



St Brigid's PS Glassdrummond

Attendance

Dear Parents,

It is essential that your child attends school regularly and maintains a pattern of good attendance throughout their school life. Excellent attendance at school is important to allow a child or young person to fulfil their potential. If your child's attendance falls below 85% Mr McCaul a letter will be issued regarding this. If there is no marked improvement the school is then obliged to pass this information on to the Educational Welfare Officer (EWO)

How Parents Can Help.

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your attends well and follows the school rules.
- Ensure your child arrives in school on time each day.
- Arrange dental and medical appointments outside of school hours when possible.
- Always inform the school if your child is absent due to illness.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend Parents evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.

In order to give parents a benchmark for their child's attendance in relation to other children in the school, the following grades will be used:

100%	-	Outstanding
98-99.9%	-	Excellent
96-97.9%	-	Very Good
94-95.9%	-	Average
90-93.9%	-	Satisfactory
Under 90%	-	Unsatisfactory

We will be sharing our Attendance Policy over the coming days. We ask that if your child is absent, please fill in the letter attached below- these will be made available by the class teacher.

Thank you for your continued support.

Mr McCaul



St Brigid's PS Glasdrummond

Absence Form

ABSENCE NOTIFICATION FORM

Please Note – This form must be completed for each period of pupil absence and returned to the school immediately.

Name of Pupil _____

Class / Teacher Name _____

Date(s) of Absence _____

Reason _____

Signed (Parent / Guardian) _____

Date _____