



**Polasaí Tinrimh & Rannpháirtíocht**  
***School Attendance & Participation***  
***Policy***

**Scoil na bhForbacha**  
**17668G**

## **Polasaí Tinrimh & Rannpháirtíocht**

### **Réamhrá**

Is bunscoil chomhoideachas, Chaitliceach Gaeltachta í Scoil na bhForbacha. Osclaíodh an fhoirgneamh scoile nua i 2017, faoi phátrúnacht an Fhorais Phátrúnachta, chun freastal ar an éileamh sa cheantar áitiúil.

Tá tinrimh rialta ar scoil ríthábhachtach do rath oideachasúil agus forbairt phearsanta gach páiste. Nuair a bhíonn daltaí i láthair gach lá, tugtar deis dóibh a lánacmhainneacht foghlama a bhaint amach, caidrimh láidre a fhorbairt lena gcomhscoláirí agus a múinteoirí, agus páirt iomlán a ghlacadh i saol an phobail scoile.

Is é ár bhfís anseo i Scoil na bhForbacha timpeallacht thacúil, chuimsitheach agus fháilteach a chruthú ina mothaíonn gach duine de chuid phobal na scoile go bhfuil siad luachmhar agus go bhfuil fáilte rompu. Déanaimid ár ndícheall cinnte a dhéanamh de go dtuigeann gach páiste agus tuismitheoir go bhfuil tábhacht ar leith lena láithreachta agus lena rannpháirtíocht, agus go bhfuil tacaíocht iomlán ár scoile acu i gcónaí.

### **Tábhacht na Tinrimh**

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### **Aidhmeanna:**

A mholadh do dhaltaí freastail ar scoil go rialta agus go poncúil.

Freagracht i leith tinrimh scoile a roinnt i measc foireann/pobal scoile.

Comhphobal na scoile a chur ar an eolas maidir le ról agus freagrachtaí, de réir an Acht Oideachais 1998 agus an tAct Oideachais (Leas) 2000

Daltaí a aithint a d'fhéadfadh a bheith i mbaol fadhbanna maidir le tinreamh.

A chinntiú go bhfuil nósanna imeachta ag an scoil chun tinreamh a chur chun cinn.

Forbairt a dhéanamh chomh fada agus is féidir ar nascanna scoile/baile leis na teaghlaigh a bhfuil páiste leo i mbaol fadhbanna tinrimh a fhorbairt.

Na constaicí a chuireann bac le dea-thinreamh a aithint agus deireadh a chur leo.

### **Cinnteoídh an scoil:**

Go gcuirfear tábhacht an tinrimh ar fud na scoile chun cinn.

Go gclárófar daltaí i gceart agus go héifeachtach.

Go ndéanfar taifead ar thinreamh go laethúil mar atá molta i gCiorclán 33/2015.

Go ndéanfar teagmháil le tuismitheoirí/caomhnóirí i dtaobh as láithreachtaí leanúnach nó i gcás nár tugadh cúis.

Go ndéanfar monatóireacht ar thinreamh agus poncúlacht.

Go ndéanfar staitisticí tinrimh a thuairisciú, de réir mar ba chóir go:

- Seirbhis Tacaíochta Oideachais Tusla (TESS)
- An tOifigeach Leasa Oideachais
- An Bord Bainistíochta

### **Poncúlacht:**

Tosaíonn an scoil ag 8.50 agus is gá go mbeadh daltaí ar scoil ag an am sin.

Táthar ag súil go mbeidh na múinteoirí ar shuíomh na scoile roimh 8:40r.n.

Táthar ag súil leis go mbeidh daltaí agus múinteoirí ar scoil in am.

Glactar le páistí na scoile óna 8:40r.n. agus déantar maoirseoireacht don 10 nóiméad roimh scoile.

Déantar na geataí a oscailt ag 8:40 rn agus cuireann an príomhoide agus an foireann atá ag féitheoireacht fáilte rompu.

Tagann Ranganna 1-6 tríd an geata ó thuaidh agus fanann siad 'sna línte ranga ag cómhraí lena chéile go dtí go n-osclaíonn na múinteoirí na doirse sa halla ag 8:50rn.

Bailíonn na múinteoirí ranga na páistí agus siúlann siad leo chuig a gcuid seomraí ranga.

