

## Ráiteas Straitéise i leith Freastal Scoile *Statement of Strategy for School Attendance*

Cuireadh an Ráiteas seo le chéile de réir na dtreoirlínte leagtha síos ag an nGníomhaireacht um Leanaí agus Teaghlaigh (TUSLA) agus i gcomhréir leis an Acht Oideachais (Leas) 2000, Alt 22 agus an tAcht Oideachais 1998.

*This Statement of Strategy for School Attendance has been compiled according to the guidelines as set out by The Child and Family agency ( TUSLA ) and in accordance with Section 22 of the Education (Welfare) Act 2000 and the Education Act 1998.*

Ainm na Scoile / School Name:	Gaelcholáiste Phort Láirge
Seoladh / Address:	Cúirt an Easpaig, Baile Gunnair, Port Láirge
Uimhir Rolla/ Roll Number:	68078U
<b>Rationale of Statement</b>	<b>Bunús an Ráitis</b>
<p>Creidtear go bhfuil Ráiteas Straitéise Freastail riachtanach toisc:</p> <ol style="list-style-type: none"> <li>1. An méid ceanglas dlíthiúil ag eascairt as an Acht Oideachais (Leas) 2002 agus as an Acht Oideachais 1998.</li> <li>2. Na hathruithe atá tagtha ar an socháí.</li> <li>3. Ról Tusla</li> <li>4. Na ceanglais leagtha síos ag an Roinn Oideachais agus Scileanna.</li> <li>5. Ar leas oideachasúil ár scoláirí.</li> </ol> <p>De réir an Acht Oideachais ( Leas ) 2000 tá dualgas ar thuismitheoirí agus ar bhainistíocht scoile na rialacha seo a leanas a leanúint maidir le tinreamh agus a mbaineann leis:</p> <p><b>Dualgas Tuismitheoirí / Caomhnóirí</b></p> <p>A. " Cuirfidh tuismitheoir linbh idir aois a sé go sé déag faoi deara don leanbh lena mbaineann freastal ar scoil aitheanta gach lá scoile a mbíonn an scoil ar oscailt don teagaisc ". An t- Acht Oideachais (Leas) 2000.</p> <p>B. "I gcás ina mbeidh leanbh as láthair ón scoil ina bhfuil sé nó sí cláraithe ar feadh cuid de lá scoile nó ar feadh lae scoile nó níos mó ná lá scoile, cuirfidh tuismitheoir an linbh sin na cúiseanna go bhfuil an leanbh as láthair in iúl do phríomhoide na scoile, de réir na nósanna imeachta a bheidh sonraithe sa chód iompair a bheidh ullmhaithe ag an scoil ".</p>	<p><i>This Statement of Strategy for School Attendance is considered necessary because:</i></p> <ol style="list-style-type: none"> <li>1. <i>There are a number of legislative requirements arising from the Education Welfare Act 2002 and Education Act 1998.</i></li> <li>2. <i>The changing fabric of our society.</i></li> <li>3. <i>The role of Túsula</i></li> <li>4. <i>The requirements of the Department of Education and Skills.</i></li> <li>5. <i>In the educational interests of our students.</i></li> </ol> <p><i>According to the Education Welfare Act 2000 parents and school management have a duty to follow the following rules regarding attendance and related matters:</i></p> <p><b><i>Parental/Guardian Duties</i></b></p> <p>A. "A parent is obliged to cause a student between the ages of 6 and 16 to attend at 'a national school or other suitable school' on each day that the school is open for instruction."</p> <p>B. <i>Where a child is absent from the school at which he or she is registered during part of a school day, or for a 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.</i></p>

<p><b>Dualgais Bhainistíocht Scoile</b></p> <p>A. Déanfaidh bord bainistíochta scoile aitheanta, tar éis dul i gcomhairle le príomhoide na scoile sin, leis na múinteoirí atá ag múineadh inti, le tuismitheoirí mac léinn atá cláraithe inti, agus leis an oifigeach leasa oideachais a mbeidh feidhmeanna i ndáil léi sannta dó nó di, ráiteas a ullmhú agus a chur faoi bhráid an Bhoird maidir leis na straitéisí agus leis na bearta a bheartaíonn sé a ghlacadh chun meas ar an bhfoghlaim a chothú i measc mac léinn atá ag freastal ar an scoil sin agus chun freastal rialta ar scoil ar thaobh na mac léinn sin a spreagadh (dá ngairtear “ráiteas straitéise” ina dhiaidh seo san alt seo).</p> <p>B. Cuirfidh príomhoide scoile aitheanta faoi deara go ndéanfar taifead ar fhreastal nó ar neamhfhreastal, gach lá scoile, ag gach mac léinn atá cláraithe sa scoil, a chothabháil i leith gach scoilbhliana.</p> <p>C. Mac léinn nach bhfuil, i dtuairim phríomhoide na scoile aitheanta ina bhfuil sé nó sí cláraithe, ag freastal ar scoil go rialta cuirfidh príomhoide na scoile lena mbaineann an méid sin in iúl láithreach, trí fhógra i scríbhinn, d’oifigeach leasa oideachais.</p>	<p><b>School Management Duties</b></p> <p>A. ‘The board of management of a recognised school shall, after consultation with the Principal of, teachers teaching at, parents of students recognised at, and the educational welfare officer assigned functions in relation to, that school, prepare and submit to the Board [of Túsla] a statement of strategies and measures it proposes to adopt for the purposes of fostering an appreciation of learning among students attending that school and encouraging regular attendance at school on the part of such students’.</p> <p>B. <i>The principal of a recognised school shall cause to be maintained in respect of each school year a record of the attendance or non-attendance on each school day of each student registered at that school.</i></p> <p>C. <i>A student is, in the opinion of the principal of the recognised school at which he or she is registered, not attending school regularly, the principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.</i></p>
<p><b>Fís agus luachanna na scoile i ndáil le freastal</b></p> <p>Atmaisféar scoile a chothú a chruthaíonn an dúil i ngach aon scoláire freastal ar scoil do gach aon rang, gach aon lá agus a bheith rannpháirteach go gníomhach san fhoghlaim agus i saol na scoile.</p> <p>Creidimid go dtacaíonn an déá-thinreamh ní hamháin le dul chun cinn acadúil an scoláire ach lena fhorbairt phearsanta agus sóisialta chomh maith.</p> <p>Aithnímid gur duine ann féin é gach aon scoláire agus déanann an scoil gach iarracht aitheantas agus forbairt a dhéanamh ar scileanna agus tallanna gach scoláire ionas go mbraitheann siad go bhfuil luach oideachasúil, mothúchánach agus pearsanta ag baint le freastal ar scoil dóibh.</p> <p>Cuirtear béis ar chothú an déá-chaidrimh idir daltaí agus idir daltaí agus an fhoireann agus idir an bhfoireann agus tuismitheoirí, ina dtuigeann gach duine go bhfuil luach acu agus meas orthu i dtimpeallacht ina léirítear cothrom na féinne, maithiúnas agus tacaíocht do aon scoláirí i dtrioblód.</p>	<p><b>The school’s vision and values in relation to attendance</b></p> <p><i>To promote a school environment that fosters a desire within all students to attend school for each class, each day and to have an active role in their learning and in the school community. Good attendance not only helps the student to achieve academic progress but also to develop personally and socially.</i></p> <p><i>We acknowledge that each student is unique and the school makes every effort to recognise and develop the skills and talents of all students thus promoting a sense of value in attending school personally, emotionally and educationally.</i></p> <p><i>Good relationships are encouraged between students and between staff and students, and between staff and parents where people feel valued and respected and where there is fairness , forgiveness and support for those students in difficulty .</i></p>

