

# gael scoil na gcloch liath

Na Clocha Liatha  
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## **Polasaí Tinrimh (Attendance Policy)**

### **Réamhrá (Introduction)**

Is bunscoil lán-Ghaeilge, comhoideachas, idirchreidmheach í Gaelscoil na gCloch Liath, a bunaíodh sa bhliain 2008 faoi phátrúnacht an Fhoras Pátrúnachta. Freastalaíonn an scoil ar an éileamh d'oideachas bunscoile trí mheán na Gaeilge sa cheantar máguaird.

*Gaelscoil na gCloch Liath is an all-Irish co-educational, interdenominational primary school, established in 2008 under the patronage of the Foras Pátrúnachta. The school caters for the demand for primary education through the medium of Irish in the locality.*

Cuireadh an polasaí seo le chéile trí phróiseas comhoibrithe idir foireann múinteoireachta na scoile, an Bord Bainistíochta agus Coiste na dTuismitheoirí. Cuireadh le chéile é chun ár ndualgaisí dlíthiúla a chomhlíonadh, chun tinreamh maith a chothú is a spreagadh, agus chun páistí i mbaol neamhfhreastal a aithint agus idirghabháil a dhéanamh go luath.

*This policy was formulated through a process of collaboration between the teaching staff of the school, an Bord Bainistíochta agus Coiste na dTuismitheoirí. The policy was put together in order to fulfil the school's legal obligations, to promote and encourage good attendance, and to recognise children at risk of poor attendance and to intervene early.*

Dá mba rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus na leagan Béarla mar aistriúcháin.

*Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

### **Sainmheon na scoile (School Ethos)**

Réitíonn an polasaí seo le sainmheon na scoile sa chaoi is go gcothaíonn sé atmaisféar sona do na daltaí agus tugtar tús áite do leasa agus do chúram an pháiste. Moltar agus spreagtar na tuismitheoirí a bheith páirteach in oideachas a bpáistí ón am a chláraíonn siad a bpáistí sa scoil linn. Cruthaítear deiseanna dóibh trí réimse gníomhaíochtaí scoile i rith na bliana, ina measc bíonn ranganna Gaeilge, turais scoile, imeachtaí Seachtain na Gaeilge, lá oscailte, cuireadh a thabhairt dóibh cuidiú leis an léitheoireacht sa rang ar maidin, nuachtlitreacha rialta a sheoladh abhaile, agus imeachtaí scoile eile.

Agus an polasaí seo á chur le chéile, cuireadh san áireamh;

- An tAcht Oideachais 1998.
- An tAcht Oideachais (Leas) 2000.
- Ról an Bord Náisiúnta um Leasa Oideachais (BNLO).
- Ciorcláin agus treoir ón Roinn Oideachais agus Scileanna.

*This policy complements the ethos of the school in that it fosters a pleasant atmosphere for the pupils and prioritises the welfare and care of the child. Parents are encouraged and motivated to become involved in their child's education from the time they enrol with the school. A variety of opportunities are provided throughout the school year, including such activities as school tours, events during Seachtain na Gaeilge, open days, the opportunity to become involved in listening to the children reading in the mornings, regular newsletters being sent home, and other school events.*

*While this policy was being formulated, the following were taken into consideration;*

- *The Education Act 1998.*
- *The Education (Welfare) Act, 2000.*
- *The role of the National Education Welfare Board (NEWB).*
- *Circulars and guidance from the Department of Education and Skills.*

