

Dúnghaois Tinrimh Ghaelscoil an Chaistil

Attendance Policy

Dlúth agus Inneach / Our Mission Statement

‘Féiniúlacht logánta mar chuid de phobal domhanda ’
‘A local identity as part of a global community’

Is iad príomhaidhmeanna Ghaelscoil an Chaistil / Gaelscoil an Chaistil’s main aims are:

- go raibh Gaeloideachas d’ardchaighdeán, a sholáthar do gach páiste ó achan chineál chúlra a ba mhian lena t(h)uismitheoirí léi/leis freastal ar an scoil ina mbeadh tábhacht an tuismitheora (nó a n-ionadaí) aitheanta / *that every child, from whatever background, whose parents wish them to attend the school, should receive a high level of Gaelic medium education. The importance of parents or their representative is recognised and valued.*
- go raibh í an Ghaeilge ina teanga bheo taobh istigh agus taobh amuigh de na ranganna agus go raibh í an Ghaeilge teanga chumarsáide na scoile ag gach leibhéal idir, teagasc, súgradh agus bainistíocht agus le grúpaí eile nach iad / *that Gaelic is a living language both within and without the classroom, and that it is the language of communication at all levels – teaching, playing and management and with external groups.*
- go raibh deiseanna seach-churaclam idir spóirt, dráma, ceoil, comórtais agus turais ar fáil / *that opportunities for extra-curricular activities such as sport, drama, music, competitions and trips are available.*
- go raibh an scoil mar bhunchloch athbheochan na Gaeilge i mBaile an Chaistil agus sna ceantair máguaird / *that the school will act as a foundation for the revival of a Gaelic speaking community within Ballycastle and the surrounding areas.*

Intreoir / Introduction

Gaelscoil an Chaistil strives to promote an ethos and culture which encourages good attendance and where each pupil feels valued and secure. One of the most significant factors which will influence your child’s performance in school will be his/her rate of attendance, especially in immersion type education.

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Regardless of ability level, all children who consistently attend school and complete the work given to them will make progress.

If a child is ill for a period of time this can be handled quite easily by the class teacher as she is aware of the work the child has missed, but when short periods are missed frequently, the child’s work becomes very difficult to monitor and progress becomes erratic. It is up to you as a parent to instill a positive attitude towards attending school from the first day in Naíscoil/ Rang 1. Punctuality is of the same importance. Every child should be in school and ready to begin their day’s work at 9.05a.m. It is very disruptive to all in class if a child arrives in during a lesson.

Aidhmeanna na dúnghaoise / Aims of the policy

1. To improve/maintain the overall attendance of pupils at Gaelscoil an Chaistil.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

Ról na scoile / Role of the School

- Gaelscoil an Chaistil is committed to working with parents to encourage regular and punctual attendance.
- Gaelscoil an Chaistil distributes Departmental attendance information to families.
- The Principal of Gaelscoil an Chaistil has overall responsibility for school attendance.
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.
- Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.
- All teachers should bring any concerns regarding school attendance to the Principal's attention.
- To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02, which can be found at the following link: www.deni.gov.uk/publications/circular-201502-attendance-guidance-and-absence-recording-by-schools

Ról an tuismitheora / Role of Parent

- Parents have a legal duty to ensure that their child of compulsory school age receives efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.
- If a child is registered in a school, their parent has a legal duty to ensure that they regularly attend that school.
- It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.
- Pupils are expected to be in school by 9.05a.m for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.
- If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

Ról dalta / Role of Pupils

Each pupil at Gaelscoil an Chaistil must attend school punctually and regularly. If you are absent from school, your teacher needs to be informed of the reason when you return.

Nósanna Neamhláithreachta / Absence Procedures

Parents should inform the school of the reason for a pupil's absence on the first day of absence by contacting the office and speaking to the Principal or secretary or by leaving a message on the answerphone. It is important that we know about medical appointments as promptly as possible. If the school does not receive a reason for absence, the absence will be recorded as 'unauthorised'.

Saoire teaghlaigh le linn téarmaí / Family holidays during Term Time

Gaelscoil an Chaistil discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

Sonraí tinrimh / Attendance data

Gaelscoil an Chaistil continually monitors school attendance. Teachers keep the principal informed if they have concerns about children's attendance. Attendance data is collected at least once a month and is presented at Board of Governors' meetings. Pupils' attendance is highlighted to parents at our home school consultation meetings throughout the year and on the end of year report. Parents are reminded of the importance of regular attendance if it is noted that their child's attendance is moving towards 85%. They are also informed that a referral may need to be made to the Education Welfare Service.

Seirbhís Oideachais / Education Welfare Service

Education and Library Boards (ELBs) through the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Síniú / Signature _____

Príomhoide / Principal

Síniú / Signature _____

Cathaoirleach / Chair