Cuireann an príomhoide, paistí as Rang 4 agus cúntóir fáilte roimh na Naíonáin a thagann tríd na geataí ó dheas ag 8:40 rn.

Téann siad isteach ag 8:40 rn agus tugtar isteach sna seomraí ranga iad, áit go bhfuil na múinteoirí ag fanacht leo.

Tosaíonn ranganna go hoifigiúil ag 8:50 rn.

Má thagann páiste ar scoil théis a 9:00 r.n agus mura bhfuil aon duine den fhoireann taobh amuigh, caithfidh an tuismitheoir iad a thabhairt isteach go dtí an ionad fáiltiú.

Déanfar teagmháil ón scoil sa chás go mbíonn dalta déanach go rialta.

Tá dualgaisí ar an bPríomhoide, faoin Acht, ainmeacha páistí a bhíonn déanach go rialta a chur faoi bhráid an Seirbhís Tacaíochta Oideachais Tusla.

### Treoir do thuismitheoirí

Caithfear cúiseanna neamhláithreachta a chur in iúl don scoil tríd an aip scoile ALADDIN.

Déanfaidh an scoil teagmháil le thuismitheoirí in éagmais taifead cúis neamhláithreachta a bheith faighte ag an scoil.

Deireann Alt [(21) (9)] den Acht go “measfar nach bhfuil mac léinn as láthair ón scoil i gcás ina bhfuil aon tréimhse neamhláithreachta údaraithe ag an bpríomhoide agus go mbaineann sí le gníomhaíochtaí a bheidh eagraithe ag an scoil nó a bhfuil baint ag an scoil leo”.

Ní féidir leis an príomhoide neamhláithreachtaí daltaí a údarú i dtaobh saoire i rith am scoile.

Ní féidir leis an scoil obair a ullmhú d’aon pháiste(i) atá ag du lar laethanta saoire ach an oiread. Féach Aguisín A.

Tá sé riachtanach nach gcuirfear laethanta saoire in áireamh I rith na scoilbhliana ach más cuí go gcuirfeadh na thuismitheoirí in iúl don scoil na socruithe seo.

### **Is féidir le thuismitheoirí/caomhnóirí deá-thinreamh a spreagadh trí:**

Poncúlacht agus tinreamh rialta a chinntiú.

Cur in iúl don scoil tríd an AIP ALADDIN CONNECT munar féidir lena gcuid páistí freastal ar scoil ar chúis ar bith.

Comhoibriú leis an scoil agus an tseirbhís Scoile agus Oideachais chun fadhbanna tinrimh a shárú.

Cinntiú go dtuigeann na páistí go dtacaíonn thuismitheoirí le tinreamh scoile.

Asláithreachtaí pleanáilte a phlé leis an scoil.

Más féidir in aon chor, saoire in am scoile a sheachaint.

Suim a léiriú i lá scoile na bpáistí agus ina gcuid obair bhaile.

Iad a spreagadh chun páirt a ghlacadh in imeachtaí scoile.

Moladh agus spreagadh a thabhairt dá gcuid páistí.

Féin-íomhá dearfach a chothú ina gcuid páistí, chomh maith le meon dearfach maidir lena bhfiúntas pearsanta féin.

Cur in iúl don scoil i scríbhinn na fáthanna nach féidir le dalta a bheith ar scoil.

Cinntiú, chomh fada agus is féidir, go socraítear cinní (le fiaclóirí srl.) ag amanna lasmuigh d'uaireanta scoile.

Teagmháil a dhéanamh leis an scoil láithreach, i gcás cúiseanna inní maidir le tinreamh nó ábhair ghaolmhara eile.

Cur in iúl don scoil roimh ré i gcás go mbeadh páiste/í le bailiú ag duine nach bhfuil aithne ag an múinteoir air.

### **Straitéis chun Deá-Thinreamh Scoile a Chothú**

Is mian leis an mBord Bainistíochta atmaisféar dearfach a chothú sa scoil chun deá-thinreamh a chur chun cinn.

Chuirge seo:

Bíonn curaclam na scoile solúbtha, chomh fada agus is féidir, agus oiriúnach do riachtanais an pháiste aonair.

