

**Scoil Náisiúnta Naomh Fheargus,  
An Gleann,  
Co. Luimnigh.**

**St.Fergus' National School,  
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## **St. Fergus' National School, Glin Attendance Policy & Statement of Strategy**

Adopted by Board of Management: 11<sup>th</sup> February 2026  
Review Date: 10<sup>th</sup> February 2029

### **1. Introduction & Legal Basis**

This Attendance Policy and Statement of Strategy has been developed by St. Fergus' NS in accordance with Section 22 of the Education (Welfare) Act 2000, which requires schools to encourage and support regular attendance. The policy sets out our structures, practices and interventions that ensure pupils attend school consistently.

### **2. Rationale**

Regular and punctual school attendance is vital for every child's academic progress, social development and overall wellbeing. At St. Fergus' National School Glin, we believe that every day counts and that consistent attendance enables each pupil to reach their full potential. Research shows that poor attendance can have long-term negative effects on learning, confidence and life opportunities.

Our ethos values each child as an individual and strives to support them in a caring, inclusive environment where education is seen as a right and a responsibility. This Attendance Policy has been developed in line with the Education (Welfare) Act 2000 and Tusla's Developing the Statement of Strategy for School Attendance guidelines. It sets out how the school will promote good attendance, prevent absenteeism, monitor trends and respond where difficulties arise.

The rationale for this policy is to ensure;

1. that children benefit fully from their education
2. that parents and guardians are supported in meeting their legal obligation to ensure their child attends school daily and
3. that the school community works in partnership to maintain high expectations around attendance.

### 3. School Context, Vision & Guiding Principles

St. Fergus' NS serves the community of Glin, Co. Limerick. Our school is committed to providing a welcoming, inclusive and high-quality learning environment. Regular attendance is key to academic success, wellbeing and social development.

#### School Attendance Data Snapshot

Year	Overall Attendance %	No. of Pupils Missing 20+ Days
2021/22	91.5%	31
2022/23	92.8%	21
2023/24	92.5%	22
2024/25	93.5%	17
Target 2025/2026	94.5%	15

This data shows improvements over time and provides a baseline for setting realistic targets.

#### Attendance Standards & Expectations

At St. Fergus' National School, full attendance is expected for every pupil unless prevented by illness or other exceptional circumstances. The school day begins promptly at 9:20 a.m. and the register is called at 10:30 a.m. Pupils arriving after this time will be recorded as late. Parents and guardians are required to notify the school immediately of any absence and in cases of extended absence a medical certificate may be requested. While we acknowledge that exceptional circumstances may arise, we strongly discourage the practice of taking holidays during term time, as such absences disrupt continuity of learning and can have a lasting impact on a child's progress.

### 4. Recording, Monitoring & Data Use

Attendance at St. Fergus' National School is recorded each day by the class teacher, ensuring that all absences, late arrivals and early departures are logged accurately. The principal monitors attendance data regularly to identify trends, patterns or concerns at an early stage, allowing for timely intervention and support where necessary. This data is analysed throughout the school year and shared with staff and the Board of Management to inform decision-making and target setting. In line with statutory obligations, an Annual Attendance Report is submitted to Tusla, which includes information such as overall attendance rates and the number of pupils who have missed twenty or more days. By carefully recording and reviewing this information, the school is able to promote good attendance, respond effectively to emerging issues and maintain accountability to parents, the Board of Management and external agencies

#### Attendance Targets

<b>Target Area</b>	<b>2025/2026 Goal</b>
<b>Overall Attendance %</b>	<b>≥ 94.5%</b>
<b>Reduce pupils missing &gt;20 days</b>	<b>≤ 15 pupils</b>
<b>Improve punctuality</b>	<b>Reduce late arrivals by 10%</b>

#### 4. Promoting Good Attendance

At St. Fergus' National School, we actively promote good attendance by creating a positive and engaging school environment where children feel safe, supported and eager to learn. Good attendance is encouraged and celebrated through a variety of strategies, including newsletters, assemblies and the presentation of certificates or awards to acknowledge pupils with excellent or improved attendance. Parents are regularly reminded of the importance of daily attendance and the long-term impact even short absences can have on a child's progress and confidence. Strong home-school links are at the heart of our approach and we work in close partnership with families to encourage regular attendance, address any barriers that may arise and ensure that every child can benefit fully from their time in school.

