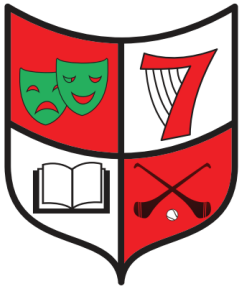


Scoil Chrónáin



Mol an Óige

Rolla: 19503H

# Polasaí Tinrimh

## *Attendance Policy*

Polasaí Tinrimh

Version 1.0

2026

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## 1. Ráiteas Tosaigh

Cuireadh an polasaí seo le chéile trí phróiseas comhoibrithe idir foireann múinteoireachta na scoile agus an Bord Bainistíochta. Cuireadh le chéile é chun árdualgais dlíthiúla a chomhlíonadh, chun tinreamh maith a chothú is a spreagadh, agus chun páistí i mbaol neamh fhreastal a aithint agus idirghabháil a dhéanamh go luath. Tugadh aird chuí ar na nithe seo a leanas chun a chinntiú go gcomhlíontar an reachtaíocht ábhartha agus Ráiteas Misin agus éiteas na scoile

- An tAcht Oideachais (Leas) 2000
- Ról an Bord Náisiúnta um Leasa Oideachais (BNLO). Tuilleadh eolais ar fáil anseo: [EWS - Educational Welfare ServicesTusla - Child and Family Agency](#)
- Ciorcláin agus treoir ón Roinn Oideachais agus Óige

## 2. Tinreamh Dearfach

Tá sé mar sprioc againn i Scoil Chrónáin leanúint le cur chun cinn ard tinrimh. Agus muid ag déanamh iarracht a chinntiú go mbaineann gach páiste amach a gcumais i ngach réimse den fhoghlaím agus forbairt, tá sé mar aidhm ag an bpolasaí seo go mbeidh tuismitheoirí agus páistí eolach ar an tionchar atá ag tinreamh maith ar an múineadh agus an fhoghlaím.

Tá árd-ionchais scoile i leith tinreamh fite fuaite isteach san fhorbairt iomlánaíoch den pháiste, agus a féinmheas i leith gníomhaíochtaí bunaithe ar scoil. Táimid ag súil, dá bharr, go gcinntíonn tuismitheoirí go bhfreastalaíonn a bpáiste ar scoil gach lá, don lá iomlán, seachas munar féidir leo de bharr cuiseanna cuí. Is gá go minítear as láthaireachtaí, in scríbhinn don scoil, chomh luath is gur féidir.

## 3. Aidhmeanna an Polasaí seo

- Feasacht ar an tábhacht a bhaineann le freastal ar scoil a chothú i measc pobal na scoile.
- Dearcadh dearfach i leith an oideachais agus spéis san fhoghlaím a chothú trí tinreamh rialta a spreagadh, a mholadh agus a cheiliúradh.
- Ceanglais faoin Acht Oideachais (Leas) 2000 agus treoirlínte ón mBord Náisiúnta Leasa Oideachais a chomhlíonadh.
- Rochtain ar dheiseanna oideachasúla a chothú do gach páiste sa scoil.
- Feabhas ar thinreamh a aithint is a mholadh.
- Páistí i mbaol lag-thinreamh a aithint.
- Cúiseanna le constaicí ar fhreastal scoile a aithint agus a bhaint, a mhéid is féidir,
- Aibhsigh an ról ríthábhachtach atá ag tuismitheoirí/caomhnóirí chun freastal rialta ar scoil a chinntiú.
- A chinntiú go bhfuil tuismitheoirí/caomhnóirí ar an eolas faoin a bhfreagrachtaí maidir le tinreamh scoile a bpáistí.
- Treoir a thabhairt don fhoireann scoile maidir lena bhfreagrachtaí agus a ndualgais i dtaobh taifead tinrimh agus cleachtais na scoile.

