún maidir le tréimhsí fada as láthair ina leith
- moltar bearta a d'fhéadfaí a chur ar bun a chuideodh leis na daltaí sin
(Féach an Polasaí Tréad chúraim)

(b) Seirbhísí Treorach & Folláine

- cuirtear comhairle ar na daltaí i ndáil lena bpáirt i saol na scoile
(Féach an Plean Treorach)

(c) An tSeirbhís Críochnú Scolaíochta

- An tOifigeach Críochnú Scolaíochta:
 - oibríonn i gcomhar leis an bPríomhoide maidir le daltaí a bheadh i mbaol maidir le héirí as a gcuid scolaíochta nó drochnós freastail a thabhairt chun suntais

- oibríonn go díreach le daltaí áirithe mar Oibrí Tionscadail i Ról Tacaíochta leis an scoil

7. Dearbhú

Tar éis dul i gcomhairle leis an bhfoireann ar fad, le comhaltaí an Bhord Bainistíochta, leis na Tuismitheoirí agus le Comhairle na nDaltaí a rinneadh an Polasaí seo de chuid Ghaelcholáiste Chomáin a leagan amach. Moltar an polasaí a thabhairt faoi athbhreithniú faoi cheann trí bliana nó tráth ar bith a measann Bainistíocht na Scoile gur gá sin.

D'aontaigh Bord Bainistíochta Ghaelcholáiste Chomáin an polasaí seo ar an 5/12/2024

Aguisín 1 - Noda

Seo a leanas liosta de na noda giorrúcháin a úsáidtear i bpolasaithe Ghaelcholáiste Chomáin agus i gcáipéisí eile de chuid na scoile. Tugtar an gnáth nod Béarla freisin de ghrá na héascaíochta sa chás go mbeadh an cháipéis seo á léamh in éineacht le hábhar gaolmhar i mBéarla ó eagraíocht eile.

BB	Bord Bainistíochta (BOM)
BNLO	An Bord Náisiúnta Leasa Oideachais (NEWB)
BOO	An Bord Oideachais agus Oiliúna (ETB)
CCS	Clár Críochnaithe Scolaíochta (SCP)
CFCL	An Córas Fógartha maidir le Cosaint Linbh (CPNS)
CNOS	An Chomhairle Náisiúnta um Oideachas Speisialta (NCSE)
CO	Corpoideachas (PE)
CRS	Cúntóir Riachtanas Speisialta (SNA)
CSTS	Clár Scoile an Teastais Shóisearaigh (JCSP)
DEIS	Comhionannas Deiseanna a Sholáthar i Scoileanna
FMS	Féinmheastóireacht Scoile (SSE)
FSS	Feidhmeannach na Seirbhíse Sláinte (HSE)
GCAT	Gairmchlár na hArdteistiméireachta (LCVP)
IB	An Idirbhliain (TY)
INÉD	Ionad Náisiúnta na hÉireann do na Daill (NCBI)
LGBT	Daoine Leispiacha, Aeracha, Déghnéasacha, Trasinscneacha
LIÚC	Limistéar Ilúsáide Cluichí (MUGA)
LNF	An Líonra Náisiúnta Foghlama (NLN)
LTA	Leas theagmhálaí Ainmnithe (DDLp)
OTBSP	Oifigeach Teagmhála Baile, Scoile agus Pobail (HSCLO)
OCG	Oideachas Caidrimh agus Gnéasachta (RSE)
ODRSO	Oideachas ar Dhaoine le Riachtanais Speisialta Oideachais (EPSen)
OR	Oideachas Reiligiúnach (RE)
OROS	Oifigeach Riachtanais Oideachasúla Speisialta (SENO)
OSPS	Oideachas Sóisialta, Pearsanta agus Sláinte (SPHE)
OSSP	Oideachas Saoránach, Sóisialta agus Polaitiúil (CSPE)
PO	Plean Oideachais (EP)
POA	Plean Oideachais Aonair (IEP)