<b>Ionchais mhóra na scoile i dtaobh freastail</b>	<b>The school's high expectations around attendance</b>
<ul style="list-style-type: none"> <li><i>Iarrtar ar gach scoláire a bheith ar scoil gach lá ach amháin sa chás go bhfuil cúis dáiríre gan a bheith ann, m.sh. tinneas nó éigeandáil sa bhaile srl.</i></li> <li><i>Iarrtar ar gach scoláire a bheith i láthair in am do gach rang i rith an lae freisin.</i></li> <li><i>Tá na treoracha maidir le tinreamh agus poncúlacht mar chuid lárnach de Cód lompair na scoile agus tá siad sonraithe go soiléir ann. Cuirtear na tuismitheoirí agus scoláirí ar an eolas faoi na treoracha seo ag túis gach scoilbhliana. Nuair a thagann scoláirí nua chun na scoile iarrtar orthu agus ar a dtuismitheoirí an Cód lompair a léamh agus foirm ghlactha a shíniú.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>All students are expected to attend school each day unless there is a genuine reason for not doing so, eg. illness, family crisis etc.</i></li> <li><i>Punctual attendance for each class during the school day is also expected of each student .</i></li> <li><i>Guidelines regarding attendance and punctuality are central to our school's Code of Behaviour and are clearly defined therein. These guidelines are brought to the attention of both students and parents at the beginning of each new school year. On initial admission to the school students and their parents are asked to read and sign a form of acceptance of this Code of Behaviour.</i></li> </ul>
<b>Mar a déantar monatóireacht ar fhreastal</b>	<b>How attendance is monitored</b>
<p>Déantar monatóireacht ar thinreamh mar seo a leanas:</p> <ul style="list-style-type: none"> <li>Glacann an múinteoir ábhar rolla ar VSWare an chéad rang gach maidin agus arís an chéad rang tar éis lón. Coimeádann an múinteoir taifead ina dhialann ar an tinreamh ranga agus ar aon duine a thagann déanach dá ranganna chomh maith.</li> <li>Is gá do scoláirí a thagann déanach chuig an scoil dul chun na hoifige agus síniú isteach sa log leabhar sula dtéann siad chuig a rang.</li> <li>Fanann na scoláirí ar shuíomh na scoile ar feadh an lae ina iomlán, sé sin ó 8.40 r.n. go dtí 3.30 i.n Luan go Déardaoin agus ar an Aoine óna 8.40 r.n. go dtí 1.00 i.n. Seo ceann de Rialacha Dochta an Choláiste mar atá leagtha síos i gCód lompair an Choláiste. Má sháraíonn aon scoláire an rial seo pléifear leis de réir Chód lompair an Choláiste.</li> <li>Más gá do dhalta an scoil a fhágaint i rith an lae ní foláir do thuismitheoir/caomhnóir nó duine réamhainmnithe acu don oifig, an scoláire a shíniú amach sa leabhrán san oifig. Muna mbíonn an páiste ag an oifig nuair a thagann an tuismitheoir fanfaidh an tuismitheoir ann agus gheobhaidh an rúnaí an páiste ón seomra ranga. Caithfidh an scoláire síniú isteach arís má fhlileann sé chun na scoile níos déanaí. Tá dualgas ar na tuismitheoirí/caomhnóirí an scoil a chur ar an eolas má bhíonn aon athrú ar chaomhnóireacht.</li> <li>Má bhíonn a páiste as láthair ón scoil do lá nó cuid de, iarrfar ar na tuismitheoirí scéal agus an chúis chuige, a chur chuig an scoil tríd teagmháil a</li> </ul>	<p><i>School attendance is monitored in the following ways:</i></p> <ul style="list-style-type: none"> <li><i>Roll is taken by the subject teacher on VSWare in the first class each morning and again first class after lunch. Each teacher takes a class roll call and also notes any late arrivals to their classes during the day, which is recorded in the teacher's class journal.</i></li> <li><i>Students that arrive late to school must report to the office and sign the logbook before proceeding to their class.</i></li> <li><i>Students remain on the school grounds for the full duration of the day. This is listed as one of the Strict Rules of an Gaelcholáiste as laid down in the School's Code of Behaviour. Any student who breaches this rule will be dealt with under our Code of Behaviour.</i></li> <li><i>Any student that needs to leave the school during the day must be signed out in the log book at the office by the parent/guardian or a person whom the parents/guardians in advance informs the office will be doing so. If the child is not already in the Reception area of the school the parent shall wait here while the secretary collects the student from the classroom. The student must sign back in if returning later. The duty lies with the parents/guardians to inform the school of any change in guardianship.</i></li> <li><i>Parents are expected to inform the school, with an explanation, if their child will be absent from school, for a day or part of, by either contacting the office that morning or sending in a note to</i></li> </ul>