## 4. Róil agus Freagrachtaí

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>An Bord Bainistíochta</b>     | <p>Tá freagracht ag an mbord bainistíochta:</p> <ul style="list-style-type: none"> <li>• A chinntiú go bhfuil an scoil ag cloí le rialacha ón Roinn Oideachais agus Óige, rialacha An BNLO, agus aon chiorclán cuí.</li> <li>• A chinntiú go bhfuil foireann na scoile ag comhlíonadh a ndualgais maidir le tinreamh.</li> <li>• Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí nach bhfuil ag cloí le comhairle an</li> <li>• phríomhoide maidir le tinreamh.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>An Príomhoide</b>             | <p>Tá freagracht ag an bPríomhoide:</p> <ul style="list-style-type: none"> <li>• A chinntiú go bhfuil straitéis chuí á chur i bhfeidhm sa scoil chun tinreamh maith a mholadh is a spreagadh agus lag thinreamh a fheabhsú.</li> <li>• Tuismitheoirí/caomhnóirí a choimeád ar an eolas faoin bpolasaí seo.</li> <li>• Comhairle a dhéanamh leis an Phríomhoide Tánaisteach maidir le cúrsaí tinrimh.</li> <li>• Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí maidir le tinreamh más gá.</li> <li>• Seirbhís Tacaíochta Oideachais Tusla (STOT) a chur ar an eolas faoi aon páiste a bhfuil ag feidhmiú ar “Lá Scoile Laghdaithe”</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>An Príomhoide Tánaisteach</b> | <p>Tá freagracht faoi leith ag an bPríomhoide Tánaisteach;</p> <ul style="list-style-type: none"> <li>• A chinntiú go bhfuil na rollaí líonta i gceart, go bhfuil sé suas chun dáta agus go bhfuil an scoil ag gníomhú maidir le haon bhuairt atá ann ó thaobh tinreamh de.</li> <li>• Go bhfuil foireann múinteoireachta na scoile ar an eolas maidir lena líonadh agus maidir le cleachtas na scoile i dtaobh taifead tinrimh.</li> <li>• Labhairt le tuismitheoirí/caomhnóirí faoi tinreamh agus poncúlacht más rud é gur labhair an múinteoir ranga leo faoi ach níor tháinig aon feabhas ar.</li> <li>• Eolas maidir le tinreamh scoile a bhailiú agus tuairiscí a chur ar aghaidh chuig BNLO i rith na scoilbhliana.</li> <li>• Litir a chur chuig na tuismitheoirí go bhfuil tuairisc curtha chuig BNLO faoi asláithreachtaí fhiche lá nó níos mó.</li> </ul> <p>Tuismitheoirí/ caomhnóirí a chur ar an eolas faoin bpolasaí seo</p>                                           |
| <b>Múinteoirí Ranga</b>          | <p>Tá freagracht ar gach múinteoir ranga;</p> <ul style="list-style-type: none"> <li>• An rolla ranga ar Aladdin a líonadh, a choimeád suas chun dáta, agus a choimeád slán de réir Polasaí Cosanta Sonraí na scoile.</li> <li>• Má bhíonn páiste as láthair agus nach bhfuil fáth tabhartha ag tuismitheoir/caomhnóir, meabhrú a thabhairt dóibh i bhfoirm scríofa trí ríomhphost an cúis a líonadh amach.</li> <li>• Sa chás nach bhfuil múinteoir ranga ar scoil, tógfaidh an ionadaí nó an múinteoir ata ag scaipeadh an rang an rolla. Cuirfidh siad an Rúnaí nó an Príomhoide Tánaisteach ar an eolas faoi agus déanfaidh siad taifead don rolla ar Aladdin.</li> <li>• Ba cheart don mhúinteoir an Príomhoide Tánaisteach a choinneáil ar an eolas faoi aon bhuairt a bheadh air/uirthi maidir le tinreamh páiste sa rang.</li> </ul> <p>Bualadh leis na tuismitheoirí chun tinreamh agus idirghabhálacha féideartha a d'fhéadfadh cabhrú a phlé le tuismitheoirí. Glacfar</p> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | miontuairiscí ag na cruinnithe seo, léifear na miontuairiscí, comhaontófar orthu agus síneofar iad ag gach duine atá i láthair agus tabharfar cóip do na tuismitheoirí. Uaslódálfar cóip de na miontuairiscí ar chomhad an linbh ar Aladdin sa rannán doiciméad.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Rúnaí</b>                    | <ul style="list-style-type: none"> <li>• Cinntíonn sí/sé go gcláraítear gach clárú nua ar Aladdin</li> <li>• go gcláraítear gach dalta ar Aladdin gach bliain.</li> <li>• Comhlíonann sí/sé na ceanglais sonraí go léir ar Bhonn Sonraí Ar Líne na Roinne Oideachais roimh thús na bliana scoile.</li> <li>• Líonann sí/sé tinreamh ar Aladdin nuair a bhíonn an múinteoir ranga as láthair. Tugann an t-ionadaí nó an múinteoir atá ag scaipeadh an rang an t-eolas seo di.</li> <li>• Déanann sí/sé taifead ar gach teacht déanach ar agus imeacht luath ón scoil ar Aladdin</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tuismitheoirí/Caomhnóirí</b> | <ul style="list-style-type: none"> <li>• De réir Acht an Oideachais 1998 tá sé de dhualgas ar thuismitheoirí/chaomhnóirí cinntiú</li> <li>• go bhfaigheann a bpáistí oideachas idir 6-16 bliain d'aois.</li> <li>• Tá sé de dhualgas ar thuismitheoirí/chaomhnóirí an scoil a chur ar an eolas nuair a bhíonn a bpáistí as láthair ar feadh cuid den lá.</li> <li>• Tá sé de dhualgas ar thuismitheoirí/chaomhnóirí an scoil a chur ar an eolas maidir le cúis neamhláithreachas a bpáistí, nach déanaí ná an tríú lá den neamhláithreachas. Caithfear é seo a dhéanamh tríd Aladdin.</li> <li>• Mura ndéanann siad é sin/má dhiúltaíonn siad sin a dhéanamh coinníonn an múinteoir ranga nóta de dhátaí an neamhláithreachais agus nóta nár cuireadh in iúl cén cúis a bhí leis.</li> <li>• Tá freagracht ag tuismitheoirí/caomhnóirí a bpáistí a chur chuig an scoil agus iad a bheith in am. Am teacht chuig na scoile ná 8:50am – 9:00. Níl an scoil freagrach as páistí roimh 8:50am.</li> <li>• Caithfidh tuismitheoirí/caomhnóirí socrú a dhéanamh leis an scoil más rud é gur gá don pháiste imeacht ón scoil go luath.</li> </ul> |

