

Student Absence Report 2016-2017

School name and address	Roll Number
	E-mail
	Telephone

A school is obliged to report to the Child and Family Agency when:

- ✓ a student has been suspended for 6 days or more cumulatively
- ✓ a student has reached 20 days absence cumulatively
- ✓ a student's name is to be removed from the school register for whatever reason
- ✓ a principal is concerned about a student's attendance
- ✓ the Board of Management decides to expel a student

Report	From start of school year to	Due Dates	Please indicate period
1 (Optional)	28/10/2016	14/11/2016	<input type="checkbox"/>
2	30/12/2016	13/01/2017	<input type="checkbox"/>
3 (Optional)	12/04/2017	28/04/2017	<input type="checkbox"/>
4	Primary	30/06/2017	<input type="checkbox"/>
	Post Primary	31/05/2017	<input type="checkbox"/>

Please note that reports are **cumulative from the start of the school year**. Absences for individual students are carried forward from one reporting period to the next and reported even if no additional absences have occurred.

I certify that this return is in accordance with school records

Signed: (Principal) _____ **Date:** _____

Submit Student Absence Reports for your school either online or by post

Online. www.schoolreturn.ie

Post. Return both this Student Absence Report and the Category of Absence Report listing details of student absences to: **Educational Welfare Services, Tusla - Child and Family Agency, Floor 4, Brunel Building, Heuston South Quarter, Dublin 8**

If you have any queries, please contact our Helpline at 1890 36 36 66

The Child and Family Agency is subject to Freedom of Information and Data Protection legislation.

Tuairisc Asláithreachta Daltaí 2016-2017

Ainm agus Seoladh na Scoile	Uimhir Rolla
	Ríomhphost
	Uimhir Ghutháin

Is gá do scoil tuairisc a chur ar fáil don Ghníomhaireacht um Leanaí agus an Teaghlach nuair:

- ✓ a bhíonn dalta 6 lá ar fionraí ón scoil, ar an iomlán
- ✓ a shroicheann dalta 20 lá as láthair ón scoil, ar an iomlán
- ✓ a chinntear go mbainfí ainm dalta de chlárleabhar na scoile, ar cibé fáth
- ✓ a bhíonn inní ar Phríomhoide faoi thinreamh dalta
- ✓ a chinneann Bord Bainistíochta mac léinn a dhíbirt as an scoil

Tuairisc	Ó thús na scoilbhliana go dtí	Spriocdhátaí	Cuir tic leis an tréimhse atá i gceist
1 (Roghnach)	28/10/2016	14/11/2016	<input type="checkbox"/>
2	30/12/2016	13/01/2017	<input type="checkbox"/>
3 (Roghnach)	12/04/2017	28/04/2017	<input type="checkbox"/>
4	Bunscoileanna	30/06/2017	<input type="checkbox"/>
	Iarbhunscoileanna	31/05/2017	<input type="checkbox"/>

Ba mhaith linn a mheabhrú duit gur sonraí **carnacha atá i gceist ó thús na scoilbhliana**. Tugtar ar aghaidh asláithreachtaí dalta ó thréimhse tuairiscithe amháin go tréimhse tuairiscithe eile, fiú amháin mura raibh an dalta as láthair arís.

Deimhním go bhfuil an t-aischur seo ag teacht le taifid na scoile.

Sínithe: (Príomhoide) _____ **Dáta:** _____

Cuir Tuairiscí Asláithreachta Daltaí chugainn ar líne nó tríd an phost

Ar líne. www.schoolreturn.ie

Post. Cuir an Tuairisc Asláithreachta Daltaí agus an Tuairisc ar Chatagóirí Asláithreachta chuig:
Seirbhísí Leasa Oideachais, Tusla - An Ghníomhaireacht um Leanaí agus an Teaghlach, Urlár 4, Foirgneamh Brunel, An Ceantar Theas, Baile Átha Cliath 8

Má tá tuilleadh eolais uait, cuir gloch ar an Líne Chabhrach 1890 36 36 66

Tá an Ghníomhaireacht um Leanaí agus an Teaghlach faoi réir na nAchtanna um Shaoráil Faisnéise agus um Chosaint Sonraí.