



---

## *Holywell Educate Together National School*

---

Holywell,  
Swords,  
Co. Dublin  
Ireland.  
Phone: 014444386  
Roll No. 20348F  
Email: [secretary@holywelletns.ie](mailto:secretary@holywelletns.ie)  
Website: [www.holywelletns.ie](http://www.holywelletns.ie)

### **Information Note Regarding Attendance in Our School**

Dear Parents & Guardians,

Please find below an outline explaining the processes and terminology around the reporting of attendance in our school.

Attendance is recorded daily by the class teacher on our online roll books via Aladdin. If your child arrives later than 8:30am, the time of arrival is also recorded here (this is calculated by Aladdin into learning time missed at the end of the year).

Each primary school is required to submit 'School Attendance Returns' twice each year, one at the beginning of term two (now) and the other after June 30<sup>th</sup>. As one is due now, so I will explain how attendance recording and reporting works in schools.

There are two reporting mechanisms for attendance where attendance is reported through TUSLA, the child and family agency. Tusla has an Education Support Service (TESS), which operates under the Education (Welfare) Act, 2000. This piece of legislation emphasises the promotion of school attendance, participation and retention. One of TESS's strands is the Statutory Educational Welfare Service, through which schools must engage and comply.

#### **School Attendance Reports**

There are two reporting periods in the year, September to December and January to June. On this form I am required to list any pupils, over the age of 6, who have missed 20 school days for **any reason**. You will be informed if your child is included in the report. It is rare that these reports lead to any follow up, unless there are significantly more days missed, but it is possible. If it is followed up, the Education Welfare Officer will ask if the absences were **explained**.

Explained absences, due to illness etc, are not a cause for concern and shouldn't cause any worry. Schools strongly discourage children missing school for holiday purposes. Work will not be provided by teachers if your child is absent owing to holidays.

A large number of unexplained absences may lead to further involvement from the Education Welfare Officer.

The reports are not something to be concerned about and if you get an email saying your child has been included in the report, please don't be too concerned. While attendance is hugely important and good attendance correlates strongly with improved outcomes, there are also very valid reasons for children to miss school and this is understood. **Please try to have your child in school on time each day.**

#### **Discretionary Referrals**

Discretionary referrals are made where a school is concerned about the attendance of a pupil. This might be due to a lot of unexplained absences, a pattern of absence, significant ongoing issues with punctuality leading to a lot of missed learning time etc. A school will refer a child to the Education Welfare Officer

where they have these concerns. The role of the Education Welfare Officer is primarily to offer support to families to improve attendance.

The school will always try to contact parents before referring to the Education Welfare Officer and support, where possible.

**Key things to note**

The aim of attendance and punctuality procedures are to ensure the child gets the best experience of education and maximises learning time. We are available to support as needed.

There is no need for concern if you get an email saying your child has been included on the attendance report. Explained absences are recorded as such.

Please enter your absence reason on Aladdin each time your child is absent, to keep that on record.

Aim to have your child in school for 8.30am each day. We understand this isn't always possible, and understanding is always there for extenuating circumstances. Please speak to myself, Cathal or Erica, if it's an ongoing challenge and a note can be made of it.

I hope this information is helpful to you and will support you in the future.

Yours sincerely,



Maria Boyne  
Principal