## 5. Treoir do Thuismitheoirí/Chaomhnóirí maidir le Laethanta Saoire le linn Téarma Scoile

Molaimid go láidir do thuismitheoirí gan daltaí a thabhairt ar laethanta saoire le linn na téarma scoile. Seo toisc an tionchar oideachasúil, agus an tionchar dlíthiúil féideartha, a bhaineann le daltaí a bhaint den scoil ar feadh tréimhsí fada. Má chinneann tuismitheoir a leanbh a thabhairt ar laethanta saoire le linn na téarma scoile, ba chóir é seo a chur in iúl i scríbhinn don mhúinteoir ranga. Ní shannfaidh múinteoirí obair scoile do dhaltaí agus iad ar laethanta saoire.

## 6. Dea-tinreamh a chur chun cinn

Straitéisí atá i bhfeidhm sa scoil chun tinreamh maith a chothú;

- Cinntíonn foireann na scoile go bhfuil timpeallacht dearfach, slán, fáilteach sa scoil do na páistí.

- Baintear feidhm as an gcuraclam Oideachas Sóisialta, Pearsanta agus Slándála (OSPS) agus an clár Bí Cineálta chun feasacht ar na tréithe seo a chothú i measc na bpáistí.
- Tugtar aitheantas do pháistí nár chaill aon lá / mórán laethanta (1-7) ag deireadh na bliana.
- Bíonn foireann na scoile ag faire amach do bhulaíocht nó aon chúiseanna eile a d'fhéadfadh tionchar a bheith acu ar thinreamh pháiste(i) ar scoil agus déanfar idirghabháil má cheaptar gur gá.
- Déanann an scoil gach iarracht tacú le teaghlaigh le deacrachtaí tinrimh, ionas nach mbeidh a bpáistí ag cailliúint amach ar oideachas cuimsitheach.

## 7. Cleachtais agus Taifead

- Tosaíonn an scoil ar 9.00 gach maidin. Bíonn geataí na scoile oscailte do pháistí óna 08:50am ar aghaidh. Iarrtar ar thuismitheoirí a bpáistí a bheith ag teacht chun na scoile idir na hamana seo. Níl an scoil freagrach as páistí roimh 8:50am.
- Glaoitear an rolla ranga gach maidin idir 9:30 - 10:00.
- Mura bhfuil páiste san fhoirgneamh roimh 10am marcáiltear as láthair iad.
- Má thagann páiste ar scoil tar éis 10am, marcáiltear an pháiste as láthair, déanfar taifead do theacht an pháiste ar Aladdin mar “as láthair ach déanach”.
- Tá sé de dhualgas ar thuismitheoirí/chaomhnóirí an scoil a chur ar an eolas maidir le cúis neamhláithreachas a bpáistí, nach déanaí ná an tríú lá den neamhláithreachas. Caithfear é seo a dhéanamh tríd Aladdin.
- Bíonn ar thuismitheoirí/chaomhnóirí glaoch ar an scoil maidir le socraithe a dhéanamh chun páistí a bhailiú luath. Marcáiltear aon pháiste a fhágann an scoil luath ar Aladdin.
- Mínítear an tábhacht a bhaineann le freastal rialta, agus tionchar an neamhfhreastail, do thuismitheoirí/chaomhnóirí ag cruinniú le thuismitheoirí/caomhnóirí nua ag tús na bliana.
- Moltar dóibh gan a bpáistí thógáil amach ón scoil i rith an téarma chun imeacht ar laethanta saoire teaghlaigh.
- Má chailleann aon pháiste cúig lá dhéag faigheann siad teachtaireacht i bhfoirm théacs ón scoil ag meabhrú dóibh go bhfuil a bpáiste i mbaol fiche lá a chailliúint agus má chailleann siad cúig lá eile beidh tuairisc curtha isteach chuig Tusla.
- **Má chailleann aon pháiste fiche lá scoile nó níos mó, tá sé de dhualgas ar an scoil an Bord Náisiúnta Leasa Oideachais a chur ar an eolas.**
- Cuirfear na thuismitheoirí/caomhnóirí ar an eolas i scríbhinn má tharlaíonn sé seo.