### Statement of Strategy for School Attendance

Name of school	St. Fergus' National School
Address	Glin, Co. Limerick, V94 PT68
Roll Number	20102T
The school's vision and values in relation to attendance	<p>At St. Fergus' National School, Glin, we believe that regular and punctual attendance is central to enabling each child to reach his or her full potential.</p> <p>In line with our ethos, we welcome and value every child as an individual, recognising their uniqueness and striving to support them in every way we can.</p> <p>Our vision is for each pupil to grow into an independent, caring and worthwhile member of society and we see consistent school attendance as an essential part of this journey.</p> <p>We are committed to providing a safe, happy and inclusive environment, rooted in the Catholic tradition, where children are encouraged to care for themselves and others.</p> <p>By fostering a strong culture of attendance, we ensure that all pupils can fully engage in the moral, intellectual, social and spiritual education that will equip them for lifelong learning and participation in society.</p>
The school's high expectations around attendance	<p>St. Fergus' National School sets high expectations for attendance, recognising it as a vital foundation for children's learning, wellbeing and development. In keeping with our ethos of valuing every child's individuality and supporting them to achieve their full potential, we expect pupils to attend school regularly and punctually each day.</p> <p>We aim for attendance levels of at least 95% across the school and we encourage families to work in partnership with us to minimise absences</p>

	<p>and lateness.</p> <p>While we understand that illness or exceptional circumstances may arise, we believe that every school day counts and that strong attendance is key to enabling children to grow into independent, confident and caring members of society.</p> <p>By maintaining high expectations, we create a culture where education is valued and every child is given the best possible opportunity to flourish.</p>
<p>How attendance will be monitored</p>	<p>At St. Fergus’ National School, attendance is carefully monitored to ensure that every child has the best opportunity to learn and thrive in line with our school’s vision and ethos.</p> <p>Class teachers record attendance each morning when the roll is called before 10:30 a.m. All absences, late arrivals and early departures are logged, with parents required to provide reasons for any absence. The principal reviews attendance data regularly to identify patterns or concerns at an early stage. This data is reported to the Board of Management and submitted annually to Tusla in compliance with statutory requirements.</p> <p>Our high expectations around attendance mean that any concerns are addressed promptly and sensitively. Parents will be contacted if attendance or punctuality begins to cause concern and supports will be offered to help overcome any barriers .</p> <p>If absences reach 20 days or more in a school year, as required by law, a referral will be made to the Educational Welfare Services. Attendance trends, including overall percentages and the number of pupils missing 20 or more days, are tracked and compared with our school targets to ensure continuous improvement.</p> <p>In this way, monitoring is not only about compliance but about living out our ethos—valuing every child, caring for their wellbeing, and ensuring they can reach their full potential in a safe, happy and supportive school environment.</p>
<p>The main elements of the school’s approach to attendance:</p>	<p style="text-align: center;"><b><u>Main Elements of St. Fergus’ National School’s Approach to Attendance</u></b></p> <p style="text-align: center;"><b><u>Target Setting and Targets</u></b></p> <p>St. Fergus’ NS sets clear and ambitious attendance targets each year, using school data and Tusla guidelines as benchmarks.</p> <p>Our targets are;</p> <ul style="list-style-type: none"> <li>● to maintain overall attendance of at least 95%</li> </ul>

