



# Scoil Oilibhéir

## Notification of child's absence from school

Dear Parent/Guardian,

The Education Welfare Act 2000 Section 18 stipulates that parents must notify the school of a student's absence from school and the reason for this absence. Under the terms of the Educational Welfare Act schools are obliged to inform the EWO (Educational Welfare Officer) when a child has been absent for more than 20 days whatever the reason. The following is the procedure in this school in the event of a child's absence from school:

- If your child is absent from school you are obliged to **notify the school in writing** giving the dates and reason for absence. Children in junior and senior infant classes receive yellow explanation of absence slips from their class teachers which should be signed and dated by parents. Parents of pupils from first to sixth classes should complete the forms in the homework journals. We also accept letters of explanation from parents.
- The class teacher will keep these forms and letters until the end of the school year. If you know in advance that your child is going to be absent e.g. for dental or medical appointment we would encourage you to inform the class teacher beforehand.
- If a child is absent for 15 days this is reported to the Deputy Principal and the class teacher sends a letter to parents reminding them that their child's absence will be reported to the EWO if the child is absent for 20 days. This letter is a standard letter, used by all teachers in this school, and is sent by the teacher on behalf of the Principal.
- If a child is absent for 20 days or more the Deputy Principal is obliged to refer this matter to the Education Welfare Officer for his consideration. The parents are informed in writing that this referral has taken place.

A child's attendance forms part of their school record and is stored in their personal file. Full school attendance, where possible, is a very important aspect of school life and has a very significant effect on your child's progress at school.

Le dea-mhéin,

Aodán Ó'Briain,

Príomh Oide.