- Más rud é go bhfuil buairt ar mhúinteoir go bhfuil pátrúin asláithreachtaí cothaithe, labhróidh an múinteoir ranga leis na tuismitheoirí/caomhnóirí go luath.
- Is féidir socraithe a dhéanamh a thabharfadh cúnamh don pháiste is do na tuismitheoirí/caomhnóirí.
- **Má chaileann páiste fiche lá scoile ina dhiaidh a chéile, is cuma faoin gcúis, bainfear ainm an pháiste ón rolla. Coimeádtar ainm an pháiste ar Clár na scoile.**
- Tugtar dátaí na measúnú caighdeánaithe amach ag tús gach scoil bhliain. Má tá páiste as láthair déanfar iarracht an measúnú sin a dhéanamh leo nuair a fhilleann siad. Tugtar prioracht do pháiste/í atá as láthair toisc breoiteacht thar páistí atá imithe ar laethanta saoire. Níl aon ráthaíocht ann go mbeidh an scoil in ann freastal ar gach leanbh a d'fhéadfadh na tástálacha seo a chailleadh.

## 8. Céimeanna Idirghabhála

Glacfaidh an scoil céimeanna chun idirghabháil a dhéanamh a luaithis is féidir nuair a thugtar faoi deara fadhb le tinreamh nó poncúlacht. I measc na gcéimeanna atá ag an scoil chun idirghabháil luath a dhéanamh;

- Mínítear do thuismitheoirí/chaomhnóirí nua an tábhacht a bhaineann le tinreamh maith.
- Moltar dóibh gan a bpáistí a bhaint ón scoil seachas i gcásanna práinneach.
- Déantar tagairt den Pholasáí Tinrimh sa leabhrán eolais a thugtar do thuismitheoirí/chaomhnóirí nua nuair a chláraíonn siad a bpáiste linne.
- Cuirtear cóipeanna den pholasáí ar fáil in oifig na scoile agus ar shuíomh idirlíne na scoile, [www.scoilchronain.ie](http://www.scoilchronain.ie) cuirtear leabhráin eolais agus sonraí an BNLO, a léiríonn an ndualgais ar fáil dóibh freisin.

## 9. Má bhíonn an scoil buartha faoi thinreamh páiste:

- Labhróidh an múinteoir leis na tuismitheoirí/caomhnóirí.
- Labhróidh an múinteoir ranga leis an bPríomhoide Tánaisteach.
- Labhróidh an Príomhoide leis na tuismitheoirí/caomhnóirí.
- Má leanann na fadhbanna, d'fhéadfadh an Príomhoide/Bord Bainistíochta imní na scoile a chur in iúl do na tuismitheoirí/caomhnóirí i scríbhinn. Coinneofar cóip den litir seo i gcómhad an pháiste.
- D'fhéadfadh an scoil an Bord Náisiúnta Leasa Oideachais a chur ar an eolas faoin mbuairt.

## **10. An Bord Náisiúnta Leasa Oideachais - (BNLO)**

Coimeádtar BNLO ar an eolas maidir le tinreamh scoile i rith na bliana.

Cuirtear tuairisc ar aghaidh chucu go rialta i rith na bliana.

Chomh maith leis sin cuirtear an BNLO ar an eolas nuair;

- a shroicheann páiste 20 lá as láthair,
- a bhíonn an scoil buartha faoi neamh fhreastal páiste,
- a bhíonn páiste curtha ar fionraí nach ngiorra ná 6 lá san iomlán,
- a chinneann an Bord Bainistíochta páiste a dhíbirt ón scoil,
- a bhaintear ainm páiste ón rolla agus níl a fhios ag an scoil cá bhfuil an páiste.

## **11. Aistriúcháin idir Scoil Chrónáin agus scoileanna eile**

Nuair a athraíonn páiste ó scoil eile chuig Scoil Chrónáin cuirfidh an príomhoide in iúl i scríbhinn do phríomhoide na scoile ar a raibh an páiste ag freastal, go bhfuil an páiste sin cláraithe linne anois.