	<ul style="list-style-type: none"> <li>● to steadily reduce the number of pupils missing more than 20 days</li> <li>● to minimise lateness across the school.</li> </ul> <p>Attendance trends are tracked and reviewed termly, with progress reported to staff, the Board of Management, and Tusla through the Annual Attendance Report.</p> <p style="text-align: center;"><b><u>The Whole-School Approach</u></b></p> <p>In line with our vision and ethos, attendance is recognised as the responsibility of the whole school community. Teachers, pupils, parents and the Board of Management work together to create a culture where regular attendance is valued.</p> <p>Attendance is promoted through assemblies, newsletters, class discussions and the celebration of improvements. Our ethos of inclusion and care means that every child is supported to engage fully with school life and attendance is woven into our broader wellbeing and learning policies.</p> <p style="text-align: center;"><b><u>Promoting Good Attendance</u></b></p> <p>We actively promote good attendance by making school a safe, welcoming and engaging environment where children want to come and learn. High expectations around attendance are clearly communicated to families, starting at enrolment.</p> <p>Parents are reminded of the importance of daily attendance and information is provided on how even small absences can affect learning. The school encourages strong home-school partnerships to support children in maintaining consistent attendance.</p> <p style="text-align: center;"><b><u>Responding to Poor Attendance</u></b></p> <p>Where difficulties with attendance arise, St. Fergus' NS responds early and sensitively. Teachers and the principal monitor attendance daily and follow up promptly with parents if concerns are identified. Supportive conversations are prioritised to explore barriers and to put strategies in place, including Individual Attendance Plans where appropriate.</p> <p>If a pupil's absences reach 20 days, Tusla's Educational Welfare Services are notified in line with statutory requirements. Our approach is centred on care and support, ensuring that pupils and families feel guided rather than judged, with the shared aim of helping every child to reach their full potential.</p>
School roles in relation to attendance	<p style="text-align: center;"><b><u>Board of Management</u></b></p> <ul style="list-style-type: none"> <li>● Adopts and oversees the Attendance Policy / Strategy.</li> <li>● Ensures compliance with the Education (Welfare) Act 2000.</li> <li>● Reviews attendance data and progress towards targets annually.</li> </ul>

- Provides resources to support attendance promotion and interventions.

### **Principal**

- Leads the implementation of the Attendance Policy.
- Ensures daily recording of attendance is accurate and consistent.
- Monitors attendance data and identifies patterns or concerns.
- Engages with parents where issues arise and liaises with Tusla's Educational Welfare Services (EWS) when required.
- Reports attendance data to the Board of Management and Tusla.

### **Teachers**

- Take the roll call daily and record all absences, lateness and early departures.
- Monitor pupil attendance and flag concerns early to the principal.
- Communicate regularly with parents about the importance of attendance.
- Provide a supportive classroom environment that encourages pupils to attend.
- Support pupils returning after periods of absence.

### **Parents / Guardians**

- Ensure their child attends school daily and on time.
- Inform the school promptly of any absences and provide written explanations.
- Avoid term-time absences for holidays or non-essential reasons.
- Engage positively with the school if attendance issues arise.

### **Pupils**

- Attend school regularly and punctually.
- Take responsibility for their own attendance and punctuality as they grow older.
- Engage fully with school life and let teachers know if they are experiencing difficulties that affect attendance.

### **Educational Welfare Officer (Tusla EWS)**

- Supports the school, families and pupils in cases of poor attendance.
- Works with the school where children are absent for 20 days or more.

	<ul style="list-style-type: none"> <li>● Provides advice and intervention strategies to help improve attendance.</li> </ul>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p style="text-align: center;"><b><u>Parents / Guardians</u></b></p> <ul style="list-style-type: none"> <li>● Recognised as the primary educators of their children, parents are vital partners in promoting attendance.</li> <li>● The school maintains open and respectful communication with parents through enrolment meetings, newsletters, Aladdin messages and parent–teacher meetings.</li> <li>● Parents are encouraged to support punctuality, maintain routines at home and avoid unnecessary absences.</li> <li>● Where attendance concerns arise, the school works collaboratively with parents to identify barriers and agree supportive solutions.</li> </ul> <p style="text-align: center;"><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Pupils are encouraged to take responsibility for their own attendance and punctuality, particularly in the senior classes.</li> <li>● Attendance is discussed in a child-friendly way during assemblies and SPHE lessons, highlighting how “every day counts.”</li> <li>● Student voice is valued. Pupils are invited to suggest ways to make school more engaging and enjoyable, in line with the Lundy Model of Participation.</li> <li>● Good attendance is recognised and celebrated to motivate students.</li> </ul> <p style="text-align: center;"><b><u>Other Schools</u></b></p> <ul style="list-style-type: none"> <li>● St. Fergus’ NS works with feeder preschools and post-primary schools to share good practice and ensure smooth transitions, particularly for pupils with additional needs.</li> <li>● Attendance information is shared appropriately and confidentially during transition meetings to support continuity of learning and care.</li> </ul> <p style="text-align: center;"><b><u>Youth and Community Groups</u></b></p> <ul style="list-style-type: none"> <li>● The school values its strong links with local youth and community organisations in Glin .</li> <li>● Partnerships with sports clubs, cultural groups and community initiatives provide pupils with positive experiences that encourage regular school attendance.</li> <li>● Where relevant, the school may work with local youth services or community support groups to assist families experiencing challenges that affect attendance.</li> </ul> <p style="text-align: center;"><b><u>Tusla Educational Welfare Services and External Agencies.</u></b></p> <ul style="list-style-type: none"> <li>● The school works closely with Tusla’s Educational Welfare Officers</li> </ul>