Cothóidh an scoil forbairt dea-féinmheas i measc na ndaltaí tríd an curaclam O.S.P.S.

Beidh tacaíocht curtha ar fáil le haghaidh daltaí a bhfuil riachtanais speisialta oideachais acu i gcomhréir le treoirlínte Roinn Oideachais & Scileanna.

Tá an scoil ag glacadh páirte i gclár NCSE Relate, cur chuige cuimsitheach chun iompraíocht a thuiscint agus a athfhrámú, le caidrimh ag croílár gach tacaíochta agus le glacadh le cur chuige a chuireann rialúchán ar dtús. Cuireann an clár seo tacaíocht ar fáil d'fhóireann na scoile chun tuiscint níos fearr a fháil ar riachtanais na ndaltaí agus timpeallacht fháilteach, ionchuimsitheach a chruthú.

Bainfear úsáid as seirbhísí An Oifigigh Leasa Oideachais. o Déanfaidh an múinteoir ranga monatóireacht ar rátaí tinrimh na ndaltaí i dtús báire, agus cuirfidh sé/sí an Príomhoide ar an eolas maidir le dalta ar bith a bhfuil fadhb tinrimh aige/aici.

Daltaí a bhfuil drochthinreamh á chleachtadh acu, déanfar iarracht cabhrú leo, chomh fada agus is féidir, feabhas a chur ar an dtinreamh.

### **Príomhoide**

Déanfaidh an Príomhoide:

A chinntiú go bhfuil Aladdin na scoile líonta isteach go rialta i gcomhréir leis an rialúchán & Ciorclán 33/2015.

An tOifigeach Leasa Oideachais a chur ar an eolas muna mbíonn dalta ag freastal ar scoil go rialta o Nuair a bhíonn dalta as láthair ar feadh breis is 20 lá i rith na scoilbhliana

Má chuirtear páiste ar fionraí 6 lá nó níos mó. o Teagmháil a dhéanamh le tuismitheoir nuair a dhéantar cinneadh dul i dteagmháil leis an Oifigeach Leasa Oideachais.

Chomh fada agus is féidir, tábhacht an dea-thinrimh a chur ar aghaidh i measc daltaí, tuismitheoirí agus foireann na scoile.

### **An Múinteoir Ranga**

Déanfaidh an Múinteoir Ranga:

- Aladdin a chomhlíonadh go laethiúil (féach Aguisín B)
- Taifead a choinneáil d'asláithreachtaí gan mhíniú i scríbhinn.
- Taifead a choinneáil de phoncúlacht an pháiste.
- Dul i dteagmháil le tuismitheoirí faoi asláithreachtaí gan tuarisciú.
- Córas duaiseanna do pháistí a bhfuil tinreamh den scoth acu a chur i bhfeidhm.
- Daltaí a spreagadh freastal ar an scoil go rialta agus go poncúil.
- An Príomhoide a chur ar an eolas faoi imní i dtaca le asláithreachtaí dalta ar leith.

### **Taifead/Cumarsáid**

I gcomhréir le srianta Acht um Chosaint Sonraí cuirfear ar aghaidh sonraí tinrimh agus iompair (de réir mar is gá), 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 agus iompraíochta 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 agus iompair (de réir mar is gá), 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.


### **Athbhreithniú**

Déanfar athbhreithniú ar an bpolasaí seo gach dara bliain.

### **Daingniú agus Cumarsáid :**

Cuirfear cóip den pholasaí seo ar fáil do chách trí shuíomh idirlín na scoile.

*Sínithe:*

 Cathaoirleach

 Príomhoide      Dáta: 4ú Feabhra, 2026

## **School Attendance & Participation Policy**

### **Introduction**

*Scoil na bhForbacha is a co-educational, Catholic, Gaeltacht primary school. The new school building was opened in 2017, under the patronage of An Foras Pátrúnachta, to cater for the demand in the local area.*

*Regular school attendance is vitally important for the educational success and personal development of every child. When pupils are present every day, they are given the opportunity to reach their full learning potential, to develop strong relationships with their classmates and teachers, and to participate fully in the life of the school community.*

*Our vision here in Scoil na bhForbacha is to create a supportive, inclusive and welcoming environment where every member of the school community feels valued and welcome. We do our utmost to ensure that every child and parent understands that their presence and participation is of particular importance, and that they have the full support of our school at all times.*

