



Coláiste an Chomaraigh,  
Tigh an Mheáin,  
Carrraig na Siúire,  
Co. Thiobraid Árann.

Comeragh College,  
Tinvane,  
Carrick on Suir,  
Co. Tipperary.



23<sup>rd</sup> January 2023

## EVERY DAY COUNTS: Information Note about School Attendance Reporting Requirements

Dear Parents/Guardians,

The twice annual 'School Attendance Returns' are due, so we are taking the opportunity to explain how attendance recording and reporting works in schools.

Attendance is recorded by the class teacher on our online roll books via VSware. While attendance is hugely important and good attendance correlates strongly with improved outcomes, sometimes there are valid reasons for students to miss school.

There are two reporting mechanisms for attendance where attendance is reported to TUSLA, the Child and Family Agency.

### 1. School Attendance Reports

There are two reporting periods in the year, September to December and January to June. We submit the school attendance returns in January for September to December and again in June.

On this form we are required to list any pupils who have missed 20 school days (or more) for any reason. You will be informed if your child is included in the report. In the case of a report being followed up, the Education Welfare Officer will ask if the absences were explained. Explained absences, due to illness etc, are not generally a cause for concern. However, a large number of absences may lead to further involvement from the Education Welfare Officer.

### 2. Discretionary Referrals

Discretionary referrals are made where a school is worried about the attendance of a student, for a variety of reasons. A school will refer a child to the Education Welfare Officer where there are concerns. The role of the Education Welfare Officer is primarily to offer support to families to improve attendance.

The school will try to contact parents/guardians before referring to the Education Welfare Officer.

Key things to note:

- The aim of attendance and punctuality procedures are to ensure the student gets the best experience of education and maximises learning time. We are available to support families as needed.
- Be sure to enter your absence reason on VSware for each absence, before 8:30am, to keep that on record.
- Students should aim to be in school for 8.50am each day. We know this is not always possible, and understanding is always there for extenuating circumstances. If there is an ongoing challenge, then please contact the relevant Year Head.

Yours faithfully,  
**KEVIN LANGTON**  
(Principal)

**KATHLEEN O'DONOVAN RYAN**  
(Deputy Principal)

Príomhoide: Caoimhín Ó Langtúin  
Príomhoide Ionad: Caitlín Ní Dhonnabháin Ó Riain  
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