	<p>(EWOs) in cases of poor or persistent absenteeism.</p> <ul style="list-style-type: none"> <li>● Where appropriate, the school liaises with NEPS, HSE services and other community agencies to provide holistic support to pupils and families.</li> </ul>
<p>How the Statement of Strategy will be monitored</p>	<p>The implementation and impact of the Attendance Strategy at St. Fergus' NS will be carefully monitored to ensure that it remains effective, relevant and consistent with the school's vision and ethos. Monitoring will take place at several levels:</p> <p style="text-align: center;"><b><u>Daily Monitoring</u></b></p> <ul style="list-style-type: none"> <li>✓ Class teachers record attendance each morning through the roll call.</li> <li>✓ The Principal reviews daily attendance records, noting patterns of lateness, absence or early departure.</li> </ul> <p style="text-align: center;"><b><u>Monthly / Termly Monitoring</u></b></p> <ul style="list-style-type: none"> <li>✓ The Principal analyses attendance data on a monthly basis to identify emerging trends, such as frequent absences on particular days or high levels of lateness.</li> <li>✓ Findings are discussed at staff meetings to ensure a whole-school approach to addressing issues.</li> </ul> <p style="text-align: center;"><b><u>Annual Monitoring</u></b></p> <ul style="list-style-type: none"> <li>✓ An Annual Attendance Report is prepared and submitted to Tusla in line with statutory requirements.</li> <li>✓ Attendance data, including overall attendance rates, the number of pupils missing 20 days or more and punctuality statistics, are presented to the Board of Management.</li> <li>✓ Progress towards school targets (e.g., maintaining at least 95% attendance, reducing the number of pupils missing 20+ days) is reviewed and evaluated.</li> </ul> <p style="text-align: center;"><b><u>Engagement with Parents and Pupils</u></b></p> <ul style="list-style-type: none"> <li>● Parents are informed regularly of their child's attendance record through report cards and parent-teacher meetings.</li> <li>● Attendance awareness is promoted through newsletters, assemblies and pupil recognition schemes.</li> <li>● Feedback from parents and pupils is taken into account when evaluating attendance supports.</li> </ul>

**External Monitoring and Support**

- The school liaises with Tusla’s Educational Welfare Services where attendance concerns persist.
- Advice and guidance from Tusla, NEPS and other relevant agencies are incorporated into reviews of the strategy.

**Review Cycle**

The Attendance Strategy will be formally reviewed by the Board of Management every three years, or earlier if significant attendance issues emerge.

Revisions will be submitted to Tusla as required and communicated to staff, parents and pupils.

This layered monitoring process ensures that the strategy is not a static document but an active framework guiding the daily, termly and annual work of the school in supporting and promoting strong attendance.

Review process and date for review

**The Attendance Policy and Statement of Strategy at St. Fergus’ NS** will be reviewed on a three-year cycle, in line with Tusla requirements or earlier if emerging issues, updated legislation or Department of Education and Youth circulars necessitate changes.

**Review Process**

**Annual Check-in:** Attendance data, targets and interventions will be reviewed at the end of each school year by the Principal and presented to the Board of Management.

**Formal Review:** Every three years, the Board of Management, in consultation with the principal, staff, parents, pupils and Tusla’s Educational Welfare Services, will carry out a full review of the Attendance Strategy.

**Consultation:** Input will be sought from staff, parents and pupils to ensure the review reflects the needs of the whole school community.

