

No. 8 **SCOIL SEANÁIN NAOFA CLUAINLÁRACH**

Absence Notification Policy/form

The Education Act (2000) sets out to ensure that children attend school and receive an appropriate education. The law places obligations on parents and schools.

Schools must:

- Maintain records of pupils attending the school and of school attendance.
- Inform the Educational Welfare Officer if a child has missed more than 20 days in any school year or is not attending school regularly.

Parents/guardians must:

- Send their children to a recognised school on each school day.
- Notify the principal of the school of the reasons for absence, where a child is absent from school on a school day.
- Provide medical cert as appropriate (e.g. long periods or repeated absences).

Therefore, when a child is absent for any reason, **parents are required to give a written explanation to the class teacher on his/her return.** This note will be kept on file for recording purposes. All classes from 1st to 6th inclusive are encouraged to use the notes at the back of the homework journal. This will enable the teacher to provide a written record of absences both for record keeping and for your information. Infant classes are requested to use the sample letter underneath.

Name..... Class.....

Was absent from..... to.....

He/She missed..... days from school due to:

Illness	
Urgent Family Reasons	
Other	