<p>dhéanamh leis an oifig an mhaidin sin nó nóta a chur chuig an múinteoir ranga roimh ré, a dtugann an múinteoir ranga don rúnaí san oifig. Sa chás nach bhfaigheann an scoil an t-eolas seo cuirfidh an oifig téacs chuig tuismitheoirí , ar an chéad lá as láthair, ag cur in iúl go bhfuil a pháiste as láthair.</p> <ul style="list-style-type: none"> <li>• Tuairiscítear an lion laethanta ar scoil agus as láthair ag an scoláire ar a thuairiscí scrúdaithe téarma, a dtéann chuig an mbaile.</li> <li>• Iarrtar ar na múinteoirí ranga monatóireacht a dhéanamh ar thinreamh na scoláirí ina rang ar bhonn seachtainiúil agus aon chúis imní a thuairisciú leis an mbainistíocht i dtaobh freastal agus poncúlacht agus nóta a dhéanamh de i log leabhar an ranga.</li> <li>• Comhlánaítéar foirmeacha tinrimh do Tusla de réir mar atá leagtha síos sna rialacháin.</li> <li>• Coimeádtar taifead ar thinreamh na scoláirí ar log leabhar rolla crua na scoile a choimeádtar san oifig.</li> </ul>	<p><i>the class tutor in advance; which the class tutor gives in to the secretary in the office. Where such information is not provided to the school the school will contact the parents, on the first day of the absence , informing them of their child's absence.</i></p> <ul style="list-style-type: none"> <li><i>The number of days present and absent from school are noted on all school exam term reports, sent out to parents.</i></li> <li><i>Class tutors are asked to monitor their pupils' attendance closely on a weekly basis and to inform management of any issues that arise around both attendance and punctuality and to note them in the class log book.</i></li> <li><i>School absence is reported to Tusla as required by regulations.</i></li> <li><i>A record is kept of the students' attendance also in a hard copy school roll logbook that is stored in the office.</i></li> </ul>
<p><b>Achoimre ar na príomhghnáithe de chur chuige na scoile i leith freastail:</b></p>	<p><b><i>Summary of the main elements of the school's approach to attendance:</i></b></p>
<p><b><u>Spriocanna a leagan síos agus Spriocanna</u></b> An meán ráta freastail atá agaínn ná 94%, bunaithe ar shonraí freastail thar na trí bliana deireanacha. Táimid tiomnaithe gan titim faoi bhun an meán seo agus más féidir feabhas fós eile a chur leis. Cuirtear béis ar dheá-fhreastal tríd na céimeanna seo a leanas a chur leanúint :</p> <p><b><u>Cur Chuige na Scoile Uile i dTaobh Freastail agus Poncúlachta</u></b> Cuirtear in iúl do thuismitheoirí agus scoláirí ag túis na scoilbhliana na treoracha a bhaineann le freastal agus poncúlacht tríd tagairt a dhéanamh do na treoracha ina leith mar atá leagtha síos i gCód lompair na scoile.</p> <ul style="list-style-type: none"> <li>• Ní foláir do gach scoláire a bheith in am agus i láthair gach lá scoile ach sa chás go bhfuil cúis mhaith a bheith as láthair m.sh. tinneas, nó géarchéim theaghlaigh.</li> <li>• Ba chóir gluaiseacht ó rang go rang mar is gá gan mhoill.</li> <li>• Ba cheart coinne a shocrú le dochtúirí, fiaclóirí srl. taobh amuigh de am scoile más féidir.</li> <li>• Ní cheart dul ar laethanta saoire le linn tréimhse laethanta scoile.</li> </ul>	<p><b><u>Target Setting and Targets</u></b> <i>Our annual attendance rate, based on data over the last 3 years, averages at 94%. We endeavour not to fall below this average and if possible to improve on this.</i> <i>We promote good attendance by taking the following steps:</i></p> <p><b><u>The Whole School's Approach to Attendance and Punctuality</u></b> <i>Our approach is clearly notified to all parents and students at the beginning of each school year with reference to the guidelines around attendance and punctuality as laid out in The School's Code of Behaviour.</i></p> <ul style="list-style-type: none"> <li><i>It is expected that all students are punctual and present in school each school day unless there is a valid explanation for the absence.</i></li> <li><i>Appointments with the doctor, dentist, etc. should be organised outside of school time if possible.</i></li> <li><i>Holidays should not be taken during school-term time.</i></li> </ul>
<p><b><u>Freastal Maith a Chur Chun Cinn</u></b></p> <ul style="list-style-type: none"> <li>• Bronntar pointí bonsais ar gach scoláire le lán tinreamh agus poncúlacht ag deireadh gach téarma ar</li> </ul>	<p><b><u>Promoting Good Attendance</u></b></p> <ul style="list-style-type: none"> <li><i>Bonus points are awarded to all students with full attendance and punctuality at the end of each term on the school's point system.</i></li> </ul>

chóras pointí na scoile.

- Aithnítear lán tinreamh scoilbhliana le teastas ag Oíche na nGradam ag deireadh na scoilbhliana.

