

Scoil Uí Riada- Polasaí Tinrimh & Rannpháirtíocht



Scoil Uí Riada

An Bhánóg, Cill Choca, Co. Chill Dara

Uimhir Rolla: 19897I

Introduction

Scoil Uí Riada is an all-Irish co-educational primary school established in 1986 by parents wishing to have their children taught through the medium of Irish. The school aims to promote the Irish language and its associated culture within the school and in the general public at large.

The school's motto is SONAS (spreagaimís onóir, neamhspleáchas, aonarachas & sábháilteacht). The school supports the principles of inclusiveness and equality of access to all pupils within the context and parameters of DES regulations and programmes.

Scoil Uí Riada will endeavour to provide a welcoming, safe learning environment through the medium of the Irish language, where each child will develop to his/her full potential as a happy, confident, proud, respectful individual, capable of playing a positive role in society.

Tá an cháipéis seo curtha le chéile ag tuismitheoirí, caomhnóirí, múinteoirí agus an Bord Bainistíochta le béim lárnach ar an bpáiste. Cuireadh le chéile é chun ár ndualgaisí dlíthiúla a chomhlíonadh, chun tinreamh maith a chothú is a spreagadh, agus chun páistí i mbaol neamhfhreastal a aithint agus idirghabháil a dhéanamh go luath.

This document has been put together by parents, guardians, teachers and the Board of Management, with the main emphasis being placed on the child always. 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 Irish language classes, 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) and circulars and guidance from the Department of Education and Skills.

Context

This policy was put together with the input of all of the school's interested parties. Scoil Uí Riada always encourages the children to aim for and achieve a high standard in all areas of school life, including attendance.

Aims

- Keep an accurate record of where the children are during school time.
- 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 fulfil 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
- Provide support to parents and pupils when difficulties with school attendance come to light.

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 many days and for near perfect attendance at the end of the school year.
- Early intervention is put in place with the family, to provide support for them and to give them advice, in terms of the importance of regular attendance for their child(ren).
- Intense management of cases that come to light, in terms of providing support & guidance.
- 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 9.10 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.

Absence

It is the responsibility of parents to contact the school as soon as possible to inform the school that the child will/ is absent.

This can be done by:

Phoning the school... (01)6287906

Using the school's Class Dojo to communicate with the class teacher

Writing a note in the child's homework diary.

Intervention Steps

Among the steps included in early intervention are:

- The importance of good attendance is explained to new parents/guardians at our open day, 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 day and made available to all parents from the school office. Copies of the policy are also made available on the school's website, www.scoiluiriada.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 8
- The school may contact the NEWB to inform them of our concerns.

The National Education Welfare Board - NEWB)/Tusla are 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 Scoil Uí Riada 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.

Appropriate changes will be made on the POD system, taking the child's name from Scoil Uí Riada's records and transferring to the new school, when that information is available.

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/record the roll on Aladdin before 10.30am daily.
- Keep a record of non-explained absences and of the child's punctuality.
- The class teacher should keep the principal/ deputy principal informed of any concerns he/she may have in relation to a child's attendance and punctuality.

- Encourage all children to attend school regularly and punctually.
- Have a reward system in place for children who have excellent attendance and punctuality.
- Class teachers report on each pupils' level of attendance and punctuality in the end of year school reports.

Deputy 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 Principal

The principal is responsible for:

- Keeping parents/guardians informed regarding this policy.
- Ensure that the roll/Aladdin is completed before 10.30am daily.
- Ensure that the teacher receives messages in relation to absences (school's app, e-mails etc.)
- 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.
- Make regular contact with parents/guardians in relation to attendance.

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

- Improvement in attendance rates.
- 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. 10
- 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 2017. This policy will be reviewed every second year. 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 2017. A copy of the policy will be made available on the school website and through the school office.

Signed: _____ Date: _____

(Principal)

Signed: _____ Date: _____

(Chairperson)

October 2022