



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

6th September 2018

Dear Parent/Carer,

I am writing to tell you a little about the Education Welfare Act, 2000 (amended by the Child and family Agency Act 2013) and about some of the responsibilities we share under the Act.

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.

Under the law, 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.

I am writing to make you aware of the school procedure for children who have unexplained absences from school.

There have been public cases in the past where schools have not chased up the reasons as to why children are off school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable to seek help.

We do everything we can to prevent such situations occurring as I am sure you would agree that your child's safety is paramount to us all.

If your child is not going to be in school, please call the office on 01775 722889 or email the office on enquiries@st-norberts.lincs.sch.uk to report their absence. Please do this before 9.00am on the first day of absence.

If we have not heard from you by 9.20am, then we will start to call the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is, then we will make a home visit. However, if we are still unable to get a response then we may report it to the police and or/the local authority due to concern for your child's safety.

This procedure is to ensure that we know where your child is and you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this, please make an appointment to see me.

Yours faithfully,

Mr. S. Morton
Education Welfare and Attendance Officer