### **Freagairt ar Dhrochfhreastal**

Sa chás go mbíonn fadhb fhreastail ag dalta, le neamhláithreacht gan mhíniú leantar an próiseas seo:

- Tar éis **8 lá** neamhláithreacht gan mhíniú cuirfear litir chuig na tuismitheoirí ag cur an scéal seo faoina mbráid agus ag mealladh feabhas.
- Eagrófar cruinniú leis na tuismitheoirí agus an dalta leis an gcúis don neamhláithreacht a aimsiú agus le féachaint ar nithe gur féidir leis an scoil a dhéanamh le cúrsaí tinrimh a fheabhsú.
- Cuirfear tacaíocht ar fáil ag freastal ar na riachtanais aitheanta ag glacadh cur chuige uile scoile m.sh. club obair bhaile, comhairleoireacht scoile le spriocanna pearsanta leagtha síos agus monatóireacht déanta orthu, uaireanta feabhas, glacadh páirt in imeachtaí seach-churaclam srl.
- Cuirfear in iúl do na tuismitheoirí i scríbhinn tar éis **13 lá neamhláithreacht gan mhíniú** ag a pháiste, go dtarlóidh sé sa chás go dtéann an líon laethanta neamhláithreachta gan mhíniú thar **20 lá**, go gcuirfear an Bord Bainistíochta ar an eolas faoi, gan an dalta a ainmniú, go gcuirfear Tusla ar an eolas faoin dalta seo ach ainmnítear dóibh é/í agus go bhféadfaí an dalta a aththreorú chucu ina thaobh.
- Sa chás go mbíonn deacrachtáí tinrimh ainsealacha ag scoláire féadfaí triail a bhaint as clár ama laghdaithe, ar bhonn gearr thréihse, le dóchas go dtiocfadh feabhas ar thinreamh de réir a chéile. Pléifear an clár seo le tuismitheoirí agus an dalta agus beidh sé mar chuid de chlár tacaíochta curtha ar fáil ag an scoil. Déanfar athbhreithniu ar bhonn seachtainiúil air. Bronnfar luaóchtaí do dhul chun cinn déanta m;sh. pointí bónais ar chorás na bpóintí scoile.
- Lorgófar comhairle ó na tacaíochtaí éagsúla atá ann m.sh. NEPS, OLO, mar iarracht ar fhaebhas a chur ar thinreamh nó poncúlacht nuair a leanann fadhb ar aghaidh.
- Oibreoidh an OLO, príomhoide, múinteoir ranga, múinteoir comhairleoireachta agus muinteoirí ábhair le chéile ag tacú le teaghlaigh scoláirí le deacrachtáí freastail ar leith.

### **Poncúlacht**

Déileálfar le gach cás ar bhonn pearsanta mar tuigmid gur féidir cásanna a bheith ann go mbíonn bun fhadhbanna dáiríre ag dalta mar chúis le teacht go

- Full attendance for the full school year is acknowledged with certification at Awards Night at the end of the school year.

### **Responding to Poor Attendance**

Should a student have attendance difficulties, with unexplained absences, then the following approach will be taken:

- After 8 days of unexplained absence a letter will be sent home to the parents highlighting this and encouraging improvement.
- A meeting will be arranged with the parents and student to find out what is the reason(s) for absence and to see what the school can do to ensure better attendance.
- Supports will be put in place in response to the needs identified taking a whole school approach eg. homework club, school counselling with personal target setting and monitoring, resource hours, engagement in school extra-curricular activities etc.
- The parents will be made aware in writing after 13 days of unexplained absence that should the number of such days exceed 20 days, that the Board of Management of the school shall be informed of this but the student remains unnamed, that Tusla shall also be informed but the student is named to them and that a Referral may be made to them regarding this.
- Should a student have extreme difficulty with attendance a programme of reduced hours may be attempted, on a short term basis, in order to re-establish improved attendance. This programme will be discussed with the parents and the student and will be part of a programme of support put together by the school. It will be reviewed on a weekly basis.
- Rewards shall be given for progress made eg. bonus points on school's reward system.
- Advice from the various supports e.g NEPS, EWO, will be sought in order to seek an improvement on attendance or punctuality when a problem continues to exist.
- The Education Welfare Officer, Principal, class tutor, guidance teacher and class teachers will work together to support families of students with particularly poor attendance.

### **Punctuality**

Each case will be dealt with on an individual basis as we realise that there can be situations where a student may have serious underlying difficulties eg. health reasons for arriving late to school.