Nuair a athraíonn páiste ó Scoil Chrónáin, coinneofar ainm an pháiste ar chlár leabhar na scoile go dtí go bhfaigheann an scoil litir dheimhniúcháin ó phríomhoide na scoile nua le rá go bhfuil an páiste cláraithe inti, nó litir ón mBord Leasa Oideachais le rá go bhfuil an páiste cláraithe le haghaidh oideachais lasmuigh den scoil.

## **12. Poncúlacht**

Iarraimid ar thuismitheoirí luach a chur ar gach nóiméad a chaitheann a bpáiste ar scoil.

Táthar ag súil go mbeidh daltaí ar scoil in am.

Táthar ag súil go bhfanfaidh daltaí ar scoil le haghaidh lá iomlán scoile. Níor cheart daltaí a thógáil amach as an scoil go luath ach amháin i gcás éigeandála/coinne nach féidir a sheachaint.

### ***Tabhacht an Poncúlacht***

- Chun aird a tharraingt ar an tábhacht a bhaineann le fanacht ar scoil i rith an lae iomláin.

- Chun cuntasacht gach dalta a chinntiú le linn aon aslonnú éigeandála.

### ***Teacht:***

Tosaíonn maoirseacht ag 8.50 am. Ní mór do dhaltaí a bheith le chéile i líne a ranga chomh luath is a mbuaileann clog na scoile ag 9.00 am. Táthar ag súil go mbeidh gach dalta in am. Cuireann aon mhoill isteach ar an rang agus cailltear am teagaisc agus foghlama freisin. Is féidir leis a bheith dúshlánach do leanaí agus is féidir leo a bheith trína chéile dul isteach i rang atá tosaithe cheana féin don lá.

Déanfaidh an scoil teagmháil le tuismitheoirí/caomhnóirí i gcás go mbíonn daltaí déanach go rialta.

- Déanann múinteoirí ranga monatóireacht ar poncúlacht ar Aladdin.
- Déanfaidh siad teagmháil le tuismitheoirí/caomhnóirí i gcás go mbíonn daltaí déanach go rialta.
- Má leanann an fhadhb rachaidh an Príomhoide Tánaisteach i dteagmháil leis na tuismitheoirí/caomhnóirí.  
Faoin Acht Leasa Oideachais, ní mór leanaí a bhíonn déanach go rialta a thuairisciú don Bhord Leasa Oideachais.

### ***Bailiú Luath:***

Ritheann an lá scoile do na Naíonáin Shóisir is Sinsear óna 9.00 am – 1:40 pm.  
Ritheann an lá scoile do Rang 1-Rang 6 oná 9.00am – 2:40. Ba chóir go mbeadh daltaí ar scoil don lá iomlán scoile.

Níor cheart daltaí a bhailiú go luath ón scoil ach amháin i gcásanna eisceachtúla. Ní mór nóta mínithe a chur ar fáil roimh ré.

### ***Coinní do-seachanta:***

Má bhíonn ar pháiste an scoil a fhágáil go luath, ba chóir dul i dteagmháil leis an oifig roimh ré.

## **13. An Próiseas Bailithe:**

Ní mór do thuismitheoirí páistí Naíonáin Bheaga go Rang 2 tuairisciú d'oifig na scoile. Fanann siad san fháiltiú go dtí go nglaoonn an rúnaí ar an dalta ón seomra ranga.

Ní mór do thuismitheoirí páistí Rang 3- Rang 6 dul chuig geataí na seomraí réamhdéanta agus glaoch a chur ar an oifig ón áit sin. Cuirfidh an rúnaí glaoch ar an múinteoir ranga agus tiocfaidh an páiste amach chucu.

### ***Daoine Údaraithe:***

Ní scaoilfear daltaí ach amháin lena dtuismitheoir/caomhnóir nó daoine fásta ainmnithe a bhfuil a sonraí curtha ar fáil san fhoirm chlárúcháin nó i scríbhinn roimh ré.

### ***Breoiracht le linn am scoile:***

I gcás ina dtiteann leanbh tinn nó fhaigheann siad gortaithe ar scoil glaofaídh an rúnaí ar thuismitheoir/caomhnóir ar dtús. Mura féidir teacht orthu, cuirfear glaoch ar an teagmhálaí éigeandála. Is ar na tuismitheoirí atá an fhreagracht uimhreacha

teagmhála reatha a chinntiú.