### **Aidhmeanna (Aims)**

- *Tinreamh rialta a spreagadh, a mholadh is a cheiliúradh.*
  - *Feasacht ar an tábhacht a bhaineann le freastal ar scoil a chothú i measc pobal na scoile.*
  - *Rochtain ar dheiseanna oideachasúla a chothú do gach páiste sa scoil.*
  - *Dearcadh dearfach i leith an oideachais agus spéis san fhoghlaim a chothú.*
  - *Feabhas ar thinreamh a aithint is a mholadh.*
  - *Páistí i mbaol lag-thinreamh a aithint agus tosaíocht a dhéanamh orthu.*
  - *Cinntiú go gcuirfean an córas rialacha, smachtbhannaí, agus luachanna saothair i bhfeidhm ar bhealach cothrom agus comhsheasmhach a spreagann na páistí le freastal ar an scoil.*
  - *Ceanglais faoin Acht Oideachais (Leas) 2000 agus treoirlínte ón mBord Náisiúnta Leasa Oideachais a chomhlíonadh.*
  - *Treoir a thabhairt don fhoireann scoile maidir lena bhfreagrachtaí agus a ndualgaisí i dtaobh taifead tinrimh agus cleachtais na scoile.*
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- *To encourage, promote and celebrate good attendance.*
  - *To create an awareness among the school community of the importance of regular attendance.*
  - *To provide access to educational opportunities for every child in the school.*
  - *To foster a positive attitude to education and an interest in learning.*
  - *To recognise and praise improvements in attendance.*
  - *To recognise children at risk of poor attendance and to prioritise them.*
  - *To ensure that the schools rules, sanctions and appraisal systems are implemented in a fair and consistent manner that encourages the child to attend school.*
  - *To fulfil the schools obligations under the Education (Welfare) Act 2000 and guidelines from the NEWB.*
  - *To provide guidance for the school staff with regard to their responsibilities and duties in relation to recording attendance and school practices.*

### Straitéisí chun Tinreamh a Chothú (*Strategies to Promote Attendance*)

I measc na straitéisí atá i bhfeidhm sa scoil chun tinreamh maith a chothú bíonn;

- Cinntíonn foireann na scoile go bhfuil timpeallacht dearfach, shlán, fháilteach sa scoil do na páistí. Baintear feidhm as an gcuraclam Oideachas Sóisialta, Pearsanta agus Slándála (OSPS) chun feacht ar na tréithe seo a chothú i measc na bpáistí.
- Bronntar teastais agus/nó duaiseanna ar pháistí nár chaill aon lá ag deireadh gach téarma. Aithnítear agus moltar poncúlacht maith agus feabhas ar phoncúlacht/thinreamh. D'fhéadfadh sé a bheith i bhfoirm moladh ó bhéal, nóta molta sa dialann, nó córas molta inranga.
- Bíonn foireann na scoile ag faire amach do bhulaíocht, míbhuntáistí eacnamaíochta nó eile a d'fhéadfadh tionchar a imirt ar thinrimh pháiste ar scoil agus déanfar idirghabháil má cheaptar gur gá.
- Déanann an scoil gach iarracht tacú le teaghlaigh le deacrachtaí eacnamaíochta, ionas nach mbeidh a bpáistí ag cailliúint amach ar oideachas cuimsitheach agus, déantar iarracht, chomh mór agus is féidir, cuidiú leis na páistí seo páirt a ghlacadh i ngníomhaíochtaí iar-scoile eagraithe ag an scoil nó ar son na scoile.

*Among the strategies in use in the school to promote good attendance are:*

- *The school staff ensures that there is a positive, safe and welcoming environment at the school for the children. The Social, Personal and Health Education (SPHE) curriculum is used to foster an awareness of these traits among the children.*
- *Certificates and/or prizes are awarded at the end of each term to children who did not miss any days. Punctuality is recognised and praised, as is an improvement in punctuality/attendance. This may take the form of oral praise, note in the child's diary, or class-based system of reward.*
- *School staff remain vigilant at all times for signs of bullying, economic or other disadvantages which may affect the child's attendance at school, and will intervene if it is deemed necessary.*
- *The school makes every effort to assist families who are experiencing economic difficulties so that their child will not miss out on a comprehensive education and, in so far as possible within available resources, seeks to assist these children to participate in extra-curricular activities organized by or on behalf of the school.*