<p>déanach ar scoil m.sh. cúiseanna sláinte.</p> <ul style="list-style-type: none"> <li>• Nuair a thagann scoláire déanach chun scoile ní foláir dó síniú isteach ag an oifig agus dul díreach chuig a rang.</li> <li>• Déanann an múinteoir ábhair taifead ar gach duine a thagann déanach dá rang ar VSWare.</li> <li>• Má aimsíonn scoláire 3 thuairisc ar VSWare de theacht déanach, gan chuíis mhaith cuirfear na tuismitheoirí ar an eolas faoi agus cuirfear an scoláire <b>ar chárta monatóireachta bán</b> ar feadh seachtaine.</li> <li>• Má aimsíonn an scoláire tuairisc eile ar VSWare, don chuíis chéanna, cuirfear é <b>ar chárta buí</b> agus coimeádfar é istigh ar an Aoine tar éis scoile.</li> <li>• Má bhíonn ócáid eile de theacht déanach gan mhíniú ag an scoláire iarrfar ar na tuismitheoirí teacht chun na scoile chun an scéal a phlé leis an bpriomhoide agus iarrfar ar an scoláire a bheith i láthair ag an gcruiinniú seo freisin chun an scéal a phlé i dtreo feabhas a dhéanamh.</li> </ul>	<ul style="list-style-type: none"> <li>• When a student arrives late for school he must sign in at the office and then directly proceed to his class.</li> <li>• All late arrivals to class are noted by the subject teacher in VSWare.</li> <li>• If a student accumulates 3 records on VSWare of unexplained late arrival to class the parents are notified and the student is placed on a <b>white card</b> to monitor his progress for the week.</li> <li>• if the student acquires another report on VSWare for the same reason he will be placed on a <b>yellow card</b> and will be given detention after school on Friday.</li> <li>• If the student has another unexplained late arrival the parents will be asked to come to the school to discuss the situation with the principal and the student will also attend this meeting to discuss the situation in order to make an improvement.</li> </ul>
<p><b>Ról na scoile i ndáil le freastal</b></p>	<p><b>School roles in relation to attendance</b></p>
<p>Glacann foireann na scoile le dúthracht na ról atá acu i dtaobh taifead agus monatóireacht tinreamh agus poncúlacht na scoláirí. Déantar plé agus soiléiriú ar na ról éagsúla ag an bhfoireann ag cruinnithe fairne ag túis na scoilbhliana agus le linn na bliana chomh maith. Déanann na múinteoirí agus an fhoireann taifead agus monatóireacht ar thinreamh agus poncúlacht na scoláirí mar atá leagtha amach anseo thíos:</p> <p><b>Gach Múinteoir Ábhair: -</b></p> <ul style="list-style-type: none"> <li>• Tá an dualgas air an rolla a ghlaoch ar VSWare an chéad rang gach maidin. Sa chás nach n'oiríonn VSWare cuirfidh sé an rúnaí ar an eolas faoi na scoláirí as láthair ag deireadh an chéad rang.</li> <li>• Déanann gach múinteoir ábhair taifead ina dhialann ranga féin ar thinreamh na scoláirí agus ar aon duine a thagann déanach dá rang i rith an lae.</li> <li>• Má thagann dalta déanach chuig a rang an 2ú uair déanann an múinteoir é a thuairisciú ar chóras monatóireachta VSWare agus déileáilfear leis an scéal de réir Córas an Chárta Bháin/ Bhui/ Dheirg, mar atá sainithe sa Chód lompair.</li> </ul> <p><b>Múinteoir Ranga: -</b></p> <ul style="list-style-type: none"> <li>• Míníonn sé an na spriocanna agus an cur chuige i dtaobh freastail agus poncúlachta dá rang ag túis na scoilbhliana, ag baint feidhme as Cód lompair na</li> </ul>	<p><i>The school staff diligently embrace their roles regarding the students' attendance and punctuality. The various roles of the staff are discussed and clarified at staff meetings at the beginning of the school year and during the school year, as may be required.</i></p> <p><i>The teachers and the staff record and monitor the students' attendance and punctuality as laid out below:</i></p> <p><b>All Class Subject Teachers –</b></p> <ul style="list-style-type: none"> <li>• Have the responsibility to take a roll call on VSWare the first class each morning . Should VSWare not operate the teacher will notify the secretary of any absences from this class at the end of this first class.</li> <li>• All class subject teachers also record students' attendance and any late arrivals in their own school journal for each of their classes every day.</li> <li>• Late arrivals are recorded on VSWare and when 3 occurrences in the term are recorded the teacher deducts 3 points from the student on the school's points system.</li> </ul> <p><b>Class Tutor: –</b></p> <ul style="list-style-type: none"> <li>• Explains the school's targets and approach to attendance to his class at the beginning of the school year, using the school's Code of Behaviour and the School Diary as support and reference for this.</li> </ul>