## **14. Critéir Rathúla**

- Méadú ar thinreamh/tinreamh ard á thaifead tríd an scoil.
- Eolas curtha ar aghaidh chuig an mBord Náisiúnta Leasa Oideachais in am, nó nuair is cóir iad a chur ar an eolas faoi neamh fhreastal, buairt no baint ainm ón rolla.
- Aiseolas dearfach ó fhoireann na scoile agus ó thuismitheoirí/chaomhnóirí.
- Athbhreithniú foirmiúil, bliantúil, ar tinreamh ag cruinniú Bhoird Bainistíochta

## 1. Introductory Statement

This policy was drafted in collaboration with the school's teaching staff and the Board of Management in order to fulfill our legal obligations to promote and encourage regular attendance and punctuality, and to identify children at risk of non-attendance, frequent lateness and to allow us to intervene early.

Due consideration was given to the following in order to ensure compliance with the relevant legislation and the Mission Statement and ethos of the school:

- The Education (Welfare) Act 2000.
- The role of the National Board for Educational Welfare (NBW) / TUSLA Education Support Service. More information available here: [EWS - Educational Welfare Services Tusla - Child and Family Agency](#)
- Circulars and guidance from the Department of Education and Youth

## 2. Positive Attendance

Our goal at Scoil Chrónáin is to ensure that every child reaches their potential. This policy strives to increase the awareness of the impact that attendance has on learning and participation in extracurricular school activities.

As a school we have high expectations regarding attendance. In line with statutory attendance requirements, we expect that parents ensure their child attends school every day, for the full day, unless they cannot do so for valid reasons. A reason for absences must be given to the school, in writing, as soon as possible.

## 3. Aims of this Policy

- To promote awareness of the importance of school attendance among the school community.
- To foster a positive attitude towards education and an interest in learning by encouraging, praising, and celebrating regular attendance.
- To comply with the requirements of the Education (Welfare) Act 2000 and guidelines from the National Educational Welfare Board.
- To provide access to educational opportunities for every child in the school.
- To identify and encourage improvements in attendance.
- Identify children at risk of poor attendance.
- Identify and, as far as possible, remove barriers to school attendance.
- Emphasise the crucial role of parents/guardians in ensuring regular school attendance.
- Ensure that parents/guardians are informed about their responsibilities regarding school attendance.
- Provide guidance to school staff regarding their responsibilities and duties in relation to attendance records and school practices.

## 4. Roles and Responsibilities

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>The Board of Management</b> | <p>The Board of Management is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring that the school complies with rules from the Department of Education and Youth, TUSLA regulations, and any relevant circulars.</li> <li>Ensuring that school staff are fulfilling their duties regarding attendance.</li> <li>Communicating with parents/guardians who are not complying with the Deputy Principal / Principal's advice regarding attendance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Principal</b>               | <p>The Principal is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring that an appropriate strategy is implemented in the school to encourage and promote good attendance and to improve poor attendance.</li> <li>Consulting with the Deputy Principal regarding attendance matters.</li> <li>Communicating with parents/guardians in relation to attendance and/or punctuality, where attendance/ punctuality has not improved following implementation of formal protocols between Class Teacher and Deputy Principal.</li> <li>Reporting and recording on the Tusla Education Support Services TESS portal ie details of children on a Reduced School Day.</li> </ul>                                                                                                                                                                                                                                                                                     |
| <b>Deputy Principal</b>        | <p>The Deputy Principal has specific responsibilities;</p> <ul style="list-style-type: none"> <li>Ensuring that the Registers (class roll) are correctly recorded, and that the school is taking action regarding any concerns about attendance.</li> <li>To ensure that the school's teaching staff are aware of how to complete the Register and are aware of the school's practice regarding attendance records.</li> <li>Communicating with parents/guardians in relation to attendance and/or punctuality, where there has been no improvement in same following formal intervention by the class teacher.</li> <li>Collecting information about school attendance and to forwarding standardised reports to TUSLA throughout the school year.</li> <li>Communicating with parents formally where a formal report has been made to TUSLA regarding an absence of twenty days or more.</li> <li>Informing parents/guardians about the school's attendance policy</li> </ul> |
| <b>Class Teachers</b>          | <p>Class Teachers are responsible for;</p> <ul style="list-style-type: none"> <li>Recording the class roll on Aladdin, keeping it up to date, and keeping it safe in accordance with the school's Data Protection Policy.</li> <li>Where a child is absent and no valid reason is given by a parent/guardian, the class teacher will email the parent to provide a reason for the absence.</li> <li>Where a class teacher is absent, the substitute teacher, or the teacher who is splitting the class up, will take the roll and will share this information with the Secretary or Deputy Principal who will then formally record the roll.</li> </ul>                                                                                                                                                                                                                                                                                                                         |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>• The class teacher should keep the Deputy Principal informed of any concerns they may have regarding a child's attendance in their class.</li> <li>• Meeting the parents formally to discuss attendance and possible interventions that may help improve attendance. Minutes will be taken at these meetings, the minutes will be read, agreed upon and signed by all who are present and a copy will be given to the parents. A copy of the minutes will be uploaded onto the child's file on Aladdin in the documents section.</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>Secretary</b>         | <ul style="list-style-type: none"> <li>• Ensures all new enrolments are registered on Aladdin</li> <li>• That all students are registered on Aladdin annually. completes all data requirements on the Department of Educations Primary Online Database in advance of school year commencing.</li> <li>• Records attendance on the register when the main class teacher is absent.</li> <li>• Records all late arrivals to school and early departures on Aladdin</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Parents/Guardians</b> | <ul style="list-style-type: none"> <li>• According to the Education Act 1998, it is the duty of parents/guardians to ensure that their children receive an education between the ages of 6-16.</li> <li>• It is the duty of parents/guardians to inform the school when their children are absent for part of the day and/or leaving early.</li> <li>• It is the duty of parents/guardians to inform the school of the reason for their children's absence, no later than the third day of the absence. This must be done through the Aladdin App.</li> <li>• If they do not do this/refuse to do so, the class teacher keeps a note of the dates of absence and a note that no reason was given.</li> <li>• Parents/guardians are responsible for ensuring their children arrive on time. Arrival time is between 8:50 and 9:00. The school is not responsible for children before 8:50am.</li> </ul> |

