

**Principal:** Cara Mc Loughlin **Deputy Principal:** Angela Flanagan.

Dated: 18.01.2019

## Re: Attendance and signing in/out

Dear Parent/Guardian

May we start by thanking you for your on-going support and help and by wishing you and your family a peaceful, happy New Year.

As we begin 2019, we would like to draw your attention to the importance of attendance which we hope to focus on in the coming year.

As you know, a good education gives your son/daughter the best possible start in life. In St Ciarán's we support and encourage the academic, spiritual, moral and physical development of all students. We promote a school environment where students are encouraged and supported to reach their full potential.

Research shows that when students attend school regularly they perform better academically and have a better chance of achieving to their potential. We are concerned that absences will have an impact on their academic progress.

Where possible, appointments should be made outside of school hours so that attendance is not affected. When an appointment takes place within school hours, evidence of the appointment (appointment card) should be provided at the time of the absence.

In an effort to improve our attendance, to minimise disruptions and to ensure that all students in our care are looked after to the best of our ability, students will no longer be permitted to sign out **unless they are accompanied by a parent/guardian who must sign their son/daughter out. If your son/daughter needs to leave school early, they must have a note in their journal dated and signed by a parent/guardian informing their tutor that they will be leaving early accompanied by a parent/guardian. If a student is signing in late, they must have a note explaining why they are late or be accompanied by a parent/guardian who can sign them in.**

If your son/daughter is absent from school, please inform the school by ringing **046 9241551** before 9:00am on the first day of absence. On return to school, **all absences must be explained in the place provided in the school journal under the heading "Explanations for Absence".**

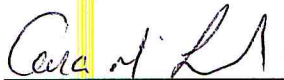
Absences for reasons such as family trips or holidays, helping parents at work and/or babysitting younger siblings are discouraged.

If your son/daughter misses class they are expected to **catch up on classwork** and complete the homework assignments for the next class. It is recommended that students appoint another student from the class who can relay the homework assignments from missed classes. If a student has been out sick and does not have work completed, a period of time will be given to the student to complete missed assignments.

We appreciate your support and help in our endeavours to minimise disruptions and to ensure that your son/daughter gets the best possible chance we can provide.

If you wish to discuss the contents of this letter with me, you are welcome to contact the school and arrange an appointment.

Yours sincerely,



Ms. Cara Mc Loughlin  
Principal



Ms. Angela Flanagan  
Deputy Principal