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NATIONAL EDUCATIONAL WELFARE BOARD
AN BORD NÁISIÚNTA LEASA OIDEACHAIS

16 - 22 Green Street, Dublin 7.
Telephone 01-8738700 Fax 01-8738799 or 01-8738798
Email: info@newb.ie
Website: www.newb.ie

To: **Boards of Management of Primary and Post-Primary Schools**
Principals of Primary and Post-Primary Schools
Vocational Education Committees

Annual Attendance Report 2004/2005

The Education (Welfare) Act 2000, provides a new framework for promoting regular school attendance, tackling the problem of absenteeism and early school leaving. The National Educational Welfare Board (NEWB) was established under the Act as the single national body with responsibility for encouraging and supporting regular school attendance.

Under Section 21 of the Act, the board of management of each school is required to submit a report on the levels of attendance at the school each year. Enclosed is the 'Annual Attendance Report' form for completion and submission. More detailed information is contained in 'Reporting of Student Absences & Expulsions, Guidance for Primary and Post Primary Schools' (circulated to schools in February 2005 and also available on www.newb.ie/policy.shtml). This guidance has been developed following consultation with school management, principals, teachers and parents. The NEWB wishes to thank all those involved in the consultative process.

The report becomes due for completion when the school closes for the summer break and should be submitted to the NEWB by

1st July 2005 (Post-Primary Schools)
15th July 2005 (Primary Schools)

Copies of this letter are enclosed for the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

A copy should also be provided to a students' council established in accordance with Section 27 of the Education Act 1998.

Your co-operation in this matter is appreciated.

Eddie Ward
Chief Executive Officer

May, 2005

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Chuig: **Boird Bhainistíochta na mBunscoileanna agus na nIarbhunscoileanna**
Príomhoidí na mBunscoileanna agus na nIarbhunscoileanna
Coistí Gairmoideachais

Tuairisc Bhliantúil ar Thinreamh 2004/2005

Mar a foráladh san Acht Oideachais (Leas), 2000, cuireadh creat oibre nua ar bun chun freastal rialta scoile a chothú agus chun dul i ngleic le hasláithreacht agus le luathfhágáil scoile. Bunaíodh an Bord Náisiúnta Leasa Oideachais (BNLO) dá réir, d'fhonn na spriocanna sin a bhaint amach.

De réir Alt 21 den Acht, tá sé de dhualgas ar Bhord Bainistíochta na scoile tuairisc a sheoladh isteach chuig an BNLO faoi thinreamh na bliana. Faoi iamh tá an fhoirm 'Tuairisc Bhliantúil ar Thinreamh' atá le comhlíonadh agus le seoladh isteach. Tá eolas sonraitheach ar fáil ins na treoirlínte 'Tuairisciú ar Asláithreacht Dhaltaí agus ar Dhíbirt as Scoil, Treoir do Bhunscoileanna agus d'Iarbhunscoileanna' (seolta chuig scoileanna i Feabhra 2005, chomh maith le bheith ar fáil ar www.newb.ie/policy.shtml). Cuireadh an treoir sin le chéile bunaithe ar chomhchomhairle le bainistíocht scoile, le príomhoidí, le múinteoirí agus le tuismitheoirí. Ba mhian leis an BNLO buíochas a ghabháil leo siúd go léir a ghlac páirt sa phróiseas comhchomhairleach.

Seo a leanas spriocdhátaí don tuairisc chomhlánaithe:

1 Iúil 2005	(Iarbhunscoileanna)
15 Iúil 2005	(Bunscoileanna)

Tá cóipeanna breise den litir seo faoi iamh, le scaipeadh ar na hionadaithe cuí (tuismitheoirí agus múinteoirí).

Ba chóir cóip a sholáthar do Chomhairle na nDaltaí, mar atá sonraithe in Alt 27 den Acht Oideachais, 1998.

Táimid fíorbhuíoch as an gcomhoibriú.

Eddie Ward
Príomh-Oifigeach Feidhmiúcháin

Bealtaine, 2005