## 5. Guidance for Parents/Guardians Regarding Holidays During the School Term

We strongly recommend that parents do not take students on holidays during the school term. Doing so has an educational impact and there are potential legal implications associated with taking students out of school for extended periods. If a parent decides to take their child on holidays during the school term, this should be communicated in writing to the class teacher. Teachers will not assign schoolwork to students while they are on holiday.

## **6. Promoting Positive Attendance**

The school implements the following strategies to encourage high attendance:

- School staff ensure that there is a positive, safe, welcoming environment in the school for the children.
- Implementation of Social, Personal and Health Education (SPHE) curriculum and Bí Cineálta
- Children who have not missed any days / very few days (1-7) are formally recognised at the end of the school year.
- School staff remain alert for any reasons that could impact a child's attendance at school, and intervention is made, if necessary, in consultation with parents.
- The school makes every effort to identify and support families with attendance difficulties, so that their children do not miss out on a comprehensive education.

## **7. Practices and Records**

- The school starts at 9:00am every morning. The school gates are open for children from 8:50am onwards. Parents are asked to have their children arrive at school within this time period. The school is not responsible for children before 8:50am.
- The class roll is called every morning between 9:30am - 10:00am.
- If children are not in the building before 10am they are marked as absent.
- If a child arrives at school after 10am the child is marked as absent. However, a record of the child's late arrival time will be recorded on Aladdin and the child is deemed to be "absent but late"
- Parents/guardians must record absence reasons on Aladdin.
- Parents/guardians must call the school in order to make arrangements to collect children early. Any child who leaves the school early is recorded on Aladdin.
- The importance of regular attendance, and the impact of non-attendance, is explained to parents/guardians at a meeting at the beginning of the year. new parents/guardians attend a meeting in advance of their child starting in the new academic year. This is explained to them at that meeting.
- Parents are advised not to take their children out of school during term time to go on holidays.
- When a child misses fifteen days, their parent receives a text message from the school reminding them that their child is at risk of missing twenty days and will be reported to Tusla if they miss a further 5 school days.

- When a child misses twenty school days or more, it is the school's duty to inform the National Educational Welfare Board.
- Parents/guardians will be informed in writing when this happens.
- If a teacher is concerned that attendance patterns are irregular, the class teacher will speak with the parents/guardians promptly.
- Arrangements can be made that may provide assistance to the child and the parents/guardians.
- If a child misses twenty consecutive school days, regardless of the reason, the child's name will be removed from the roll. The child's name will be retained on the School Register.
- Dates of standardised tests are shared with parents at the start of each school year. If a child is absent, an attempt will be made to carry out that assessment with them when they return. Priority is given to children who are absent due to illness over children who are away on holidays. There is no guarantee that the school will be able to accommodate any child who might miss these tests.

## **8. Early Intervention**

The school will take steps to intervene as early as possible when an issue with attendance or punctuality is noted. These steps will include the following:

- The importance of good attendance/ punctuality is explained to parents/guardians.
- Parents are advised not to remove their children from school except in urgent cases.
- The Attendance Policy is referred to in the information booklet given to new parents/guardians when they register their child with us.
- Copies of this policy are available in the school office and on the school's website, [www.scoilchronain.ie](http://www.scoilchronain.ie).

