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01/10/18

A Thuismitheoirí,

Ón lá seo ar aghaidh, an Luan 1<sup>ú</sup> Deireadh Fómhair, ghlac an scoil leis an Pholasáí Tinrimh iniata. Seo riachtanas reachtúil ón Roinn Oideachais agus tá sé mar chuid den tacar polasaithe a phléann le cúrsaí Cumhdacha agus Tréadchúraim a bhfuil sé de dhualgas ag scoileanna glacadh leo, de réir dlí.

Mar gheall air seo, ón lá seo ar aghaidh ní mór do thuismitheoirí/cúramóirí cloí lena leanas nuair a bhíonn an páiste s'acu saor ó scoil:

- ní mór do thuismitheoirí cur in iúl dó mhúinteoir a bpáiste cad chuige a raibh an páiste as láthair i scríbhinn;
- ní mór é seo a dhéanamh ar an chéad lá ar ais ar scoil;
- má theipeann ort a leithéid a dhéanamh, gheobhaidh tú scairt nó litir ón scoil lena chur i gcuimhne gur gá fáth a thabhairt do neamh-láithreacht pháiste a chur in iúl i scríbhinn. Ní mór do na nótaí neamh-láithreachta a leanas a chuimsiú: ainm iomlán an dalta agus rang, dáta(i) neamh-láithreachta, míniúchán atá chomh hiomlán agus is féidir maidir leis an neamh-láithreacht agus ainm an tuismitheora i mbloc-litreacha chomh maith le síniú le dáta (féach an pro forma samplach mar chuid den pholasáí).

Níl cead againn glacadh le míniúcháin thar an ghuthán nó i bpearsa i gclós na scoile a thuilleadh maidir le neamh-láithreacht. Tá míniúchán de dhíth anois ó thuismitheoirí/cúramóirí do **gach** neamh-láithreacht ón scoil scríbhinn, don lá iomlán nó do chuid den lá.

Ar an téad chéanna, mar sin de, ní mór neamh-láithreacht sealadach a iarraidh/mhíniú i scríbhinn fosta. Ní mór don nóta neamh-láithreachta sealadach na rudaí a leanas a chuimsiú: ainm iomlán an dalta agus an rang, fad ama na neamh-láithreachta agus ainm an tuismitheora i mbloc-litreacha chomh maith le síniú le dáta (féach an pro forma samplach mar chuid den pholasáí).

Tuigimid go nglacfaidh sé seo am le héirí cleachtaithe leis ach ba bhreá linn bhur dtacaíocht sa cheist seo de bharr gur féidir go mbeidh orainn atreorú a dhéanamh d'Oifig do Leas Oideachasúil muna gcloítear leis, mar a leagtar amach sa pholasáí. Le tinreamh na ndaltaí ar scoil a spreagadh agus a uasmhéadú, beidh muid ag bronnadh teastais mhíosúla don tinreamh ag na tionóil gach mí agus ag ceiliúradh tinreamh na ndaltaí ar líonláithreán na scoile ([www.gaelscoiluneill.com](http://www.gaelscoiluneill.com)).

Is mise le meas,

Conor McPhillips  
Príomhoide

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A Thuismitheoirí,

As of today, Monday 1<sup>st</sup> October 2018, the school has adopted the attached Attendance Policy. This is now an essential requirement from the Department of Education and is part of the suite of Safeguarding and Pastoral Care policies that schools are required to have, by law.

As a result of this, from today parents/carers are required to adhere to the following if their child is absent from school for any reason:

- parents must inform their child's teacher in writing as to why their child missed school;
- this must be done on the child's first day back at school;
- failure to do so will result in a phone call/letter from the school to remind parents of the requirement to inform the school in writing about any absences;
- an absence note must contain: the pupil's full name and class, date(s) of absence, as full an explanation as possible regarding the absence and the parent's name in block capitals as well as a dated signature (sample pro forma supplied as part of the policy).

We are not permitted, any longer, to accept explanations over the phone or even in person in the yard in the morning regarding absences. A written explanation is now required from parents/carers for **every** absence from school, either for the full day or part of the day.

Similarly, therefore, any temporary absence during the school day must also be requested/explained in writing. The temporary absence note must contain: the pupil's full name and class, the reason for absence, the time required for the absence and the parent's name in block capitals, as well as a dated signature (sample pro forma supplied as part of the policy).

We appreciate that this may take some time getting used to but we would really appreciate your support in this matter as persistent failure to do so may result in the school's having no choice but to contact the Education Welfare Office, as outlined in the policy. As a means to encourage and maximise the pupils' attendance at school, we will be awarding monthly, full-attendance certificates at assembly and celebrating the children's attendance regularly on the school's website ([www.gaelscoiluineill.com](http://www.gaelscoiluineill.com)).

Is mise le meas,

Conor McPhillips  
Príomhoide