### Cleachtais agus Taifead (*Practices and Recording*)

- Tosaíonn an scoil ar 8.30 gach maidin.
- Coimeádtar sonraí maidir le gach páiste atá cláraithe sa scoil sa chlárleabhar.
- Glaotar an rolla ranga gach maidin idir 9:20 - 9:30.
- Marcáiltear páistí i láthair nó as láthair ann.
- Má thagann páiste ar scoil tar éis don mhúinteoir an rolla a líonadh, agus an páiste a mharcáil as láthair, coimeádann an múinteoir taifead san fhilleán tinrimh ranga gur tháinig an páiste ar scoil déanach. Coimeádtar aon nótaí/litreacha míniúcháin ó na tuismitheoirí/caomhnóirí leis an rolla ranga.
- Coimeádtar taifead laethúil ar thinreamh ranga san oifig sa leabhar thinreamh scoile.
- Bíonn ar thuismitheoirí/chaomhnóirí leabhar san oifig a shíniú nuair a bhaineann siad an páiste ón scoil go luath.
- Mínítear an tábhacht a bhaineann le freastal rialta, agus tionchar an neamhfheastail, do thuismitheoirí/chaomhnóirí ag cruinniú le tuismitheoirí/caomhnóirí nua. Moltar dóibh gan a bpáistí a bhaint ón scoil i rith an téarma chun imeacht ar laethanta saoire teaghlaigh.

- 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 tuismitheoirí/caomhnóirí ar an eolas i scríbhinn má tharlaíonn sé seo.
- Más rud é go bhfuil buairt ar mhúinteoir go bhfuil pátrúin asláithreachtaí cothaithe ag obair bhaile gan a bheith déanta nó gan na héadaí scoile a bheith acu, labhróidh an múinteoir/príomhoide leis na tuismitheoirí/caomhnóirí go luath. Is féidir socraithe a dhéanamh a thabharfadh cúnamh don pháiste is do na tuismitheoirí/caomhnóirí.
- Má bhíonn páiste as láthair nuair atá measúnú caighdeánaithe nó diagnóiseacha ar siúl, déanfar socraithe chun an measúnú sin a dhéanamh go luath, faoi stiúir an mhúinteoir tacaíocht foghlama.
- *School starts at 8.30 each morning.*
- *Each child's details are recorded in the school's register.*
- *The class roll is called each morning between 9:20 and 9:30.*
- *Children are marked in the roll book as present or absent.*
- *If a child comes to school after the teacher has called the roll, and marked the child as absent, the teacher will record in the class attendance folder that the child arrived late. Any explanatory notes or letters from parents/guardians are kept with the roll book.*
- *A daily record of all class attendances are recorded in the school attendance register.*
- *Parents/guardians who collect their child from school early must sign a register in the office.*
- *The importance of good attendance and the effect of poor attendance are explained to parents/guardians at a meeting with new parents/guardians. They are encouraged not to remove their child from school during term to attend family holidays.*
- *If a child is absent for 20 days or more, the school is obliged to inform the NEWB. In such cases the parents/guardians will also be informed in writing that the school has contacted the NEWB.*
- *If a teacher becomes concerned that poor patterns of attendance may derive from such matters as non-completion of home-work, incorrect uniform, the teacher/principal will speak with the parents/guardians at an early stage. Arrangements may be made to assist the child and the parents/guardians concerned.*
- *If a child is absent when standardised or diagnostic assessment is taking place, the school will arrange for the assessment to take place when the child returns to school, and will be conducted by the learning support teacher.*

### **Céimeanna Idirghabhála (Intervention Steps)**

- I measc na gcéimeanna atá ag an scoil chun idirghabháil luath a dhéanamh bíonn;
  - Mínítear do thuismitheoirí/chaomhnóirí nua an tábhacht a bhaineann le tinreamh maith.
  - Moltar dóibh gan a bpáistí a bhaint ón scoil chun imeacht ar laethanta saoire teaghlaigh.
  - Déantar tagairt den Pholasaí Tinrimh sa leabhrán eolais a thugtar do thuismitheoirí/chomhnóirí nua nuair a chláraíonn siad a bpáiste linne. Cuirtear cóipeanna den pholasaí ar fáil i seomra na dtuismitheoirí agus ar shuíomh idirlíne na scoile, ([www.gscl.ie](http://www.gscl.ie)), cuirtear leabhráin eolais agus sonraí an BNLO, a léiríonn an ndualgaisí ar fáil dóibh freisin.
- Má bhíonn an scoil buartha faoi thinreamh páiste:
  - Labhróidh an múinteoir leis na tuismitheoirí/caomhnóirí.
  - Labhróidh an múinteoir ranga leis an bpríomhoide.
  - Labhróidh an príomhoide leis na tuismitheoirí/caomhnóirí go neamhfhoirmeálta.

