



24/01/2023

Dear Parent/Guardian

I hope this letter finds you and your family well.

In school, we have noticed recently, trends appearing for certain students regarding attendance and also for permission given to be absent.

Parents/Guardians, I am appealing to you regarding authorising consent for your child to leave school early or to attend school late. It is vital **ONLY** the parent/guardian has access to the permission to leave facility on the school APP.

To ensure the **health and safety** of all students in our care, I am asking you to only issue permission to leave for genuine reasons. The teachers, year-heads, student support team and school management have noticed trends appearing with certain students signing into school late and also signing out early. Some students each week seem to have appointments or family matters to deal with at the same time each week. It has also been noticed that there are certain peer groups that are leaving school each week. However, while many students have a notification on the app or a note, no reason or little explanation has been given for permission to leave. While I do appreciate that on certain occasions appointments/reasons for absence are reasonable and necessary, when trends appear the validity of the explained absence is questionable.

It is a requirement that all students attend all classes. This includes examination subjects and also non examination subjects which teach students invaluable life skills, fitness, resilience and contribute to positive wellbeing.

It is important that **standards are maintained**. It is expected all students be in school each day on time, in full uniform and respectful in all classes. In the 'Friary' we are always keen to help students and are often asked to supply a reference for students past and present seeking employment, applying for a PLC course, apprenticeship, courses in the UK, Europe, USA and more. Attendance, wearing the school uniform, punctuality and behaviour, amongst other things are all the areas that are required to build a complete reference profile for the student. For TY students, please note that attendance is an important consideration for senior cycle subject choice.

I am asking each parent/guardian to **only** permit absence for **genuine** reasons. In order to ensure standards are maintained, we will be phoning parents/guardians and may schedule meetings with members of the student support team, parents/guardians and the student if the trend persists.

Many thanks for your ongoing understanding, support and cooperation. Please don't hesitate to contact a member of the student support team should you have any questions or concerns on this matter.

Kind regards,

Michael O'Sullivan
Principal