**Dear Parents and Guardians,**

We wish to remind parents of the importance of good attendance at school. Should your child be absent from school for any reason, it is of the utmost importance that you submit a written note, detailing the dates and reason for your child’s absence. Should a reason not be given, teachers will mark the absence as unexplained. A phone call informing the school if your child is sick is welcomed, however an accompanying written note must be submitted on their return.

If you intend to take your child out of school to go on holidays we ask that you inform the class teacher beforehand and also submit a note on your child’s return to school.

Should your child miss 20 days or more, it is a legal requirement that the school inform TUSLA. A review of absenteeism will take place during the week of the 13th – 17th January 2020. Parents will be notified by letter if their child has missed 15+ days to date.

We cannot emphasise enough the importance of attending school on a regular basis. Having said that we understand and appreciate that sickness does happen, particularly in the younger classes and indeed this past term we had a lot of illness within our school community beyond anyone’s control.

We look forward to awarding our pupils for their great attendance in the summer time and trust that you will work with us to promote regular attendance over the coming months.

**Le gach dea ghuí,**

***Bernadette McGuinness***