- Mura thagann feabhas ar thinreamh an pháiste, eagrófar cruinniú idir an príomhoide agus na tuismitheoirí/caomhnóirí.
  - Má leanann na fadhbanna, d'fhéadfadh an príomhoide/Bord Bainistíochta buairt na scoile a chur in iúl do na tuismitheoirí/caomhnóirí i scríbhinn. Coimeádtar cóip den litir seo ar chomhad an pháiste, agus/nó
  - D'fhéadfadh an scoil an Bord Náisiúnta Leasa Oideachais a chur ar an eolas faoin mbuairt.
- *Among the steps included in early intervention are:*
- *The importance of good attendance is explained to parents/guardians.*
  - *Parents/guardians are encouraged not to remove their children from school for family holidays.*
  - *A copy of the school's attendance policy is referred to in the information booklet new parents/guardians receive when they accept a place for their child in the school. Copies of the policy are made available in the parents' room and also on the school's webpage. ([www.gscl.ie](http://www.gscl.ie)) NEWB details and information booklets, which outline parents/guardians' responsibilities, are also made available in the parents' room.*
- *If there are concerns about a child's attendance:*
- *The class teacher will speak to the parents/guardians.*
  - *The class teacher will speak to the principal about his/her concerns.*
  - *The principal will speak informally with the parents/guardians.*
  - *If there is no improvement in the child's attendance, a meeting between the principal and the parents/guardians will be organised.*
  - *If the attendance problems continue, the principal/Board of Management may put their concerns in writing to the parents/guardians. A copy of this letter will be kept on the child's file, and/or*
  - *The school may contact the NEWB to inform them of our concerns.*

### **An Bord Náisiúnta Leasa Oideachais - BNLO (National Education Welfare Board - NEWB)**

Coimeádtar an BNLO ar an eolas maidir le tinreamh scoile i rith na bliana. Cuirtear tuairisc ar aghaidh chucu i rith agus ag deireadh gach scoilbhliain.

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

- a shroicheann páiste 20 lá as láthair,
- a bhíonn an príomhoide buartha faoi neamhfheastal 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.

*The NEWB is kept informed of school attendances throughout the school year. Reports are submitted during, and at the end of each school year.*

*In addition to the above, the NEWB will also be informed when;*

- *a child is absent for 20 or more days,*
- *the principal is concerned about a child's attendance,*
- *a child is suspended for a period of not less than 6 days,*
- *the Board of Management decide to expel a pupil,*
- *a child's name is removed from the school register.*

## Aistriúcháin idir Ghaelscoil na gCloch Liath agus scoileanna eile (*Transfers between Gaelscoil na gCloch Liath and other schools*)

- Nuair a athraíonn páiste ó scoil eile **go** Gaelscoil na gCloch Liath 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** Ghaelscoil na gCloch Liath, coimeádfear ainm an pháiste ar chlár leabhar na scoile go dtí go bhfaigheann an scoil litir deimhniúcháin 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.
- *When a child moves from another school **into** Gaelscoil na gCloch Liath, the principal will inform the principal of the previous school in writing that the child is now attending this school.*
- *When a child moves **from** Gaelscoil na gCloch Liath the child's name will not be removed from the our school's register until the school receives the confirmation letter from the new principal, stating that the child is now registered in that school, or receives written notification from the NEWB stating that the child is now registered with them for home-schooling.*

