



**Appendix II – 15 Days**

Dear

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate. Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post-primary education whichever comes later.

Because **your child** has been absent through illness (certified by a GP/Medical Practitioner) / unexplained absence / explained absence for 15 days the school will be reporting the absence in the normal way but will not be informing Tusla – Child and family Agency that it is concerned about your child’s educational welfare. The school will notify Tusla if a child is absent for 20 days or more or where the absence gives rise to concern. We wish to remind you that the school is here to support you and your child. We are required to report absences to you in this manner under the Education (Welfare) Act 2000.

This year to date, the attendance record for is as follows:

Full Day Absences:

A member of our student support team will be in touch with you in the coming week to discuss strategies or supports for your child

Thank you for your co-operation in this matter.

Yours truly,

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Attendance Officer



**Appendix II – 20 Days**

Dear

Clonturk CC have an attendance officer in our school that monitors student attendance. One of the main functions of this officer is to fulfil our obligations in the school in relation to the Education Welfare Act 1998. This act obliges the school to forward the names of any individual student who misses 20 or more days per year to the Department of Education and Science, who will then pursue the case.

This year to date, the attendance record for xxxxxx is as follows:

Full Day Absences: xxxxxx

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. When a child is absent, you as parent must let the school know the reason for the absence every time. Extended illness must be certified by a GP or Medical Practitioner. We wish to remind you that the school is here to support you and your child. We are required to report absences to you in this manner under the Education (Welfare) Act 2000.

A member of our student support team will be in touch with you to discuss strategies or supports for your child.

Thank you for your co-operation in this matter.

Yours truly,

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Attendance Officer