



NATIONAL EDUCATIONAL WELFARE BOARD AN BORD NÁISIÚNTA LEASA OIDEACHAIS

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January 2005

**TO: PRINCIPALS OF PRIMARY AND POST PRIMARY SCHOOLS
BOARDS OF MANAGEMENT OF PRIMARY AND POST PRIMARY SCHOOLS
VOCATIONAL EDUCATION COMMITTEES**

GUIDELINES FOR SCHOOLS ON REPORTING OF STUDENT ABSENCES AND EXPULSIONS

I write to you in relation to the Education (Welfare) Act, 2000 and in particular, the arrangements for the reporting of student absences for the 2004/05 school year.

As you are aware, the educational welfare of all children in the State is the principal concern of the National Educational Welfare Board [NEWB]. To discharge this responsibility, educational welfare officers require information about individual students who are missing school so that those children in difficulty can be followed up quickly and efficiently. The timely reporting of student absences impacts directly upon the NEWB's ability to meet the educational welfare needs of individual children.

Accompanying this letter is a guidance booklet which will support you in making returns to the National Educational Welfare Board in relation to your students. This guidance has been developed to assist and advise schools on their responsibilities under the legislation and to standardise and simplify reporting procedures.

It is also important to note that all guidance issued by the NEWB is developed following consultation with school managers, principals, teachers and parents.

For 2004 /2005 schools are asked to submit three reports, the first one of which becomes due on 4th February 2005. Schools are also required to submit an Annual Attendance Report when schools close for the summer break. Reports may be made on line at www.schoolreturn.ie at no cost to the school.

Should you have any queries in relation to this documentation please contact us by email at schoolreturn@newb.ie , by telephone to our Education Helpline 1890 36 36 66, or by letter to the above address.

The NEWB is grateful for your cooperation to date and we look forward to working with you as the service develops.

Yours sincerely

Eddie Ward

Chief Executive Officer

Please note that a dedicated NEWB binder to store this pack will be issued shortly to every school.

National Educational Welfare Board Education (Welfare) Act, 2000

REPORTING OF STUDENT ABSENCES & EXPULSIONS
FOR SCHOOL YEAR 2004/2005



Guidance for Primary and Post Primary Schools

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SUMMARY OF REPORTING REQUIREMENTS

INTRODUCTION

Under Section 21 of the Education (Welfare) Act, 2000, recognised schools are required to:

- establish and maintain a School Register and School Attendance Records
- monitor the attendance of all students enrolled
- report on student attendance in certain circumstances

This guidance has been prepared to assist and advise schools on their responsibilities under the legislation. The timely reporting of student absences impacts directly upon the National Educational Welfare Board's [NEWB] ability to meet the educational welfare needs of individual students.

REPORTING OF STUDENT ABSENCES AND EXPULSIONS

Under the Act, a school is obliged to report to the NEWB every time:

- it decides to expel a student
- a student's name is to be removed from the school register for whatever reason
- a student has reached 20 days absence cumulatively
- a student has been suspended for 6 days or more cumulatively
- a Principal is concerned about a student's attendance.

During this initial phase, schools are asked to submit the following reports:

STUDENT ABSENCE REPORT

All schools are asked to submit information about individual student absences five times a year on designated dates, and only if they have students in the categories stated below. A standard ***Student Absence Report Form*** has been developed to assist schools in submitting this information in summary format. (See Section A)

This form is to be used to report students:

- who have absences of 20 days or more and the reasons why
- about whose attendance the Principal is concerned
- whose names have been removed from the register e.g. expelled/ transferred to another school.

The information submitted will help educational welfare staff to decide on the level of intervention required in each case.

It is not necessary to report students who:

- ✓ are following Post Leaving Certificate (PLC) or Adult Education Programmes
- ✓ have reached the age of 16 years *and* completed 3 years post primary education, unless the student has been suspended or expelled.

Information on the submission of reports is given in Section B.

NOTICE OF DECISION TO EXPEL A STUDENT

Where a board of management decides to expel a student, the NEWB should be notified immediately using a Notice of Decision to Expel Form (Section C). This information is required under the Act and allows the NEWB to intervene before the decision takes effect.

ANNUAL ATTENDANCE REPORT

Schools are also required to submit an annual attendance report on the levels of attendance during the school year. This report covers all students registered in the school except those pursuing PLC or adult education programmes - see Section D.