## Róil agus Freagrachtaí (*Roles and Responsibilities*)

### Na Tuismitheora/Caomhnóra (*The Parents/Guardians*)

- De réir an Acht Oideachais 1998 tá sé de dhualgas ar thuismitheoirí/chaomhnóirí cinntiú go bhfaigheann a bpáistí oideachas idir 6-16 bliain d'aois.
- 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.
- 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.
- Mura ndéanann siad é sin/má dhiúltaíonn siad sin a déanamh coimeádann an múinteoir ranga nóta de dhátaí an neamhláithreachais agus nóta nár cuireadh in iúl cén fáth a bhí leis. Coimeádtar súil ar thinreamh an pháiste, más gá.
- Luaitear an polasaí seo sa leabhrán eolais a thugtar do thuismitheoirí/chaomhnóirí nua chun iad a chur ar an eolas maidir lena ndualgaisí mar thuismitheoirí/chaomhnóirí, agus maidir lenár ndualgaisí agus cleachtais mar scoil. Cuirtear cóip den pholasaí seo, leabhráin eolais agus sonraí an BNLO ar fáil dóibh i seomra na dtuismitheoirí. Tugtar agus pléitear leabhráin eolais agus moltaí an BNLO le thuismitheoirí/caomhnóirí sa chás go bhfuil idirghabháil á dhéanamh ag an scoil le teaghlach.
- Tá freagracht ag thuismitheoirí/caomhnóirí a bpáistí a chur chuig na scoile agus in am.
- Caithfidh thuismitheoirí/caomhnóirí páiste a shíniú amach más rud é gur gá don pháiste imeacht ón scoil go luath.
- *The Education Act 1998 states that parents/guardians are responsible for ensuring their children, between the ages of 6-16 years, receive an education.*
- *Parents/guardians are obliged to inform the school when their child is absent for part of the day.*
- *Parents/guardians are obliged to inform the school of the reasons of their child's non-attendance not later than the third day of absence.*

- *If parents/guardians do not/refuse to inform the school, the class teacher will record the dates the child was absent and note that no explanation was given. The teacher will monitor the child's attendance where appropriate.*
- *This policy is referred to in the information booklet given to new parents/guardians to inform them of their responsibilities and of the school's responsibilities and practices. A copy of this policy, along with NEWB details and information booklets are made available in the parent's room. These information booklets are discussed with, and given to, parents/guardians where the school is undertaking a process of intervention with the family.*
- *Parents/guardians are responsible for ensuring they send their children to school and on time.*
- *Parents/guardians must sign their child out if the child must leave the school during the school day.*

### **Na Múinteoirí (The Teachers)**

- *Tá freagracht ar gach múinteoir ranga an rolla ranga a líonadh, a choinneáil cothrom le dáta, agus é a choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile.*
- *Ba cheart don mhúinteoir an príomhoide a choinneáil ar an eolas faoi aon bhuairt a bheadh air/uirthi maidir le tinreamh páiste sa rang.*
- *Each class teacher has a responsibility to complete the roll book, to maintain it, and to keep it in a safe place in line with the school's Data Protection Policy.*
- *The class teacher should keep the principal informed of any concerns he/she may have in relation to a child's attendance.*

### **An Rúnaí Scoile (The School Secretary)**

- *Tá freagracht ag an rúnaí scoile tinreamh laethúil a thaifead, leabhair clárúcháin na scoile a choinneáil cothrom le dáta agus in áit shlán de réir polasaí cosanta sonraí na scoile.*
- *The school secretary is responsible for recording daily attendances, maintaining and keeping the school register in a safe place in line with the school's Data Protection Policy.*

### **An Leas Phríomhoide (The Deputy Principal)**

- *Tá freagracht faoi leith ag an Leas Phríomhoide:*
  - *Cinntiú go bhfuil na rollaí líonta i gceart, go bhfuil foireann múinteoireachta na scoile ar an eolas maidir lena líonta agus maidir le cleachtas na scoile i dtaobh taifead tinrimh.*
  - *Cinntiú go bhfuil an leabhar tinrimh agus an clárleabhar á líonadh i gceart agus á choimeád in áit shlán de réir Polasaí Cosanta Sonraí na scoile.*
  - *Eolas maidir le tinreamh scoile a bhailiú agus tuairiscí a chur ar aghaidh chuig an BNLO i rith, agus ag deireadh na scoilbliana.*
  - *An príomhoide a choinneáil ar an eolas faoi thinreamh scoile agus faoi pháistí a chailleann 20 lá nó níos mó.*
  - *Litir a chur chuig na tuismitheoirí go bhfuil tuairisc curtha chuig an BNLO faoi asláithreach 20 lá nó níos mó.*
  - *Cinntiú go bhfuil straitéis cuí á chur i bhfeidhm sa scoil chun tinreamh maith a mholadh is a spreagadh agus lagthinreamh a fheabhsú.*