**Amendments:** Any necessary revisions will be agreed by the Board of Management and submitted to Tusla as required.

**Communication:** Updated policies will be circulated to staff and parents and published on the school website.

Date the Statement of Strategy was approved by the Board of Management

**Date for Review**

This Attendance Strategy was adopted by the Board of Management on:

	11 <sup>th</sup> February 2026  Signed: <i>Fr. Liam Enright</i>  Fr. Liam Enright  CHAIRPERSON
Date the Statement of Strategy submitted to Tusla	The next full review will take place no later than: 10 <sup>th</sup> February 2026 (three years from the date of adoption)

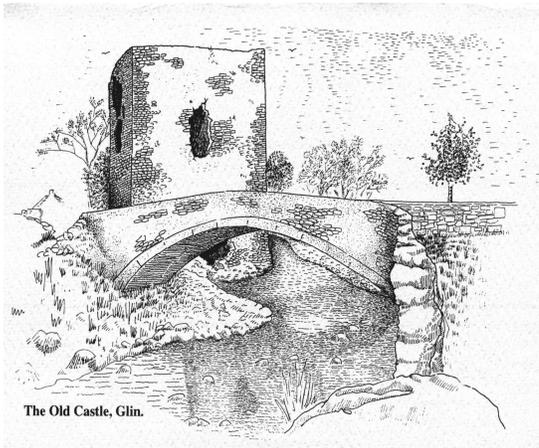
APPENDIX 1

Where a child's needs are complex or a targeted plan has been in place and is not working staff in the school may wish to use the Assessment Framework to form a deeper understanding of the presenting problem.

<b>UNDERSTANDING NEEDS - ASSESSMENT Framework</b>		DATE: _____
<b>Child's Name:</b> _____ <b>Class:</b> _____		
<b>What is/are the identified problems?</b>		
<b>To what extent is the identified problem to do with..... Please include supporting information</b>	<b>The Student him/herself</b>	
	<b>The Family</b>	
	<b>The School</b>	
<b>The Community</b>		
<b>Summarise any supports or interventions already in place</b>		
<b>Baseline</b>		
<b>Create a baseline using the last 4 weeks (minimum) as the starting point.</b>		
<b>Identify any patterns and trends of the presenting problem.</b>		

<b>What do the following say about the problem?</b>	
<b>Student</b>	
<b>Family</b>	
<b>School</b>	
<b>Other Agencies (if involved).</b>	
<b>What strengths can be built on?</b>	
<b>The Student</b>	
<b>The Family</b>	
<b>Who could support the family?</b>	
<b>Other family members</b>	
<b>Other Agencies</b>	
<b>Analysis</b>	
<b>Analysis of information gathered</b>	
<b>Completed by</b>	
<b>Date of Assessment</b>	

APPENDIX 2



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Date: \_\_ / \_\_ / \_\_

Parent(s)/Guardian(s) of: \_\_\_\_\_

Class: \_\_\_\_\_

**Re: Notification of 15 Days Absence**

Dear Parent(s)/Guardian(s),

I am writing to inform you that your child has now accumulated 15 days of absence during the current school year. The dates of these absences are recorded as follows:

Dates of Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Good school attendance is vital for every child's education. Each school day provides opportunities for learning, developing friendships and building important social and emotional skills. Even a small number of missed days can have an impact on your child's progress, as lessons build on one another and classroom experiences cannot be fully replicated at home. At St. Fergus' NS, we believe that every day counts and regular attendance helps your child to reach their full potential both academically and personally.

We appreciate that some absences may be unavoidable due to illness or exceptional circumstances. However, I would ask you to be mindful that once a child reaches 20 days of absence in a school year, the school is legally required to notify Tusla's Educational Welfare Services (EWS). This notification is automatic, regardless of the reasons provided for absences.

To ensure we can provide Tusla with a full and accurate picture, it is very important that all absences are explained through the Aladdin system (or by written note if required). This enables us to record whether absences are due to illness, family circumstances or other reasons and to indicate if there are concerns when reporting to Tusla. Where no explanation is provided an absence must be recorded as unexplained.

### **What happens if 20 days are reached?**

- The school must submit a report to Tusla's Educational Welfare Officer (EWO).
- Tusla may then contact you directly to discuss the absences and offer support if needed.
- The school will continue to work with you to promote your child's regular attendance.

We are committed to working in partnership with you to support your child's learning and attendance. If you wish to discuss this matter further, please do not hesitate to contact me at the school.