PTI	Plean Tacaíochta Iompraíochta (BSP)
ROS	Riachtanais Oideachasúla Speisialta (SEN)
(An) ROS	An Roinn Oideachais agus Scileanna (DES)
SMSLÓ	<i>Seirbhísí Meabhairshláinte do Leanaí agus d'Ógánaigh (CAMHS)</i>
SNSO	An tSeirbhís Náisiúnta Síceolaíochta Oideachais (NEPS)
SNTI	An tSeirbhís Náisiúnta Tacaíochta Iompraíochta (NBSS)
SRST	Socruithe Réasúnta ag Scrúduithe Teistiméireachta (RACE)
STOS	An tSeirbhís Tacaíochta d'Oideachas Speisialta (SESS)
TA	Teagmhálaí Ainmnithe (DL)
TC	Tréad chúram (PC)
TCC	Tástáil ar Chumas Cognaíoch (CAT)
TEC	Teicneolaíocht an Eolais agus na Cumarsáide (ICT)
TLG	Tástáil Léitheoireachta Grúpa (GRT)
TMOS	Tacaíocht do Mhúinteoirí Oideachais Speisialta (SETS)
TS	Teiripe Shaothair (OT)
TUSLA	An Ghníomhaireacht um Leanaí agus an Teaghlach

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8. Background

8.1. Rationale

“Students are obliged by law to attend school regularly”

Education Welfare Act 2000

“Every day counts in a child’s education”

TUSLA (formerly National Education Welfare Board)

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

- to form habits of regular and punctual attendance by our students
- to discourage absenteeism, lateness and unwarranted withdrawal of students during the school day or term
- to develop a sense of personal responsibility in our students
- to make all school partners aware of the links between school attendance and academic achievement
- to enable us to identify at risk students and put supports in place to assist them
- to comply with Circulars and Guidelines the DES disseminates from time to time
- to adhere to the guidelines of TUSLA (formerly the NEWB)
- to adhere to the requirements of the Education Act
- to comply with the Education Welfare Act 2000

8.2. Link with School’s Mission Statement

Full attendance, and good habits of punctuality and participation, are important for the overall development of our students to which our school community aspires as set out in our mission statement.

8.3. Aims

The aims of this policy are to:

- encourage students to attend school regularly and punctually.
- ensure that the school has procedures and strategies in place to promote attendance/participation.
- identify students who may be at risk of developing school attendance problems.
- develop links between the school and the families of children who may be at risk of developing attendance problems.
- identify and remove, insofar as is practicable, obstacles to school attendance.

The school will ensure that:

- the importance of school attendance is promoted throughout the school.
- students are registered accurately and efficiently.
- student attendance is recorded daily.

- Parents/guardians are contacted when reasons for absences are unknown or have not been communicated.
- student attendance and punctuality is monitored.
- school attendance statistics are reported as appropriate to TUSLA on a termly report and Annual Report.

9. Procedures

9.1. Punctuality

School is open from 8.30a.m.

Students are required to be in school no later than 8:55.m. for morning registration and to attend morning roll call to be taken during 1st class at 9:05. All students and teachers are expected to be on time. Students who arrive late must provide an explanation, sign in at the Secretary's Office and proceed to class immediately.

- Roll call is taken during every class via VS ware sytem.
- Punctuality issues come under the school's Code of Behaviour, and are also referred to TUSLA.

9.2. Attendance Records

- Attendance records are kept online via the schools VS Ware System.

10.Promoting Good School Attendance & Participation

Gaelcholáiste Chomáin is committed to providing a positive school atmosphere, which is conducive to promoting good school attendance. In this regard:

- Creating and maintaining a safe, welcoming environment is very imporant to us
- 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 students.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- An effective mode of communication exists between teachers and parents. Regular contact on issues regarding homework, uniform, curriculum areas etc. ensure these issues do not contribute to the non-attendance of pupils .
- New parents/guardians to the school are made aware of attendance requirements and the importance of attendance on Enrolment Evening for First Years, and on Enrolment for students enrolling during the school year
- School communications (letters, texts, etc.), first year induction, meetings with parents/guardians, assembly, and other occasions will be used to commuicate to

parents/guardians and students the importance of regular attendance and the negative impact of unwarranted absences.

- The school endeavours to facilitate programmes which enhance student participation eg. Homework Club, After School Study, extra maths tuition
- An Awards Programme is in place for promoting good attendance at school.
- The assistance of the Education Welfare Officer will be utilised.
- The Attendance Coordinator will monitor the attendance rates of pupils in the first instance, consult the HSCL Coordinator, and may 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.
- The School Completion Officer has a role to play in promoting good attendance (See “Roles & Responsibilities” for further details).