<p>Scoile agus an Dialann Scoile mar thacaíocht agus thagairt chuige seo.</p> <ul style="list-style-type: none"> <li>Tugann sé aiseolas dearfach dá scoláirí le tinreamh agus poncúlacht mhaith agus aithníonn sé deá-thinreamh.</li> <li>Tugann sé tacaíocht d'aon scoláire ina rang le deacrachaí, san áireamh tá tinreamh nó poncúlacht, ionas cabhrú leis an scoláire feabhas a chur ar an bhfadhb tríd spreagadh agus moladh a thabhairt do aon dhul chun cinn déanta agus tríd cabhrú le monatóireacht a dhéanamh ar aon phlean curtha le chéile don scoláire.</li> <li>Glacann sé le nótaí a thagann ó thuismitheoirí scoláirí ina rang i dtaobh neamhláithreachta agus tugann sé don rúnaí iad.</li> <li>Déanann sé seic ar VSware gach Déardaoin, déanann sé nóta agus taifead sa log leabhar tuairisce ranga de aon phátrúin nó treochta neamh-fhreastal nó fadhb poncúlachta atá soiléir, nó aon phointí nó teastais atá le bronnadh ar scoláire as na spriocanna tinrimh a aimsiú. Cuireann sé a leithéid ar shúile bhainistíochta na scoile. Tugann sé an log leabhar don rúnaí ansin.</li> </ul> <p><b>Rúnaí na Scoile:-</b></p> <ul style="list-style-type: none"> <li>Déanann sí cinnte go bhfuil taifead tinrimh déanta do gach rang ar VSware tar éis an chéad rang gach maidin agus déanann sí seic ar an log leabhar síniú isteach agus cuireann sí téacs/ ríomh phost chuig tuismitheoirí gach scoláire as láthair gan mhíniú.</li> <li>Coimeádann sí an log leabhar síniú isteach/amach san oifig agus tugann sí é do scoláirí le síniú a thagann déanach nó a filleadh ar ais ar scoil.</li> <li>Cinntíonn sí go síníonn tuismitheoir/caomhnóir nō duine réamh ainmnithe acu don oifig, scoláire amach sa log leabhar san oifig. Muna mbíonn an páiste ag an oifig nuair a thagann an tuismitheoir iarrfaidh an rúnaí air fanacht ann agus gheobhaidh an rúnaí an páiste ón seomra ranga.</li> <li>Glacann sí le teachtaireachtaí ó thuismitheoirí maidir le neamhláithreacht srl. agus déanann sí taifead air i VSware.</li> <li>Déanann sí seic ar gach log leabhar tuairisce ranga gach Aoine agus seolann sí teachtaireachta mínithe chuig tuismitheoirí aon scoláire a bheidh á chur ar chárta buí/dearg monatóireachta an t-seachtain dar gcionn.</li> </ul>	<ul style="list-style-type: none"> <li>Gives positive feedback to his students on good attendance and punctuality and acknowledges good attendance.</li> <li>He supports any student with difficulties including attendance or punctuality difficulties in order to help him to improve by encouraging and praising all efforts made and by helping in monitoring any plan put in place for the student.</li> <li>Takes in notes from parents of students in his class regarding absence and gives them in to the office.</li> <li>Checks VSWare each Thursday, notes and records in the class reporting log book any patterns or trends of non-attendance, or punctuality difficulties that are evident or awards any bonus points or certificates attained by a student for reaching attendance targets. He brings such to attention of school management. He then hands this log book to the secretary.</li> </ul> <p><b>School Secretary –</b></p> <ul style="list-style-type: none"> <li>Checks that attendance for all the classes is recorded on VSWare each morning after 1<sup>st</sup> class and checks the sign-in log book and sends a text/ e mail to the parents of all unexplained absences.</li> <li>Holds the sign-in/out log book in the office and gives it to students to sign that arrive late or return back in.</li> <li>Ensures that a parent/guardian or the nominated adult sign any student out that needs to leave the school early. If the child is not already in the Reception area the secretary will ask the parent to wait there and she will collect the student from the classroom.</li> <li>Takes messages from parents regarding absence etc. and notes such on VSWare.</li> <li>Checks all class reporting log books each Friday and sends an explanatory text to parents of any students who are being placed on yellow/red monitor cards the following week.</li> <li>Checks and keeps all notes of explained absences in the office, which are stored in each student individual file .</li> </ul>
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<ul style="list-style-type: none"> <li>Déanann sí seic ar agus coimeádann sí gach nóta míniúneamhláithreachta san oifig, a stóráltear i bhfillteán pearsanta gach scoláire.</li> <li>Comhoibríonn sí leis an bpriomhoide i mbun comhfheagras a bhaineann le tuismitheoirí i dtaobh tinrimh agus poncúlachta na scoláirí agus leis na gníomhaireachtaí ar nós Tusla.</li> </ul> <p><b>Príomhoide na Scoile:</b> -</p> <ul style="list-style-type: none"> <li>Déanann sí monatóireacht ar na log leabhair ranga ag déanamh seic do aon fhadhbanna tinrimh nó poncúlachta a d'fhéadfadh a bheith ag scoláire agus pléann sé aon fhadhb mar seo leis an múinteoir ranga.</li> <li>Téann sí i dteagmháil leis na tuismitheoirí nuair a bhíonn fadhb thinrimh ann agus, buaileann sí leis na tuismitheoirí agus an scoláire chun an scéal a phlé agus cuireann sí plean feabhas le chéile le cabhair ó thacaíochtaí eile sa scoil m.sh. an múinteoir ranga, múinteoir feabhas, múinteoir comhairleoireachta srl.</li> <li>Tuairiscíonn sí neamhláithreachtaí suntasacha chuig an OLO agus lorgaíonn sí comhairle agus cúnamh uaidh.</li> <li>Cinntíonn sí go gcuirtear tuairisci reachtúla i ndáil le freastal ar aghaidh chuig Tusla, de réir mar atá leagtha síos sna rialacha.</li> <li>Déanann sí athbhreithniú ar an straitéis i gcomhairle leis an bhfoireann, tuismitheoirí, comhairle na mac léinn agus an Bord Bainistíochta mar atá leagtha síos sa dáta athbhreithnithe no má thagann aon fhadhb chun solais a éillonn athbhreithniú níos túisce ná sin.</li> </ul> <p><b>Príomhoide Tánaisteach:</b> -</p> <ul style="list-style-type: none"> <li>Comhoibríonn sé leis an bpriomhoide I ngach gné a bhaineann le scoláirí le freastal agus poncúlacht san áireamh.</li> </ul>	<ul style="list-style-type: none"> <li><i>She liaises with the principal regarding correspondence with parents in relation to attendance and punctuality of the students and with the agencies eg. Tusla.</i></li> </ul> <p><b>School Principal –</b></p> <ul style="list-style-type: none"> <li><i>Monitors class reporting booklets checking for any attendance or punctuality issues that may exist with any student and she discusses any such issue with the class teacher.</i></li> <li><i>Contacts parents when issues with attendance arise, meets with parents and student to discuss the matter and puts an improvement plan in place; with the assistance of other school supports eg. class tutor, resource teacher, guidance teacher srl.</i></li> <li><i>Reports significant school absences to EWO and seeks advice and help from him.</i></li> <li><i>Ensures that statutory reporting on attendance is submitted to Tusla in accordance with regulations.</i></li> <li><i>Reviews the attendance strategy in consultation with the staff, parents, student council and Board of Management as specified by review date or if an issue arises that demands an earlier review.</i></li> </ul> <p><b>Deputy Principal –</b></p> <ul style="list-style-type: none"> <li><i>Liaise with Principal on all issues regarding students including punctuality and attendance.</i></li> </ul>
<p><b>Socrúithe comhpháirtíochta</b></p> <ul style="list-style-type: none"> <li>Aithníonn an scoil go bhfuil ról lárnach ag tuismitheoirí agus na scoláirí freisin sa pháirtíocht leis an scoil ag cinntíú uas-freastal na scoláirí ar scoil agus ag cinntíú go mbíonn na scoláirí in am chun ranga. Ar an dtuisint sin iarraimid comhoibriú iomlán ó gach tuismitheoir agus dalta ionas na socrúcháin atá i bhfeidhm chun monatóireacht a dhéanamh ar freastal a chinntíú agus le huas-freastal agus poncúlacht a chinntíú.</li> <li>Fáiltíonn gach ball den bhfoireann roimh</li> </ul>	<p><b>Partnership arrangements</b></p> <ul style="list-style-type: none"> <li><i>The school acknowledges that parents and also the students play a central role in the partnership with the school in ensuring the maximum attendance of students at school and ensuring the students' punctuality for class. On this belief we expect all parents and students to fully co-operate with the arrangements in place for monitoring attendance and for ensuring maximum attendance and punctuality.</i></li> <li><i>All staff members welcome parents to the school to discuss any issues that may be of concern to them regarding their child.</i></li> </ul>