Schools are also reminded of their obligations with regard to:

The School Register

Each school is required to keep a register of all students containing certain information – see Section E.

School Attendance Record

Each school is required to keep an Attendance Record for all students registered in the school – see Section F.

Further Information

Should you have any queries in relation to this documentation please contact us by email at schoolreturn@newb.ie , by telephone to our Education Helpline 1890 36 36 66 or by letter.

More detailed guidance on each of these areas is contained in the following pages...

REPORTING STUDENT ABSENCES

Education (Welfare) Act, 2000, Section 21 (4)

STUDENT ABSENCE REPORT FORM

Schools are asked to report individual student absences in summary format five times in each school year on designated dates. This will reduce the number of reports schools have to submit and will assist towards compliance with the legislation.

A Student Absence Report form has been designed. Blank copies and completed examples are enclosed - see Appendix 3. These forms will meet your reporting requirements for the school year 2004 /2005. Extra copies of these forms are available at www.schoolreturn.ie, or by contacting 1890 36 36 66.

This form is to be used to report:

- students who have absences of 20 days or more and the reasons why.
- A student about whose attendance the Principal is concerned.
- students whose names have been removed from the register (e.g. expelled/ transferred to another school).

It is not necessary to report a student who:

- ✓ is following Post Leaving Certificate (PLC) or Adult Education Programmes
- ✓ has reached the age of 16 years *and* completed 3 years post-primary education, unless the student has been suspended or expelled.

These Guidelines should be followed by all schools. However schools which are visited by an Educational Welfare Officer [EWO] on a regular basis may provide more regular updates to the Officer.

GUIDE TO THE STUDENT ABSENCE REPORT FORM

See examples of completed forms in Appendix 3

| | |
|--|--|
| NAME OF STUDENT | As on the School Register. (A student refers to any student enrolled in a school regardless of age –however, you are asked not to include PLC or Adult Education students, or students who have reached the age of 16 years and completed 3 years post primary education, unless the student has been suspended or expelled). |
| PPSN <i>(Where available)</i> | Personal Public Service Number. This number is provided by the Department of Social and Family Affairs directly to the family. |
| CLASS / YEAR | What Class /Year the child is attending e.g. 1 st Class, 2 nd Year |
| ADDRESS | As on the school records |
| GENDER | Please tick as appropriate |
| DATE OF BIRTH | As on the school records |
| NAME OF PARENT/GUARDIAN | As on the school records |
| PARENT /GUARDIAN PHONE NUMBER | As on the school records |
| CATEGORY OF ABSENCE (SEE PAGE 5) | This refers to the reasons for absence given to the school. Please use the categories indicated. Students may have absences under more than one category. The total number of days absent should equal the sum of absences under all categories. |
| TOTAL NUMBER OF DAYS ABSENT TO DATE | The cumulative number of days the student has been absent since the start of the school year . |
| SCHOOL COMMENT | A principal may wish to indicate that he / she is concerned about the educational welfare of a student in the School Comment column. A principal may be concerned about the attendance of a student where he/she is dissatisfied with the reasons given for an absence or is concerned about the pattern of absences. A principal may also report concern where the number of days absence is less than 20 days. |

GUIDE TO THE CATEGORIES OF ABSENCE

The form outlines a way of categorising absences. The categories to use in submitting a return are:

See examples of completed forms in Appendix 3

| CODE | CATEGORY | EXPLANATION |
|------|----------------------------|--|
| A | Illness | Student reported as being ill / certified illness |
| B | Urgent family reasons | E.g. Bereavement / Separation |
| C | Expelled | The school has expelled the student and all internal and external appeals processes have been exhausted. See Section C. |
| D | Suspended | Student has been suspended |
| E | Other | All other reasons E.g. Holidays, Religious observance, Death of Student, Emigration etc. (where possible give reason in School Comment Column) |
| F | Unexplained | School has not received a reason for absence from parent /guardian |
| G | Transfer to another school | The school has received written notice from another school that the student has transferred to that other school. |

The information submitted will help Educational Welfare staff to decide on the level of intervention required in each case.