In order to encourage good student attendance:

- Each student’s attendance record will be clearly stated on their school reports.
- At the end of each term students are presented with a statement of attendance if they have achieved full attendance that term.
- Teachers acknowledge improved attendance and punctuality on an ongoing basis.
- Students with full attendance at the end of the school year will be presented with a Certificate of Full Attendance and Prize at our Awards ceremony.
- Students who have missed up to five days only at the end of the year will be presented with a Certificate at our Awards ceremony
- Students who have had improved attendance will also be recognised and rewarded.
- The importance of attendance particularly on days prior to school breaks will be highlighted.

3.1 Interventions to Promote attendance

The school provides universal interventions to all students and targeted interventions to certain students.

The school recognises that certain groups or individuals may need additional support with attendance and this is provided through targeted and intensive interventions. These groups include:

- Students with special educational needs
- Students with health needs
- Students who have experienced bullying
- Students experiencing emotional or behavioural difficulties
- Students disengaged from the curriculum
- Lesbian, gay, bisexual and transgender students
- Young carers or young parents
- Students whose parents have not had a positive school experience
- Students from families where there has been a history of poor school attendance
- Students from socio-economically deprived family or community.

3.1a . Universal Interventions

- a. The school will endeavour to provide a safe and orderly environment for students in accordance with the Code of Behaviour.
- b. The school will deal with all bullying related matters in accordance with the anti-bullying policy.
- c. First years will be provided with an induction programme.
- d. Students who have excellent attendance are presented with awards at the annual awards night.
- e. All students are provided with a SPHE programme to assist them throughout their schooling.
- f. All students are offered the support of a class tutor and year head every morning as part of the pastoral care system.
- g. The school offers a wide range of extra-curricular activities to all students in sport, music, drama, art etc.
- h. All parents will receive details on days absent and days late in reports home four times a year.
- i. Students are provided with a broad curriculum with subjects that suit talents of all students.
- j. All parents get a text home if their son/daughter is absent.

3.1b Targeted Interventions

- a. The school offers the Big Brother, Big Sister programme to targeted students.
- b. The SCP provides school meals for targeted students.
- c. JCSP students are offered rewards for good attendance.
- e. The guidance counsellor may work with targeted students who are having anxiety or mental health based absenteeism.
- f. Families may be supported by the Home School Community Liaison Teacher.
- g. Meetings may be held with the year head/deputy principal/principal, the parents/guardians and the student(s) concerned.
- h. The HSCL may provide activities/courses for the parents of targeted children.
- i. The SCP project worker and co-ordinator may work with targeted students.
- j. The school works closely with projects such as MindSpace, Foroige, disability organisations, support groups, Drugs Awareness groups etc. to assist targeted students.
- k. The school may offer a differentiated curriculum to certain targeted students.
- l. The school may seek the assistance of the National Educational Psychological Service (NEPS), the National Council for Special Education (NCSE), the Health Service Executive (HSE), the Child and Adolescent Mental Health Services (CAMHS), Barnardos, Tusla – The Child and Family Agency and any other organisation that may be of assistance.
- m. Students may be referred to the Education Welfare Officer for support and will work closely with the EWO to support the student.
- n. Students may with the assistance of the Education Welfare Officer be offered reduced timetables or alternative educational programmes.
- o. Students who are out of school will be offered the assistance of the School Completion Programme Co-ordinator.

3.1c. Intensive Intervention

- a. Students may be referred to the Education Welfare Officer for support and will work closely with the EWO to support the student.
- b. Students may with the assistance of the Education Welfare Officer be offered reduced timetables or alternative educational programmes.
- c. Students who are out of school will be offered the assistance of the School Completion Programme Co-ordinator.

11.School Code of Behaviour

- Under Health and Safety Guidelines any student who arrives late to school must present an explanation at the secretaries office and sign the Late Book at the Office and then join their class immediately.
- Students must not leave the school grounds during the school day without a written request /phonecall from their parents/guardians. As the school cannot guarantee a student's safety once they leave school grounds Parents/Guardians must collect their child(ren). When a student is found to be absent without permission Parents/Guardians are notified. Responsibility for students in this instance transfers back to the Parents/Guardians.
- Parents/Guardians or a person nominated by the Parents/Guardians on the student's Registration Form, must present themselves at the School and sign the Office Sign Out Register when a student is withdrawn from the School during the school day, and may present a written notification of withdrawal.
- All students leaving the school early must have permission from the Principal, Deputy Principal or an Acting Principal to do so.
- Failure to comply with the above procedures for leaving the School during school hours is a serious breach of the School's Code of Behaviour.
- Students being taken out of school for a period during the school day must sign out at the Office accompanied by their Parent/Guardian and sign back in at the office on their return.