<p>thuismitheoirí chun na scoile le haon fhadhb a phlé a d'fhéadfadh a bheith acu faoina bpáiste.</p> <ul style="list-style-type: none"> <li>• Iarrtar ar thuismitheoirí dialann scoile a pháiste a seiceáil gach seachtain do nótaí i dtaobh dul chun cinn a pháiste, san áireamh anseo d'fhéadfadh tuairisc a bheith curtha ann ag múinteoir ag cur imní faoi fhreastal nó poncúlacht in iúl.</li> <li>• Spreagtar go láidir ballraíocht de Choiste na dTuismitheoirí agus tá an coiste seo an-gníomhach i ngnéithe éagsúla de fhorbairt agus chinnteoireacht na scoile, san áireamh tá cur le chéile polasaithe agus pleánail scoile, imeachtaí sóisialta agus oícheanta oscailte i rith na scoil bliana m.sh. maidineacha caife, oícheanta gradaim srl.</li> <li>• Osclaítear geataí na scoile ag a 8.00 r.n. gach maidin agus is féidir le tuismitheoirí a bpáistí a fhágáil sa scoil as seo ar aghaidh.</li> <li>• Tagann na busanna scoile 10 nóiméad ar a laghad roimh thús an chéad rang ionas gur féidir deis a thabhairt do na scoláirí dul chuig a dtaisceadáin agus iad féin a eagrú do ranganna na maidine.</li> <li>• Níl rochtain na dtaisceadán ag na scoláirí ó 8.40 r.n. go dtí am sosa. Iarrtar ar gach scoláire a bheith ar scoil 5 nóiméad ar a laghad sula dtosaíonn an chéad rang ionas iad féin a eagrú do ranganna na maidine.</li> <li>• Pléitear aon cheist a bhaineann le cúrsaí freastail, ag tuairisciú freastail nó poncúlachta le tuismitheoirí agus daltaí ionas comhoibriú a chinntí leis na próisis i bhfeidhm.</li> </ul> <p><b>OLO/ Tusla/ NEPS</b> – Tá na seirbhísí seo ar fáil don scoil agus do thuismitheoirí chun comhairle agus tacaíocht a fháil nuair a thagann fadhbanna chun cinn maidir le freastal.</p> <p>Muna dtagann feabhas ar thinreamh nó poncúlacht tar éis idirghabháil agus straitéisí na scoile a chur a i bhfeidhm féadfaidh an príomhoide an scéal a phlé leis an OLO chun tuilleadh comhairle a fháil ar shlite chun an cás a fheabhsú.</p> <p><b>Scoileanna Eile:</b></p> <ul style="list-style-type: none"> <li>• Déanann an scoil teaghmáil leis na bunscoileanna friothálacha agus déantar nóta de haon fhadhbanna a léirítear dúinn, a bhaineann le tinreamh, dul chun cinn oideachasúil srl. na scoláirí ag teacht isteach sa chéad bhliain, ionas an bogadh go dtí an mheánscoil a</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are asked to check their child's diary each week for notes relating to their child's progress which could report attendance /punctuality concerns that a teacher may have.</li> <li>• Membership of the Parents' Council is strongly encouraged and this council is actively involved in various aspects of the school 's development and decision making including policy making and school planning, social events and open nights during the school year e.g. coffee mornings, prize nights etc.</li> <li>• The school gates are opened from 8.00 a.m. each morning and parents can drop their child to school from this time onwards.</li> <li>• School busses arrive at least 10 minutes in advance of the first class in order for students to get to their lockers and organise themselves for the morning classes.</li> <li>• Lockers are not accessible to students from 8.40 a.m, until break time. All students are expected to be in school each morning at least 5 minutes before class commences in order to organise themselves for morning classes.</li> <li>• Any issues around attendance, reporting absence and punctuality are discussed with the parents and students in order to ensure co-operation with the processes in place.</li> </ul> <p><b>EWO/ Tusla/ NEPS:</b> – These services are available to the school and parents for advice and support when issues arise in relation to attendance.</p> <p>If following school intervention and strategies punctuality does not improve the Principal may discuss the matter with the EWO for further advice on ways to improve the matter.</p> <p><b>Scoileanna Eile:</b></p> <ul style="list-style-type: none"> <li>• The school liaises with the feeder primary schools and any issues brought to our attention around attendance, educational progress etc, of the incoming first year students are noted in order to ensure an easy</li> </ul>
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<p>éascú do na scoláirí seo. Cuirtear in iúl do thuismitheoirí na scoláirí ag teacht isteach sa chéad bhliain go bhfuil fálte rompu teacht chun na scoile agus aon imní atá acu a phlé i dtaobh bogadh a bpáistí chun na meánscoile.</p> <ul style="list-style-type: none"> <li>• Sa chás go mbogann scoláire ó scoil eile nó chuig scoil eile rachaidh an scoil i dteagmháil leis an scoil sin láithreach le cinntíú go bhfuil an aistriú PPOD comhlánaithe. Pléifidh/ cuirfidh an príomhoide ceist faoi aon fhadhb a bhaineann le tinreamh nó dul chun cinn oideachasúil an scoláire. Larrtar ar thuismitheoirí an scoil a chur ar an eolas faoi roimh ré sa chás go bhfuil a pháiste ag bogadh as an scoil.</li> <li>• Ní bainfidh an príomhoide ainm scoláire den rolla ach amháin sa chás go gcuirtear iad ar an eolas go bhfuil an scoláire cláraithe i scoil eile nó sa chás go gcuireann an Bord Oideachais iad ar an eolas go bhfuil an scoláire cláraithe aige agus ag fáil theagasc-as -scoil .</li> </ul>	<p><i>transition into secondary school for these students. Parents of incoming first years are informed to come and discuss any concerns that they may have regarding their child's transfer into first year.</i></p> <ul style="list-style-type: none"> <li>• <i>Where a student transfers from or to another school the school will liaise with the other school immediately to ensure the PPOD transfer for this student is completed. Any issues around attendance or educational progress will be discussed / queried by the Principal . The parents of a student transferring from the school are expected to inform the school in advance of this transfer.</i></li> <li>• <i>The Principal may only remove a student's name from the school register where they have been informed that the student has been enrolled in another school or when the Welfare Board notifies them that the student has been registered by it as in receipt of out-of-school education.</i></li> </ul>
<p><b><u>Seirbhísí Óige Phort Láirge/ WYS</u></b></p> <p>Cuireann WYS club óige ar siúl do scoláirí sa Sraith Shóisearach i nGaelcholáiste Phort Láirge tar éis scoile tráthnóntha Aoine, i dtimpeallacht neamhspleách ón scoil; a chabhraíonn leis na scoláirí cairdeas a chothú agus a fhorbairt lena gcomhaois féin i measc pobal na scoile. Tá tionchar dearfach ag an gclub seo ag cothú cumarsáide sóisialta i measc na scoláirí agus tugann sé ceannas do na scoláirí ar an nGaeilge. Cabhraíonn na hiarmhairtí dearfacha seo le meon dearfach a chothú i measc na scoláirí i leith freastail ar scoil.</p>	<p><b><u>Waterford Youth Services</u></b></p> <p><i>WYS provide a Club Óige for Junior Cycle students in the Gaelcholáiste after school on Friday afternoons, in an independent setting from the school, which helps the students to foster and develop friendships within their peers in the school community. This club has a positive impact on promoting social interaction amongst the students and gives students ownership of Gaeilge. These positive outcomes can help promote positive attitudes to school attendance.</i></p>
<p><b>Monatóireacht ar an Ráiteas Straitéise</b></p> <ul style="list-style-type: none"> <li>• Déanfaidh an príomhoide maoirseacht ar chur i bhfeidhm agus éifeacht an phróiseas monatóireachta agus cinnteoidh sí go ndéanfar athbhreithnithe in am tráth nó nuair a bhíonn gá chuige.</li> <li>• Cuirtear an fhoireann uilig ar an eolas faoin ráiteas seo ag cruinniú foirne ag túis na scoilbhliana agus tá sé ar fáil dóibh le féachaint air mar chóip chrua san oifig nó go leictreonach ar chóras roinnt ábhar inmheánach na scoile, Office 365.</li> <li>• Cuirtear gach múinteoir agus múinteoirí ranga agus an rúnaí ar an eolas go soiléir faoina ról, ag cinntíú tábhacht agus éifeacht an phróiseas</li> </ul>	<p><b><i>How the Statement of Strategy will be monitored</i></b></p> <ul style="list-style-type: none"> <li>• <i>The Principal will oversee the implementation and effectiveness of the monitoring process and ensure that reviews are done on a timely basis or when the need arises .</i></li> <li>• <i>All staff are informed of this statement at a staff meeting at the beginning of the school year and it is available for them to view as hard copy in the office or electronically on the internal shared network.</i></li> <li>• <i>All teachers and class tutors and the secretary are made fully aware of their roles in ensuring the importance and effectiveness of monitoring attendance.</i></li> </ul> <p><i>In order to ensure the effectiveness of this strategy it will be evaluated at the end of each school year</i></p>