DATES FOR SUBMISSION OF STUDENT ABSENCE REPORTS

Student Absence Reports should be completed and submitted **five** times a year as follows:

See examples of completed forms in Appendix 3

| REPORT PERIOD | CUMULATIVE ABSENCES FROM 1 ST DAY OF 2004/2005 SCHOOL YEAR | REPORT TO BE SUBMITTED BY |
|---------------|--|---|
| 1 | N/A | N/A |
| 2 | N/A | N/A |
| 3 | <p style="text-align: center;">1/9/2004 * to 31/12/04</p> <p style="text-align: center;"><i>* or whatever day the school opened at the start of the school year</i></p> | 4 th February 2005 |
| 4 | 1/9/2004 to 31/03/2005 | 8 th April 2005 |
| 5 | <p style="text-align: center;">1/9/2004 to the day school closes for the Summer holidays</p> <p style="text-align: center;">(The Annual School Attendance Report is also due at this time – see Section D)</p> | <p style="text-align: center;">1st July 2005 (Post Primary)</p> <p style="text-align: center;">8th July 2005 (Primary)</p> |

REPORTS 1 AND 2 DO NOT APPLY FOR THE CURRENT SCHOOL YEAR (04 / 05)

Please note that the data is cumulative from the start of the school year. Therefore absences for individual students are carried forward from one reporting period to the next and reported even if no additional absences have occurred – see examples in Appendix 3.

HOW AND WHERE TO SUBMIT STUDENT ABSENCE REPORTS

Reports may be returned to the NEWB in the following ways:

Online

www.schoolreturn.ie.

The NEWB has developed a new website facility for schools that will enable them to record student absences at no additional cost to the individual school. Details on how to access the system and a training guide are issued under separate cover. This system is confidential and is covered by the Data Protection Act (1988/2003) and the Education (Welfare) Act, 2000, Section 28.

The new website www.schoolreturn.ie will allow authorised personnel within a school to enter data on all students registered in the school. The data refers to the contact details for each student and information relating to their non attendance. This information will then be available instantly to the NEWB.

In addition, the school will be able to generate internal management reports showing the absences for an individual student, a particular class or the entire school, and a breakdown of the absence categories. The website can be used to record all absences so that the system can then produce all reports required by the NEWB including the Annual Attendance Report.

By post

Blank forms are enclosed which can be completed manually and returned by post to:

**School Returns Section, National Educational Welfare Board,
16-22 Green St, Dublin 7.**

Additional copies of the Form may be photocopied or downloaded from www.schoolreturn.ie.

Using existing school software packages

To assist schools in the completion and submission of the Student Absence Report information, a module has been incorporated into software packages currently used by schools. Please check with your software supplier.

THE REPORTING OF ABSENCES TO THE NEWB DOES NOT REQUIRE YOU TO PURCHASE ANY NEW SOFTWARE AS DATA CAN BE SUBMITTED VIA THE WEBSITE www.schoolreturn.ie

REPORTING EXPULSIONS

Education (Welfare) Act, 2000, Section 23, Section 24, Section 26
Education Act 1998 Section 15, Section 29

The Education Act 1998 requires each school to publish its code of behaviour including its policy on the expulsion of students.

Guidance issued by the Department of Education and Science on Codes of Behaviour remain extant until replaced or updated.

The Education (Welfare) Act, 2000 requires that a student may not be expelled except according to the schools published policy.

Decision to Expel a Student

The Act of 2000 (Section 24) stipulates that where a board of management is of the opinion that a student should be expelled, the board is required to inform the NEWB of its decision, and the reasons why in writing.

The decision to expel a student does not take effect until 20 school days have elapsed after the NEWB have received notification in writing. The new **Notice of Decision to Expel** form should be used for this purpose – see Appendix 1.

On receipt of this Form, a letter of acknowledgement will issue immediately from the National Educational Welfare Board.

The date of receipt will be clearly indicated on the acknowledgement. The “20 school days” begin when the Form is received by the NEWB.

This notice should only be completed and returned after all internal school processes have been exhausted.

Reporting Students who have been expelled

Where a school has expelled a student, and all appeals processes both internal and external have been exhausted, the student's expulsion should be reported on the Student Absence Report Form.

The NEWB will be issuing Guidelines for Schools on Codes of Behaviour. In the interim, guidance issued by the Department of Education and Science on Codes of Behaviour remains extant.