12.Guidance for Parents/Guardians

- Should a student be absent, on the first day of absence the parent/guardian should contact the school Office by 9.40 am on 097 88940 to explain the reason for non-attendance.
- On return to school the student must present a written explanation of absence to their tutor or Attendance Co-Ordinator. Explanation notes which require parental/guardian signatures are available at the back of the Student Journal for this purpose.
- If a student is absent due to illness for three or more days a medical certificate is required.
- Planned absences should be notified in advance in writing to the school
- Parents/guardians are contacted by the school when there is no contact from home regarding absences (3 days)
- Parents will be notified by letter of 10, 15 and subsequently 20 days absence.

All notes and certs will be retained by the school in the individual student file (GDPR Protected). These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.

Under the Education Welfare Act Gaelcholáiste Chomáin is legally obliged to inform TUSLA of any student under 16 who has missed 20 days or more in any given school year. The Education Welfare Officer will then contact the school and parents to discuss the matter and together plan for good attendance.

- Parents will be notified of any student under 16 recorded on the TUSLA return.

13.Roles and Responsibilities

13.1. Parents/Guardians

- Ensure regular attendance of students and avoid unwarranted absences.
- Keep all family holidays within designated, official school holiday periods as designated by the Department of Education & Skills.
- Notify the school in writing of the reason for all student absences: such notice should be provided prior to the absence if possible or otherwise immediately afterwards. Telephone or oral messages relating to student absences must be confirmed in writing and indicating date(s) of absence, on return.
- Provide to the school reliable contact telephone numbers and alternative ‘emergency’ numbers so that the school may contact parents/guardians or other authorised parties if necessary.
- Adhere to the procedures set out in this policy for the withdrawal of students from school during the school day.
- Acknowledge and, where necessary, reply to communications from the school in relation to attendance issues.
- Officially inform the school in writing when a student is being withdrawn from the school prior to completion of any cycle.
- In the event of student absence, students are required to familiarise themselves with the schoolwork and homework missed and to do the best they can to complete it. The onus will rest with the parent/guardian to ensure this work is done/that every effort is made to catch up.

13.2. School Principal and Management

- Awareness and implementation of the policy.
- Appoint an Attendance Co-ordinator.
- Liaise with relevant personnel in relation to attendance, both in house as in HSCL and outside agencies.
- Inform the Education Welfare Officer if a student is suspended from the school for more than *three* consecutive days
- Liaise with parents/guardians when necessary
- Send standard letters home at start of the school year regarding holidays during term time
- Support and encourage each student to attend punctually and daily
- Acknowledge students who have excellent attendance
- May issue a formal notification of deregistration of a student once the student is no longer on DES roll/record for Gaelcholáiste Chomáin

13.3. School Completion Officer

Works with the school to:

- Track poor attendance patterns
- Promote good attendance

- Through their role as project worker, encourage students to complete the school cycle
- Facilitate induction programmes at times of transition eg. 1st yr., TY, 5th yr.
- Have an input into preparation of the school's DEIS plan, re; attendance & participation
- Make applications for funding for school based programmes that enhance student participation

13.4. Year Head

- Support the attendance policy in the school by encouraging good attendance and maintaining records
- Encourage students in their year group to have good attendance and punctuality
- May collect absence notes
- May write a note to parents/guardians regarding non-production of absence note
- Liaise with relevant personnel, i.e. Principal, Attendance Co-Ordinator, HSCL.

13.5. Class Teachers

- Take a roll call in every class and enter roll call details on VShare particularly the first class in the morning.
- Create a warm welcoming atmosphere in class for returning students eg. welcome them back, etc.
- Are mindful of students returning after absence who may need extra help
- Are encouraged and supported in forwarding classwork/homework to students absent for longer periods
- Discuss students' attendance records with parents/guardians at Parent/Guardian Teacher Meetings
- Impress on students the importance of regular attendance and ensure understanding of the links between academic achievement and regular attendance
- Make comments on report forms regarding positive and negative attendance

13.6. School Secretary

- Supervise the Sign In/Sign Out process.
- Provide access to a record of students withdrawn during the school day and their return to school.
- Receive and pass on notes, re; Early leaving to the Principal/Deputy Principa and record on VS Ware System.
- Receive and pass on telephone messages, re; Absences and lateness to the Attendance Coordinator and record on VS Ware System.
- Ensure that when a student is withdrawn from the school, a parent/guardian personally accompanies the student who is leaving the school and signs the appropriate record before the student is withdrawn.