- *The deputy principal is responsible for:*
  - *Ensuring that the roll books are correctly completed and maintained, and that the teaching staff is aware of how to complete the roll and of school practices in relation to recording attendances.*
  - *Ensuring the school register and attendance books are being correctly maintained safely and securely in line with the school's Data Protection Policy.*
  - *Gathering information in relation to school attendances and for furnishing the NEWB with reports during and at the end of the school year.*
  - *Keeping the principal informed of any concerns he/she may have with regard to school attendance.*
  - *Issuing a letter to parents/guardians when the NEWB have been confirmed of any absences of 20 days or more.*
  - *Implementing appropriate strategies to praise and encourage good attendance and to improve poor attendance.*

### **An Phríomhoide (*The Principal*)**

- Tá freagracht ag an bpríomhoide:
  - Tuismitheoirí/caomhnóirí a choimeád ar an eolas faoin bpolasaí seo.
  - Comhairle a dhéanamh leis an leas-phríomhoide maidir le cúrsaí tinrimh.
  - Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí maidir le tinreamh.
- *The principal is responsible for:*
  - *Keeping parents/guardians informed regarding this policy.*
  - *Liaise with the deputy principal regarding school attendance.*
  - *Contact parents/guardians regarding attendance.*

### **An Boird Bainistíochta (*The Board of Management*)**

- Tá freagracht ag an mbord bainistíochta:
  - Cinntiú go bhfuil an scoil ag cloí le rialacha ó Roinn Oideachais and Scileanna, rialacha an BNLO, agus aon chiorclán cuí.
  - Cinntiú go bhfuil foireann na scoile ag comhlíonadh a ndualgaisí maidir le tinreamh.
  - Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí nach bhfuil ag cloí le comhairle an phríomhoide maidir le tinreamh.
  - Cinntiú go bhfuil an scoil ag cloí le rialacha faoi reachtaíocht chosanta sonraí agus le Polasaí Cosanta Sonraí na scoile.
- *The board of management is responsible for:*
  - *Ensuring the school is abiding by Department of Education and Skill's rules, NEWB rules and relevant circulars.*
  - *Ensuring that school staff is fulfilling their duties in relation to school attendance.*
  - *Contacting parents/guardians who are not adhering to the principal's advice in relation to attendance.*
  - *Ensuring that the school is compliant with requirements of data protection legislation and school Data Protection Policy.*



### **Critéir Ráthúla (Success Criteria)**

- Aiseolas dearfach ó fhoireann na scoile agus ó thuismitheoirí/chaomhnóirí.
- Méadú ar thinreamh/tinreamh ard á thaifead tríd an scoil.
- Rollaí líonta mar ba chóir, agus scagadh rialta déanta orthu.
- Eolas curtha ar aghaidh chuig an mBord Náisiúnta Leasa Oideachais in am, nó nuair is cóir iad a chur ar an eolas faoi neamhfhreastal, buairt no baint ainm ón rolla.
  
- *Positive feedback from school staff and from parents/guardians.*
- *An improvement in attendance levels/good attendance levels being recorded throughout the school.*
- *Roll books being completed appropriately and regular checks being made.*
- *Information submitted to the NEWB prior to deadlines, or as appropriate when the school is concerned about attendances, or removal of the child's name from the school register.*

### **Athbhreithniú (Review)**

Déanfar athbhreithniú ar an bpolasaí seo sa bhliain 2013. Is í M. Rita a bheas freagrach as tús a chur leis an bpróiseas seo.

*This policy will be reviewed in 2013. M. Rita will be responsible for beginning the process.*

### **Daingniú agus Cumarsáid (Ratification and Communication)**

Dhaingnigh an Bord Bainistíochta an polasaí ar an 20 Mí an Mheithimh 2011.

Cuirfear cóip den pholasaí ar fáil do gach ball foirne. Déanfar tagairt dó, agus cuirfear cóip ar fáil do gach thuismitheoir/caomhnóir nua agus iad ag glacadh le háit dá bpáiste sa scoil.

*This policy was ratified by the Board of Management on the 20<sup>th</sup> June 2011*

*A copy of the policy will be made available to each member of staff. Reference will be made to the policy, and copies made available to all new parents/guardians when they accept a place for their child in the school.*