ANNUAL SCHOOL ATTENDANCE REPORT

Education (Welfare) Act, 2000, Section 21 (6), (7)

Why schools should complete the Annual School Attendance Report

Schools should report in accordance with the arrangements outlined for a number of reasons.

The reports will:

- a) assist schools in meeting their obligations under the law
- b) provide data on the levels of non-attendance at school and the reasons why
- c) assist schools in monitoring attendance
- d) simplify and standardise existing reporting arrangements
- e) provide information for parents' councils as required under the Act

The Annual School Attendance Report for the school year 2004/05 will comprise:

- a) Total Enrolment as at 30th September 2004 (excluding students on PLC or adult education courses, but including **all** students over 16 years)
- b) Sum of **all** individual student absences over the **entire school year** up to and including the date the school closes (excluding students on PLC or adult education courses, but including **all** students over 16 years).
- c) Number of students with 100% attendance
- d) Number of students absent 20 days or more cumulatively
- e) Number of students expelled
- f) Number of students suspended
- g) Confirmation of availability of Code of Behaviour to parents and students
- h) Confirmation of availability of Admissions Policy to parents and students

Date for submission of the Annual School Attendance Report for 2004/05

The Annual School Attendance Report is due ***for completion*** on the day school closes for the Summer break. Annual Attendance Report Forms, with guidance on their completion, will issue in May 2005.

The report should be submitted no later than:

1st July 2005 for Post Primary schools

15th July 2005 for Primary schools

THE SCHOOL REGISTER

Education (Welfare) Act, 2000, Section 20.

Legal Background

Under Section 20 of the Education (Welfare) Act, 2000, recognised schools are required to establish and maintain a School Register.

School Register Requirements

The School Register must include the names of all children who have a place in the school and the date of first attendance. (Primary Schools see note below)

Removal of Name from Register

Under the Act, a Student's name can only be removed from a School Register where:

- a student has been expelled and all internal and external appeals processes have been exhausted (see note)
or
- a school has received confirmation that the student is registered in another school.
or
- a student has been registered with the NEWB as in receipt of an education in a place other than a recognised school.

NOTE FOR PRIMARY SCHOOLS

The Register referred to in this Section is not the traditional Register maintained in Primary Schools. Schools should follow the requirements of the Department of Education and Science on this issue.

The NEWB will be issuing Guidelines for Schools on Codes of Behaviour. In the interim, guidance issued by the Department of Education and Science on Codes of Behaviour remains extant.

SCHOOL ATTENDANCE RECORD

Education (Welfare) Act, 2000, Section 21

Legal Background

Under the Act, the school principal must maintain a “record of attendance or non-attendance for each school day of each student registered at that school”.

School Attendance Record Requirements

The School Attendance Record should contain the following information on each student on the School Register:

- Attendance or non-attendance on each school day.
 - A student is in attendance if he/she is present when attendance is checked under the school's normal procedures.
 - If a student has been suspended for any number of days these should be recorded as absences in the normal way, and categorised appropriately.
- Reasons for failure to attend on each school day

Activities organised by the school which have been authorised by the principal e.g. school trips, participation in sporting or cultural activities or work experience, should be recorded as attendance in the School Attendance Record.

An attendance record must be kept for all students ***regardless of age***. Information from a child's school attendance record will be required by the Educational Welfare Officer if a parent is being prosecuted under Section 25 of the Act.

INFORMATION REQUIRED BY EDUCATIONAL WELFARE OFFICER

In following up on students an Educational Welfare Officer will need the following information held by the school;

- ┆ Name (as on birth certificate)
- ┆ PPSN (if available)
- ┆ Address
- ┆ Date of Birth (as on birth certificate)
- ┆ Gender
- ┆ Date of first attendance
- ┆ Class/Year
- ┆ Name of Parent(s)/Guardian(s)
- ┆ Parent/Guardian phone number

NOTICE OF DECISION TO EXPEL



School Returns Section,
National Educational Welfare Board,
16 – 22 Green Street, Dublin 7

School roll number:

School name:

School address:

The Board of Management at its meeting on/..../..... formed the opinion that the student named below should be expelled

Name of student:

Address of student:

Date of birth:/..../..... PPSN:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Parent/Guardian:

Address of parent/guardian:

Telephone:

Reasons for expulsion:

Date parent/guardian was informed of Board of Management’s decision in writing/..../.....

