



Emly National School
Emly
Co. Tipperary
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Date

Dear

The Department of Education and Science has introduced Guidelines and Procedures for all schools in Relation to Child Protection and Welfare. These guidelines promote the welfare of all children and are to be welcomed.

The Board of Management of Emly National School has adopted these guidelines as school policy. The Education Welfare Act requires us, to notify the National Educational Welfare Board, of absences of 20 days either together or separately throughout the school year.

We would like to bring it to your attention that
has been absent from school for days.

A note signed by the parent/guardian is required by the school, detailing the reason for the absence and date.

Signed by:-

..... Principal

..... Chairperson - Board of Management