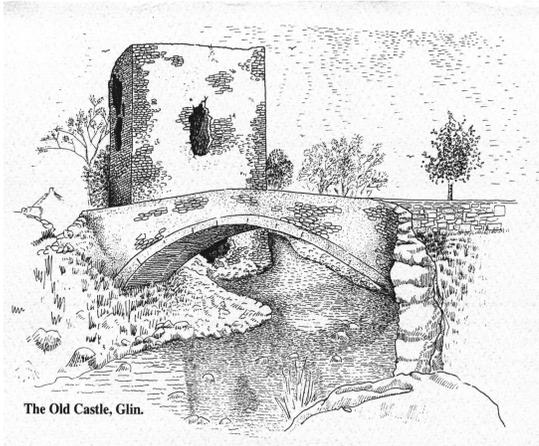
Thank you for your cooperation in ensuring that your child benefits fully from the education to which they are entitled.

Yours sincerely,

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Mrs. Deirdre Kennelly

Principal



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**Re: Follow-Up on School Attendance (18 Days Absence)**

Dear Parent(s)/Guardian(s),

Further to our previous correspondence regarding your child's 15 days of absence, I am writing to update you that our records now show that your child has accumulated 18 days of absence in the current school year. The dates of these absences are recorded as follows:

Dates of Absence:

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Regular school attendance is not only central to your child's learning and social development, it is also a legal requirement. Research consistently shows that pupils who attend school regularly achieve better academic outcomes, develop stronger friendships and build important routines that support their wellbeing. Each day missed represents lost opportunities for learning that cannot be fully recovered. Under the Education (Welfare) Act 2000, parents and guardians are legally obliged to ensure that their children attend school every day that it is open, unless there is a genuine reason such as illness.

Schools are required by law (under the Education (Welfare) Act 2000) to keep accurate records of attendance and to report to Tusla where concerns arise. At St. Fergus' NS, we work in partnership with parents to ensure that every child benefits fully from their education, but strong attendance is essential to make this possible. Once a child has missed 20 days or more in a single school year, we must notify Tusla's Educational Welfare Services (EWS). This requirement applies irrespective of the reasons for absence.

To ensure that our reports to Tusla are accurate and reflect the full context, it is very important that all absences are explained promptly in the Aladdin system (or by written note if necessary). This allows us to record whether absences are due to illness, family reasons or other circumstances and to indicate clearly if the school has any concerns when reporting. Where no explanation is provided absences must be recorded as unexplained.

**Why this matters:**

- Your child is now very close to the 20-day threshold.
- If 20 days are reached, the school is obliged to make a formal report to Tusla.
- Tusla may then contact you directly to discuss the situation and where appropriate, offer support.

We fully acknowledge that some absences may have been unavoidable. However, we ask for your continued support in making every effort to ensure your child's regular and punctual attendance for the remainder of the year. Consistent attendance is essential for your child's learning, development and wellbeing.

I would also like to invite you to meet with me in the coming days to discuss your child's attendance and explore ways in which the school can support you in ensuring improved consistency. Please contact the school office to arrange a suitable time. There may be circumstances that the school should be aware of. Please contact me so that we can work together to support your child.

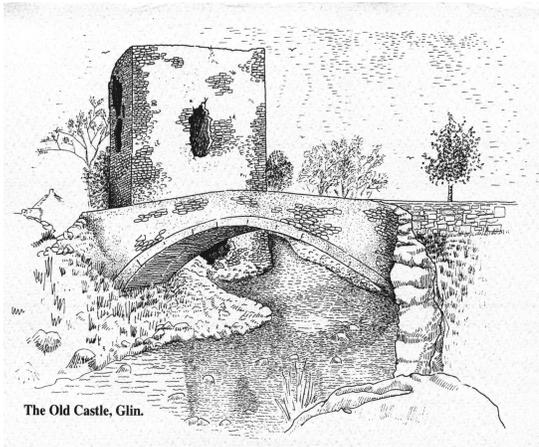
Thank you for your cooperation and partnership in this important matter.

Yours sincerely,

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Mrs. Deirdre Kennelly

Principal



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**Re: Notification of 20 Days Absence – Legal Reporting Requirement**

Dear Parent(s)/Guardian(s),

Further to our previous correspondence regarding your child's 15 days and subsequently 18 days of absence, I am writing to inform you that your child has now reached 20 days of absence in the current school year.

