**Springdale NationalSchool**

**Lough Derg Road, Raheny, Dublin 5**

Dear Parents/Guardians,

As you are aware, schools are obliged to report school attendance since the commencement of the Education (Welfare) Act, 2000. This obligation exists to protect children’s educational welfare. Because of this, it is important that you fill out an Absence Form if your child misses school. You should also telephone the school on the first morning of an absence before 8:50am.

**NOTIFICATION OF ABSENCE**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Days: \_\_\_\_\_\_\_\_

Reason for Absence (select one)

1. Illness 2. Urgent Family Business 3. Other

Further information (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_