VEC Schools only

Has the parent/guardian been informed of their right to appeal to the Vocational Education Committee in the first instance under Section 29 of the Education Act 1998?

Yes No

All primary and Post Primary Schools (including VEC Schools)

Has the parent/guardian been informed of their right of appeal to the Secretary General of the Department of Education and Science under Section 29 of the Education Act 1998?

Yes No

Name:

PLEASE USE BLOCK CAPITALS

Signed:

Title:

(Secretary / Chairperson / Manager / Chief Executive Officer)
on behalf of the Board of Management

Date:/..../.....

NOTE : This notice should only be completed and returned after all local appeals processes at school level have been exhausted. This notice fulfils the school's obligations under Section 24(1) of the Education (Welfare) Act, 2000.

For guidance on completion of this form please refer to Section C of Guidance for Schools on Reporting of Student Absences and Expulsions.

NEWB Internal Use Only

Date Received/...../.....
Date acknowledged/...../.....
Referred to

Sample letters for use by schools

These letters are templates only and can be adapted by schools in line with their own internal procedures and policies.

Sample Letter 1

Introductory letter to all parents concerning the Education (Welfare) Act, 2000.

Sample Letter 2

Letter to parents regarding a child's absence where no contact has been made with the school

Sample Letter 3

Letter regarding a child's absence where the school is concerned about a child's non attendance and the concern is being passed to the NEWB.

Sample Letter 4

Letter regarding a child's absence where the school is not concerned about the pattern of absences but where the child's name is being passed to the NEWB

Note: These letters can be downloaded from www.schoolreturn.ie

SAMPLE LETTER 1

Introductory letter from school to all parents concerning the Education (Welfare) Act, 2000.

Dear Parents,

I am writing to tell you a little about the Education (Welfare) Act, 2000 and about some of the responsibilities we now share under the Act.

THE IMPORTANCE OF A GOOD EDUCATION

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act, 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate.

NATIONAL EDUCATIONAL WELFARE BOARD

Under the Act, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school, whichever comes later. The National Educational Welfare Board (NEWB) was established to support school attendance and follow up on children who are not attending school regularly.

OUR SCHOOL POLICY *[School can insert its own policy here]*

As a parent, you must let the school know if your child is absent and the reason why. It is school policy that reasons must be given in writing. The school will notify the National Educational Welfare Board if a child is absent for 20 days or more or where the absence gives rise to concern.

If your child is sick or is absent for other good reasons, no action will be taken by the NEWB. However, if there is concern about your child's attendance at school or about the reasons given, you may be visited by an Educational Welfare Officer who will discuss your child's education with you. The Officer will work with you and take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his/her entitlement to an education.

Further information concerning the new service and about school attendance matters generally can be obtained from the national Lo-Call Education Helpline (Telephone 1890 36 36 66) which is staffed by an Educational Welfare Officer.

Yours sincerely,

SAMPLE LETTER 2

Letter to Parents regarding a child's absence where no contact has been made with the school

Dear Parents,

I am writing to you regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days < insert days>. The school has not received any letter or contact from you. You are asked to contact the school as soon as possible to arrange an appointment to discuss the matter with <name of teacher>.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary, whichever comes later. When your child is absent, you as parent must let the school know the reason for this absence every time. It is school policy that you do this in writing.

Thank you for your co-operation in this matter.

Yours sincerely,

SAMPLE LETTER 3

Letter regarding a child's absence where the school is concerned about a child's non-attendance and the concern is being passed to the NEWB.

Dear Parents,

I am writing to you regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days <insert days>.

The school has written to you about this matter but has not received an explanation from you. The school is now very concerned that < Insert name> is not receiving an education and we will be writing to the National Educational Welfare Board to pass on our concern. An Educational Welfare officer may therefore be in contact with you shortly to discuss the matter further.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education, whichever comes later. When your child is absent, you as parent must let the school know the reason for the absence every time. It is school policy that you do this in writing.

If you wish to discuss < Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for you co-operation in this matter.

Yours truly,

SAMPLE LETTER 4

Letter regarding a child's absence where the school is not concerned about the pattern of absences but where the child's name is being passed to the NEWB

Dear Parents,

I am writing to you regarding <Insert name> attendance at school. He/She has been absent on the following days <insert days>.