<p>mhonatóireachta.</p> <p>Iomas éifeacht na straitéise seo a chinntiú déanfar athbhreithniú air ag deireadh gach scoilbhliana agus cuirfear moltaí feabhaí i bhfeidhm. Is mar seo a leanas a dhéanfar é seo:</p> <ul style="list-style-type: none"> <li>• Cruinniú fairne ag deireadh na scoil bhliana – Tabharfar aird agus déanfar plé ar thinreamh agus poncúlacht na scoláirí agus déanfar luacháil ar na straitéis i bhfeidhm.</li> <li>• Ceistneoirí tuismitheoirí agus daltaí – Mar chuid de fhéinmheastóireacht na scoile iarrfar ar thuismitheoirí agus scoláirí ceistneoir gearr a chomhlánú ag deireadh na scoilbhliana maidir leis an straitéis seo.</li> <li>• Déanfar athbhreithniú ar an straitéis ansin le cabhair an aiseolais seo mar chúnamh le haon feabhas le déanamh.</li> <li>• Déanfaidh an Bord Bainistíochta plé agus athbhreithniú ar an straitéis seo ansin.</li> </ul>	<p><i>and recommendations for any improvements will be made. This will be done as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>End of year staff planning meeting - Student attendance and punctuality will be addressed and discussed and the strategies in place evaluated.</i></li> <li>• <i>Parent and student questionnaires - As part of the school's Self Evaluation process students and parents will be asked to complete a short questionnaire regarding this strategy at the end of each school year.</i></li> <li>• <i>The Attendance Strategy will then be reviewed with this feedback as support for any improvements.</i></li> <li>• <i>The Strategy will then be discussed and reviewed by the Board of Management.</i></li> </ul>
<b>Dáta Athbhreithnithe: Bealtaine 2022</b>	<i>Review Date: May 2022</i>
An dáta a d'fhaomh an Bord Bainistíochta an Ráiteas Straitéise : 29ú Eanáir2018	<i>Date the Statement of Strategy was approved by the Board of Management: 29<sup>th</sup> January 2018</i>
Síniú an Chathaoirligh: _____	
Síniú an Phríomhoide: _____	
An dáta a cuireadh an Ráiteas Straitéise faoi bhráid Tusla: 30/01/2018	<i>Date the Statement of Strategy submitted to Tusla: 30/01/2018</i>