## **9. If the school is concerned about a child's attendance / punctuality**

- The class teacher will speak with the parents/guardians.
- The class teacher will speak with the Deputy Principal.
- The Deputy Principal will speak with the parents/guardians.
- If the problems continue, the Principal will notify the parents/guardians of the school's concern in writing. A copy of this letter will be kept in the child's file.
- The school may inform the National Board for Educational Welfare about the concern.

## **10. The National Educational Welfare Board - (NEWB)**

NEWB is kept informed about school attendance throughout the year. Reports are sent regularly to them during the school year.

Additionally, the NEWB is informed when:

- a child is absent for twenty school days (cumulative),
- the school is concerned about a child's non-attendance,
- a child is suspended for a total of no less than 6 days,
- the Board of Management expels a child from the school,
- a child's name is removed from the roll and we are unaware of their whereabouts

## **11. Transfers between Scoil Chrónáin and other Schools**

When a child transfers from another school to Scoil Chrónáin, the Principal will notify in writing the Principal of the school the child was attending that the child is now registered with us.

When a child transfers from Scoil Chrónáin, the child's name will be kept on the school's register until the school receives a confirmation letter from the Principal of the new school stating that the child is registered there, or a letter from the NEWB stating that the child is registered for education outside the school.

## **12. Punctuality**

- We ask parents to value every moment their child spends at school.
- Children are expected to be at school on time.
- Students are expected to stay at school for the full school day. Students should not be taken out of school early except in the case of an emergency/appointment that cannot be avoided.
- The school keeps a record of students who regularly leave school early and who regularly arrive late.

### ***Importance of punctuality***

The following draws attention to the importance of staying in school during the full day.

As a school we need to ensure accountability of each student during any emergency evacuation.

**Arrival:**

Supervision starts at 8:50 a.m. Students must be in their class line as soon as the school bell rings at 9:00 a.m. It is expected that every student will be on time. Any delay disrupts the class and instructional and learning time is also lost. It can be challenging for children and they can be upset to enter a class that has already started for the day.

The school will contact parents/guardians in the event that students are regularly late

- Class teachers monitor punctuality on Aladdin. They will contact parents/guardians if students are regularly late.
- If the problem continues, the Deputy Principal will contact the parents/guardians.
- Under the Education Welfare Act, children who are regularly late must be reported to the Education Welfare Board.

**Early Collection:**

The school day for Junior Infants and Senior Infants runs from 9:00 a.m. – 1:40 p.m. The school day for 1st Class to 6th Class runs from 9:00 a.m. – 2:40 p.m. Students should be at school for the full school day.

**Exceptional Circumstances:**

Students should not be collected early from school except in exceptional cases. An explanatory note should be provided in advance.

**Exceptional collections:**

If a child has to leave school early, the office should be contacted in advance.

## **13. The Collection Process:**

Parents of children from Infants to 2nd Class must report to the school office. Parents remain in the foyer until the secretary calls the student from the classroom.

Parents of children in 3rd Class - 6th Class must go to the prefabricated classroom gates and call the office from there. The secretary will call the class teacher and the child will come out to them.

**Authorised People:**

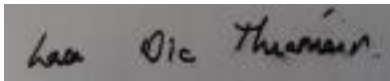
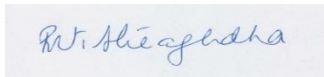
Students will only be released to their parent/guardian or nominated adults whose details are provided in the enrolment form or in writing in advance.

**Illness during school time:**

Where a child becomes ill or injured in school the secretary will first call a parent/guardian. If they cannot be reached, the emergency contact will be called. It is the responsibility of the parents to ensure up to date contact numbers.

## 14. Criteria for Success

- Increase in attendance/high attendance recorded throughout the school.
- Information forwarded to the National Board for Educational Welfare on time, or when it is appropriate to inform them about non-attendance, concern, or removal of name from the roll.
- Positive feedback from school staff and from parents/guardians.
- Formal review of attendance statistics at Board of Management meeting annually

|                               |                                                                                                           |                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Próiseas Athbhreithniú</b> | Rinne an Bord Bainistíochta daingniú ar an bPolasaí seo ar an 28/04/2026                                  |                                                                                                         |
| <b>Dáta Don Athbhreithniú</b> | Déanfar athbhreithniú ar an bpolaisí seo de réir an plean forbartha polasaithe                            |                                                                                                         |
| <b>Siniú</b>                  | <br><b>Cathaoirleach</b> | <br><b>Príomhoide</b> |
| <b>Dáta</b>                   | 05/05/2026                                                                                                | 05/05/2026                                                                                              |