

Dear Parents/Guardians,

Due to the current pandemic, some changes have been made to our Attendance Policy. The procedures for the academic year 2020/2021 are outlined below:

**Parents’ Correspondence with the School**

**Absences:**

On the student’s return to school:

1. Parents/Guardians may e-mail the school at [attendance@hfcs.ie](mailto:attendance@hfcs.ie), stating the student’s full name, class grouping and reason for absence.

Or

1. Parents/Guardians can write a note in the Dialann, stating the student’s full

name, class grouping and reason for absence.

For a Covid-19 related absence to be recorded as such in our returns to Tusla, you are required to specify if this is the reason for the absence.

**Lateness**

If a student is late but arrives before the end of the first class, they must present a note to their class teacher explaining their lateness. The class teacher will then change the roll to indicate lateness instead of absence. However, if a student is late beyond the first class, they must give the note into reception in order for the change on the roll call to be made.

**Leaving School Early**

If a student needs to leave school early, they must present a note at reception that has been signed by a Year head/Deputy Principal. If a student is feeling unwell during the school day, they must follow school procedures. They are not permitted to use their phones to contact parents/guardians when at school.

**School’s Correspondence with Parents/Guardians**

**Text Messages**

Parents/Guardians of students who have been absent for the Eportal roll call at 8.45 am and 1.40 pm will be notified by SMS text message on the same day. Parents/Guardians who are aware of this absence can ignore the text message, otherwise they should ring the school for verification.

**Reporting to Tusla**

The school is legally obliged to inform Tusla of all students who have been absent for more than 20 days in the school year. Covid-19 related absences must also be included. All notes, emails and phone calls from Parents/Guardians giving reasons for a student’s absence are used in school returns to Tusla. A letter will be sent to parents/guardians of students that fall under this category.

Yours sincerely,

Sheila Daly

Attendance Coordinator