

SAMPLE LETTER 1

Dear Parents,

I am writing to tell you a little about the Education Welfare Act, 2000 (amended by the Child and Family Agency Act 2013) and about some of the responsibilities we share under the Act.

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 education in a post primary school whichever comes later.

As a parent, you must let the school know if your child is absent and the reason why. It is school policy that reasons must be given in writing. The school will notify Tusla – Child and Family Agency if a child is absent for 20 days or more or where the absence gives rise to concern.

If your child is sick or is absent for other good reasons, no action will be taken by Tusla - Child and Family Agency. However, if there is concern about your child's attendance at school or about the reasons given, you may be visited by an Educational Welfare Officer who will discuss your child's education with you. The Officer will work with you and take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his/her entitlement to an education.

Further information concerning the new service and about school attendance matters generally can be obtained from the national Lo-Call Education Helpline - 1890 36 36 66.

Yours sincerely,

SAMPLE LETTER 2

LETTER TO PARENTS REGARDING A CHILD'S ABSENCE WHERE THERE NO CONTACT HAS BEEN MADE WITH THE SCHOOL

Dear Parents,

I am writing to regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days < insert days>. The school has not received any letter or contact from you. You are asked to contact the school as soon as possible to arrange an appointment to discuss the matter with <name of teacher>.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary whichever comes later. When your child is absent, you as parent must let the school know the reason for this absence every time. It is school policy that you do this in writing.

Thank you for your co-operation in this matter.

Yours sincerely,

SAMPLE LETTER 3

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS CONCERNED ABOUT A CHILD'S NON ATTENDANCE AND THE CONCERN IS BEING PASSED TO TUSLA – CHILD AND FAMILY AGENCY.

Dear Parents,

I am writing to you regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days <insert days>. The school has written to you about this matter but has not received an explanation from you. The school is now very concerned that < Insert name> is not receiving an education and we will be writing to the Educational Welfare Service of Tusla - Child and Family Agency to pass on our concern. An Educational Welfare Officer may therefore be in contact with you shortly to discuss the matter further.

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. It is school policy to do this in writing.

If you wish to discuss < Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for you co-operation in this matter.

Yours truly,

SAMPLE LETTER 4

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS NOT CONCERNED ABOUT THE PATTERN OF ABSENCES BUT WHERE THE CHILD'S NAME IS BEING PASSED TO TUSLA – CHILD AND FAMILY AGENCY

Dear Parents,

I am writing to you regarding <Insert name> attendance at school who has been absent on the following days <insert days>.

Because <insert name> has now been absent for 20 days, the school must pass the information to the Educational Welfare Service of Tusla - Child and Family Agency. An Educational Welfare Officer may therefore be in contact with you to discuss the matter further.

OR

Because <insert name> has been absent through illness, 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.

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. It is school policy to do this in writing.

If you wish to discuss < Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for your co-operation in this matter.

Yours truly,