Because <insert name> has been absent through illness, the school will be reporting the absence in the normal way but will not be informing the National Educational Welfare Board that it is concerned about your child's educational welfare.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. When a child is absent, you as parent must let the school know the reason for the absence every time. It is school policy that you do this in writing.

If you wish to discuss <Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for you co-operation in this matter.

Yours truly,

Appendix 3

National Educational Welfare Board,
16 – 22 Green St, Dublin 7.
www.newb.ie



EXAMPLE COMPLETED STUDENT ABSENCE REPORT - PERIOD 3

| | |
|---------------------------|--|
| Roll Number | 1234567U |
| School name | Test School |
| School address | Address details here Address details here Address details here |
| Telephone number | 0000 / 99999999 |
| Period covered | (Tick the return period this submission covers) 01/09/2004 to 31/12/2004 <input checked="" type="checkbox"/> (due by 04/02/2005) - (Report Period 3) 01/09/2004 to 31/03/2005 <input type="checkbox"/> (due by 08/04/2005) -(Report Period 4) 01/09/2004 to when school closes <input type="checkbox"/> (due by 08/07/2005) -(Report Period 5) <i>Please note that the data is cumulative from the start of the school year. Absences for individual students are carried forward from one reporting period to the next and reported even if no additional absences have occurred.</i> |
| Signed (Principal) | XX <i>I certify that this return is in accordance with school records.</i> |
| Date: | 04/02/2005..... |

To Submit:

| | |
|----------------|---|
| Post | School Returns Section, National Educational Welfare Board, 16 – 22 Green Street, Dublin 7 |
| On line | www.schoolreturn.ie |

This report is to be used:

- Where a student is absent 20 days or more and the reasons why
- The Principal is concerned about a Student's Attendance
- Students whose names have been removed from the register (e.g. expelled/ transferred to another school).



Education Helpline

1890 36 36 66

National Educational Welfare Board,
16 – 22 Green St, Dublin 7.
www.newb.ie



EXAMPLE COMPLETED STUDENT ABSENCE REPORT - PERIOD 4

| | |
|---------------------------|--|
| Roll Number | 1234567U |
| School name | Test School |
| School address | Address details here Address details here Address details here |
| Telephone number | 0000 / 99999999 |
| Period covered | (Tick the return period this submission covers) 01/09/2004 to 31/12/2004 <input type="checkbox"/> (due by 04/02/2005) - (Report Period 3) 01/09/2004 to 31/03/2005 <input checked="" type="checkbox"/> (due by 08/04/2005) -(Report Period 4) 01/09/2004 to when school closes <input type="checkbox"/> (due by 08/07/2005) -(Report Period 5) <i>Please note that the data is cumulative from the start of the school year. Absences for individual students are carried forward from one reporting period to the next and reported even if no additional absences have occurred.</i> |
| Signed (Principal) | XX <i>I certify that this return is in accordance with school records.</i> |
| Date: | 08/04/2005..... |

To Submit:

| | |
|----------------|---|
| Post | School Returns Section, National Educational Welfare Board, 16 – 22 Green Street, Dublin 7 |
| On line | www.schoolreturn.ie |

This report is to be used:

- Where a student is absent 20 days or more and the reasons why
- The Principal is concerned about a Student's Attendance
- Students whose names have been removed from the register (e.g. expelled/transferred to another school).



Education Helpline

1890 36 36 66

CATEGORY OF ABSENCE

- A** Illness **B** Urgent Family Reasons **C** Expelled **D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays) **F** Unexplained **G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | | | | | | | | | | School comment |
|-----------------|-----------|------------|--|---|---------------|--------------------------------|-------------------------------|--|---|---|---|---|---|----|-------|------------------------------------|--|----------------|
| | | | | | | | | A | B | C | D | E | F | G | Total | | | |
| Joe A | 1234567Y | 1st | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX | M <input checked="" type="checkbox"/> F <input type="checkbox"/> | 22/07/1998 | Mr and Mrs A | 0000 / 999999 | | | | | | | | 36 | 36 | Absences remain unexplained | |
| Mary Y | 1234567ZZ | 1st | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX | M <input type="checkbox"/> F <input checked="" type="checkbox"/> | 21/12/1998 | Mr X and Ms Y | 0000 / 999999 | | | | | | | | 26 | 26 | Genuine Certified illness | |
| Tom C | 1234567ZX | 2nd | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX | M <input checked="" type="checkbox"/> F <input type="checkbox"/> | 04/09/1996 | Ms C | 0000 / 999999 | | | | | | | 25 | 25 | No reasons yet received- concerned | | |
| Deirdre D | 1234567ZA | 2nd | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX | M <input type="checkbox"/> F <input checked="" type="checkbox"/> | 2/2/1996 | Mr and Mrs D | 0000 / 999999 | | | | | | 4 | 4 | 22 | 22 | Family reasons school monitoring situation | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A | B | C | D | E | F | G | Total | | | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A | B | C | D | E | F | G | Total | | | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A | B | C | D | E | F | G | Total | | | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A | B | C | D | E | F | G | Total | | | |

