



12 Courtenay Hill, Newry, Co Down, BT34 2EA  
Phone: (028) 3026 2175

## **ATTENDANCE INFORMATION**

Children are required by law to attend school.

An attendance of 85% or below throughout the year is a loss of 6 weeks education for a child which, in reality, means missing out on 6 or 7 topics across the Curriculum.

Please be aware that children's attendance is not monitored by the school but by Education Authority's Welfare Officer (EWO) on a monthly basis.

The parents / carers of children with 90% or less attendance usually receive a letter of concern from the School Parental Co-ordinator (Miss Blanaid O'Shea).

Should attendance continue to be an issue, the EWO will become responsible for monitoring the future attendance of the pupil every month.

The EWO also monitors pupils who are persistent late comers or display a pattern of leaving school before class is over.

Parents should explain all absences to the Class Teacher verbally/by note or by St Clare's Abbey Primary School Pro-forma Absence letter, which will be provided upon return to school.

Parents are expected to inform school about planned holidays during the school terms, however, please be aware that ALL HOLIDAYS taken during term time are considered UNAUTHORISED by the Attendance Officer.

Thank you for your continued co-operation.

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I confirm that I have read this information.

Signed:

Pupil Name:

Class:

Date