### **Aims:**

*To motivate pupils to attend school on a regular basis as well as being punctual.*

*To share the responsibility for school attendance among the staff and school community.*

*To make the school community aware of their responsibilities as laid down in the Education Act 1998 and the Education (Welfare Act) 2000.*

*To recognise those children who could be in danger of developing attendance problems.*

*To ensure that procedures are in place to promote attendance in a positive manner*

*To develop as far as possible the home/school links with families who would be at risk of low attendance.*

*To recognise and remove the obstacles to regular attendance.*

### **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 as per Circular 33/2015.*

*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:*

- TUSLA Education Support Services (TESS)*
- The Education Welfare Officer*
- The Board of Management*

### **Punctuality**

*Teachers are expected to be on site by 8:40a.m.*

*Scoil na bhForbacha is open for pupils from 8.40 a.m.*

*Pupils arrive between 8:40 - 8:50 a.m*

*Pupils are greeted by both the Principal and members of staff, both teachers and S.N.A.'s who are assigned to each entrance door from 8:40-8:50a.m.*

*Pupils from Naíonáin Bheaga and Naíonáin Mhóra are welcomed by Áine, some children from Rang 4 and the S.N.A's who are assigned to their entrance door and are guided to their classroom where they are welcomed by their class teacher.*

*Pupils from Rang 3 to Rang 6 are welcomed into the Halla where their class teacher will collect them and bring them to their classrooms from 8:40a.m.*

*Formal instruction begins at 8:50am.*

*Any pupils that arrive after 9:00a.m. must be accompanied by a parent / guardian to the reception area if a member of staff is not in the yard.*

*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 TUSLA Education Support Services.*

### **Guide for Parents**

*If your child is absent from school, the reasons must be logged and communicated through the ALADDIN School App.*

*The school will contact parents when an explanation for the child's absence is not logged/received by the school.*

*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.*

*Nor can the school facilitate setting work for a child taking voluntary absence during school time. (See Appendix A)*

*It is essential that parents avoid such absences but inform the school in the event that such an absence arises.*

**Parents/guardians can promote good school attendance by:**

- Ensuring regular and punctual school attendance.*
- Notifying the School through the ALADDIN CONNECT APP if their children cannot attend school for any reason.*
- Working with the School and education welfare service to resolve any attendance problems.*
- Making sure their children understand that parents support 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 their children 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 selfworth.*
- Informing the school on Aladdin 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. o Notifying the school by phone if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.*

**A Strategy for Promoting Good School Attendance**

*The Board of Management 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 is participating in the NCSE Relate programme, a comprehensive approach to understanding and reframing behaviour, with relationships at the heart of all support and embracing an approach that prioritises regulation. This programme provides support for the school staff to gain a better understanding of pupils' needs and to create a welcoming, inclusive environment.*

*The school will promote a sense of positive selfworth in the pupils through the S.P.H.E programme. Support for pupils, who have additional educational needs, are in place in accordance with Department of Education & Skills guidelines.*

*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.*

### **School Principal**

*The School Principal will:*

*Ensure that the school register of pupils/ Aladdin is maintained in accordance with Circular 33/2015*

*Inform the Education Welfare Officer if a pupil is not attending school regularly or is persistently late.*

*Inform TUSLA Education Support Services when a pupil has been absent for 20 or more days during the course of a school year.*

*Or if a pupil has been suspended for a period of six or more days.*

*Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.*

*In so far as is practicable, promote the importance of good school attendance among pupils, parents and staff.*

### **Class Teacher**

*The class teacher will:*

*Complete Aladdin daily in accordance with procedures (see Appendix B)*

*Keep a record of absences without a written explanation.*

*Keep a record of the child's punctuality.*

*Contact & meet 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.*

### **Record/Communication**

*Subject to the restrictions of the Data Protection Act, attendance, behaviour (as the situation demands), 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, 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.*

**Review** *This policy will be reviewed every second year.*

### **Ratification and Communication**

*A copy of the policy will be made available to all through our school website.*

*Sínithe:*

 *Mairéad Scudamore* Cathaoirleach

 *Aine Ní Thuathail* Príomhoide

Dáta: 4ú Feabhra, 2026