Appendix 4

National Educational Welfare Board,
16 – 22 Green St, Dublin 7.
www.newb.ie



STUDENT ABSENCE REPORT SCHOOL YEAR 2004 / 2005

| |
|--|
| Roll Number |
| School name |
| School address |
| Telephone number |
| Period covered (Tick the return period this submission covers) 01/09/2004 to 31/12/2004 <input type="checkbox"/> (due by 04/02/2005) - (Report Period 3) 01/09/2004 to 31/03/2005 <input type="checkbox"/> (due by 08/04/2005) -(Report Period 4) 01/09/2004 to when school closes <input type="checkbox"/> (due by 08/07/2005) –(Report Period 5) <i>Please note that the data is cumulative from the start of the school year. Absences for individual students are carried forward from one reporting period to the next and reported even if no additional absences have occurred .</i> |
| Signed (Principal) <i>I certify that this return is in accordance with school records.</i> Date: |

To Submit:

| | |
|----------------|---|
| Post | School Returns Section, National Educational Welfare Board, 16 – 22 Green Street, Dublin 7 |
| On line | www.schoolreturn.ie |

This report is to be used:

- Where a student is absent 20 days or more and the reasons why
- The Principal is concerned about a Student's Attendance
- Students whose names have been removed from the register (e.g. expelled/ transferred to another school).



Education Helpline

1890 36 36 66

CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|--|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | <table border="0"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>Total</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table> | A | B | C | D | E | F | G | Total | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
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| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
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| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
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National Educational Welfare Board,
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STUDENT ABSENCE REPORT SCHOOL YEAR 2004 / 2005

| |
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| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|---|----------------|---|---|---|---|---|---|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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|-----------------|------|------------|--------------------|--|---------------|--------------------------------|-------------------------------|--|----------------|
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
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| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |

School Roll Number: _____ Date: _____ Report Period: _____

CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|---|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
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| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
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| A | B | C | D | E | F | G | Total | | | | | | | | | | | | | | | | | | |
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CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
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Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|---|----------------|---|---|---|---|---|---|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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School Roll Number: _____ Date: _____ Report Period: _____

CATEGORY OF ABSENCE

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| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A B C D E F G Total <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A B C D E F G Total <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> = <input type="checkbox"/> | |
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CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|--|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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School Roll Number: _____ Date: _____ Report Period: _____

CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category <i>(use list above)</i> | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|---|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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School Roll Number: _____ Date: _____ Report Period: _____

CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment |
|-----------------|------|------------|--------------------|--|---------------|--------------------------------|-------------------------------|--|----------------|
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
| | | | | M <input type="checkbox"/> F <input type="checkbox"/> | | | | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> Total = <input type="checkbox"/> | |
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| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|---|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
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School Roll Number: _____ Date: _____ Report Period: _____

CATEGORY OF ABSENCE

- A** Illness
- B** Urgent Family Reasons
- C** Expelled
- D** Suspended
- E** Other (e.g Religious observance, Death of Student, Emigration, Holidays)
- F** Unexplained
- G** Transfer to another school

Do not include students who are sixteen years of age and have completed three years post primary level or are pursuing Adult Education or PLC courses unless the student has been suspended or expelled.

| Name of Student | PPSN | Class/Year | Address of student | Gender | Date of Birth | Name of parent(s)/ guardian(s) | Parent/ Guardian Phone Number | Enter cumulative Number of Days absent in each category (use list above) | School comment | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|--|----------------------|--------------------------------|-------------------------------|--|----------------|----------|----------|----------|----------|----------|----------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|--|
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