13.7. Attendance Coordinator

- Coordinate the maintenance of attendance records e.g., Rolls, absence notes, etc.
- Fulfill the statutory role of the school by monitoring the number of absences of students and inform the education welfare officer if a student under 16 years of age misses *twenty* or more days in the same academic year.

- Inform the Education Welfare Officer if a student is not attending school on a regular basis without sufficient reason (up to age of 16 – Education Act 2000).
- Liaise with the Principal/Deputy Principal on information regarding suspension.
- Inform the Education Welfare Officer if a student’s name, for whatever reason, is removed from the school register.
- Note trends in absence records of individual students, e.g. Monday or Friday absences and to bring this to the attention of the HSCLO.
- Liaise with the School Completion Officer.
- In conjunction with the Education Welfare Officer, HSCLO, student and parents/guardians set targets for good attendance, and develop positive strategies for encouraging full attendance.
- Liaise with the SEN Department, Pastoral Care Team, and School Support Services in implementing strategies for supporting at risk students.
- In consultation with the SEN Department and Student Counselling Service will encourage and facilitate regular attendance by children from families with special difficulties or needs.
- Recommend students to the Pastoral Care Team/School Support Services who are displaying at risk behaviours with regard to attendance.
- Liaise with Principal regarding notification of concerns to TUSLA where absences may be less than 20 days, e.g. Showing a pattern, etc.

13.8. Home School Community Liaison Officer

- Liaise with parents/guardians and students in encouraging and supporting good attendance and punctuality.
- Liaise with the Principal/Deputy Principal, Pastoral Care Team, and the Counselling & Careers Supports.
- Liaise with Education Welfare Officer and partake in the planning process for improving and maintaining good attendance.
- Liaise with the School Completion Officer.
- Inform the relevant personnel of any issue that may be impinging on a student’s attendance.
- Focus on patterns of long-term poor attendance.
- Send standard absence letters to parents/guardians where frequent absences occur.

13.9. Pastoral Care Team/School Support Services

(c) Pastoral Care Team

- strives to support students showing patterns of extended absence
- suggests measures that may be put in place to support these students
(See Pastoral Care Policy)

(d) Guidance & Wellbeing Services

- provide counselling and advice to students in relation to their participation in school life
(See Guidance Plan)

(c) School Completion Service

- The School Completion Officer:
 - meets with the Principal to identify students at risk of discontinuing school or of having poor attendance
 - works as Project Worker in a School Support Role directly with identified students

14. Declaration

This Gaelcholáiste Chomáin Policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management.

Adopted by the Board of Management of Gaelcholáiste Chomáin on: **5/12/2024**

Appendix 1 - Abbreviations

Below is a list of abbreviations used across several Gaelcholáiste Chomáin policies and documents.

BOM	Board of Management
BSP	Behaviour Support Plan
CAMHS	<i>Child and Adolescent Mental Health Services</i>
CAT	Cognitive Ability Test
CPNS	Child Protection Notification System
CSPE	Civic, Social and Political Education
DDLp	Deputy Designated Liaison Person
DEIS	Delivering Equality of Education in Schools
DES	Department of Education and Science
DLP	Designated Liaison Person
EP	Education Plan
EPSEN	Education for Persons with Special Educational Needs
ETB	Education and Training Board
GRT	Group Reading Test
HSCLO	Home School Community Liaison Officer
HSE	Health Service Executive
ICT	Information and Communication Technology
IEP	Individual Education Plan
JCSP	Junior Certificate Schools Programme
LCVP	Leaving Certificate Vocational Programme
LGBT	Lesbian, Gay, Bisexual, Transgender
MUGA	Multi Use Games Area
NBSS	National Behaviour Support Service
NCBI	National Centre for the Blind Ireland

NCSE	National Council for Special Education
NEPS	National Educational Psychological Service
NEWB	National Education and Welfare Board
NLN	National Learning Network
OT	Occupational Therapy
PC	Pastoral Care
PE	Physical Education
RACE	Reasonable Accommodations at Certificate Examinations
RE	Religious Education
RSE	Relationships and Sexuality Education
SCP	School Completion Programme
SEN	Special Educational Needs
SENO	Special Educational Needs Officer
SESS	Special Education Support Service
SETS	Special Education Teacher Support
SNA	Special Needs Assistant
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TUSLA	Child and Family Agency
TY	Transition Year