The dates of these absences are recorded as follows:

Dates of Absence:

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Under the Education (Welfare) Act 2000, schools are legally obliged to notify Tusla's Educational Welfare Services (EWS) once a pupil has missed 20 days or more in a single school year. Accordingly, St. Fergus' NS must now submit a formal report in respect of your child.

School attendance is essential for your child's learning, progress and overall development. Each day in school provides structured teaching, social interaction and valuable experiences that cannot be replaced. High levels of absenteeism put children at a significant disadvantage, both academically and socially and can affect their confidence and long-term outcomes. Parents and guardians have a legal duty under the Education (Welfare) Act 2000 to ensure that their child attends school every day it is open, unless there is a valid reason such as illness. At St. Fergus' NS, we are committed to supporting families where challenges arise, but ultimately it is the responsibility of parents to ensure that their child is present and engaged in their education.

When making this report, the school must include the reasons for absences provided by parents/guardians. For this reason, we ask that all absences are explained promptly and fully through the Aladdin system (or by written note if necessary). This allows us to record absences accurately and to clarify whether there are concerns when reporting to Tusla. Where no explanation is provided, the absence is recorded as unexplained.

**What happens next:**

- Tusla may review the report and decide whether to make contact with you.
- Their role is to discuss attendance concerns, provide guidance and if necessary, put supports in place.
- The school will continue to work with you in partnership to encourage and support your child's regular attendance.

I would also like to invite you to meet with me at your earliest convenience to discuss your child's attendance. This meeting will give us an opportunity to explore the reasons for the absences and more importantly, to identify ways in which we as a school can help to improve and support your child's attendance going forward.

We acknowledge that some absences may be unavoidable. However, we encourage you to ensure your child's full and punctual attendance wherever possible from this point forward, as every day in school is vital for learning, wellbeing and social development.

If you wish to discuss this matter further or to update us on any circumstances affecting your child's attendance, please contact me directly at the school.

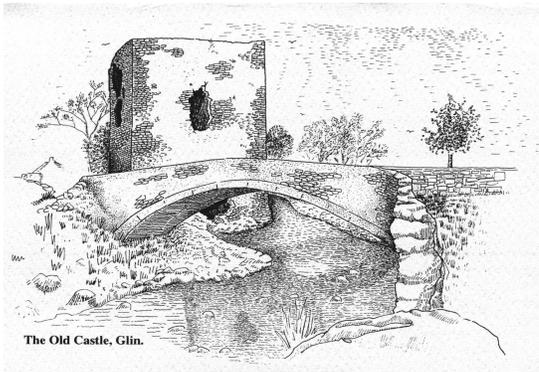
Thank you for your cooperation in this important matter.

Yours sincerely,

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Mrs. Deirdre Kennelly

Principal



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**St.Fergus' National School,  
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**Re: Concern Regarding Punctuality**

Dear Parent(s)/Guardian(s),

I am writing to bring to your attention our concern regarding your child's punctuality. Our records show that your child has been arriving late on a repeated basis this school term.

Dates/Number of Late Arrivals:

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Punctuality is extremely important. The school day at St. Fergus' NS begins at 9:20 a.m. with Morning Prayers and Líne. When a child arrives late, they miss this first, positive contact with adults and peers in school. They also miss valuable teaching and learning time, cause disruption to the class and can find it more difficult to settle into the school day. Over time, repeated lateness has the same negative effect as absence, impacting both learning progress and a child's confidence.

Under the Education (Welfare) Act 2000, parents and guardians have a legal responsibility to ensure that their child attends school regularly and punctually. Persistent lateness is recorded in the school's attendance records and may be reported to Tusla's Educational Welfare Services if it continues.

We would like to work in partnership with you to improve your child's punctuality. Please ensure that your child is in school on time each morning so they can fully benefit from the learning opportunities available.

If you would to discuss this matter further and explore any challenges that may be contributing to your child's lateness please contact the school office to make an appointment. Together, we can look at practical solutions to support a more consistent morning routine and ensure your child makes the very best start to each school day.

Thank you for your cooperation and continued support in this important matter.

Yours sincerely,

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Mrs. Deirdre Kennelly

PRINCIPAL