



An Roinn Oideachais  
Department of Education

# Recording and reporting COVID-19 primary pupil related absences

The Department of Education

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## **1. Introduction**

The purpose of this information note is to outline the arrangements for reporting absenteeism of pupils in the context of COVID-19 related absences for schools.

### **2.1 Current requirements for reporting absenteeism of pupils**

The Education (Welfare) Act, 2000 requires the reporting of pupil absenteeism in certain circumstances to Tusla Education Support Service (TESS), in particular pupil absences of 20 days or more during the school year.

Notwithstanding the current COVID-19 related environment that schools are now operating in, the statutory requirements for reporting pupil absenteeism will continue as normal. In this respect the Education (Welfare) Act requires the principal of a recognised school to maintain records of the attendance or non-attendance on each school day of each pupil registered at that school.

It is important that there is early intervention by Tusla Education Support Services (TESS) where necessary to support those pupils at risk of not returning to school.

### **2.2 Recording COVID-19 related absences**

COVID-19 related absences arising from pupils who have been requested to self-isolate by a medical professional, or restrict their movements, or for pupils who feel unwell with symptoms consistent with COVID-19 must be recorded in accordance with the school's procedures for the notification and recording of absences. These COVID-19 related absences should be noted by the school as explained absences.

In relation to explained absences and in line with the procedures for referrals from schools to the EWS, schools are advised to use their discretion in determining whether a pupil's explained absence warrants a referral to EWS. A pupil's absence may be satisfactorily explained by certified illness, bereavement or other valid reasons such as those related to COVID-19.

## **2.3 Recording COVID-19 absences for pupils with underlying medical conditions engaging in adapted education provision**

Pupils who are medically certified as being at very high risk to COVID-19 and who are engaging with learning through adapted education provision should be marked as present in school attendance records. If pupils disengage from adapted education provision for medical or other reasons they should be marked absent for the period of disengagement. Please see section 2.6 in relation to valid enrolments.

The Department has published guidance for schools in relation to making adapted education provision for pupils who are extremely vulnerable to COVID-19. That guidance can be found here:

## **2.4 Recording absences for pupils with who do not have underlying medical conditions but who have not returned to school due to Covid-19.**

The Health Protection Surveillance Centre have advised that children with immediate family members, including parents, in both the 'high risk' and 'very high risk' categories can return to school and it is important for the child's overall well-being. This is consistent with public health advice internationally in relation to at-risk family members. Therefore pupils who themselves do not have underlying medical conditions are required to attend school and any absences of these pupils should be recorded in the normal way.

The Tusla Education Support Services (TESS) will engage with these pupils and families to promote and support school attendance as outlined in Section 2.5 below.

## **2.5 Role of Tusla Education Support Services (TESS) in supporting schools and parents**

TESS is comprised of three interlinked strands, the Home School Community Liaison Scheme (HSCL), the School Completion Programme (SCP) and the

Educational Welfare Service (EWS), which work in collaboration with schools, families and other relevant services to promote and support school attendance, participation and retention.

As schools reopened, TESS staff have engaged with families to provide advice and assistance for pupils as they return to school recognising the challenging context for many children and young people.

In order to comprehensively identify all pupils who do not return, TESS has asked all schools to complete a once off 'COVID-19' school return when each school had completed a minimum of 20 school days. This return will identify those pupils who have not returned to school despite the best efforts of the school team and initial supports offered by TESS.

This return was due to be submitted to TESS by Friday October 16<sup>th</sup>. This return was completed on the TESS school return portal at [portal.tusla.ie](https://portal.tusla.ie) and step by step guidance on completing the return was provided on the portal. Further assistance was available by emailing [school.return@tusla.ie](mailto:school.return@tusla.ie)

From October 2020, the three TESS strands have organised their capacity to engage with all those pupils identified by schools as not returning. In order to reach out to all schools nationwide TESS adopted the following approach:

- HSCL staff focused on their respective DEIS schools
- SCP staff focused on the DEIS and non-DEIS schools in their SCP cluster.
- EWS staff focused on all other DEIS and non-DEIS schools that do not have either HSCL or SCP supports. EWS staff were supported by the temporary reassignment of staff from the wider TUSLA organisation to TESS where necessary.

In responding to referrals made while we are impacted by Covid-19 TESS will take into account the requirement for pupils who feel unwell with symptoms consistent with COVID-19 or who have been informed to self-isolate or restrict their movements and not to attend school. The same will apply for pupils who may be absent from school due to other genuine illnesses unrelated to COVID-19

For further queries on reporting school absenteeism you should contact your local regional TESS office. Details of the contact numbers as well as further information for schools can be accessed at [www.tusla.ie/tess/information-for-schools/](http://www.tusla.ie/tess/information-for-schools/)

## **2.6 School enrolments returns for 30 September 2020**

Circular 33/2015 Sec. 3(1) sets out that *'only those pupils who are enrolled in the school on the 30 September and who are expected, at that stage to remain in the school for the remainder of the school year can be included in a school's 30 September enrolment return'*. The purpose of this provision is to ensure only valid enrolments are returned to the Department so that staffing and financial resources can be allocated in a fair and equitable basis across all schools of equal size regardless of location.

The Department appreciates and is aware that in some cases parents may have chosen to delay their children returning to school due to concerns in relation to COVID-19. The Department recognises that in instances where this arises, schools may have concerns regarding their valid enrolments and consequential impact on funding and staffing for the 2021/2022 school year.

The following should be noted by schools in the context of COVID-19 and school enrolment returns to the Department on the 30<sup>th</sup> September 2020:

### **Part 1 Children who were not present in the school in this or previous years**

#### **Parents/Guardians who have enrolled their children in junior infants (intake class) of the school for the 2020/21 school year**

In instances where parents/guardians had indicated to the school that their child would be attending school in this school year, and although had gone through the enrolment process and subsequently decide to delay attendance at school for a further year, this cannot be considered a valid enrolment

In instances where parents/guardians had simply indicated to the school that it was their intention to enrol their child for the 2020/21 school year but had not enrolled their child, this cannot be considered a valid enrolment.

In both instances these children were not present in the school at any stage and cannot be considered a valid enrolment for this school year.

## **Part 2 Pupils who are currently enrolled in the school for the school year 2020/21.**

### **Pupils who have not returned to the school for the 2020/2021 school year**

In instances where pupils continue to be enrolled in the school, but due to parental concerns in relation to COVID-19 have delayed returning to school (see section 2.4 above), or where pupils have not returned to school from overseas, the following exceptional circumstances will apply in relation to valid enrolments for the 2020/21 school year:

- Schools should seek written confirmation from parents/guardians that the pupil continues to be enrolled in the school and that it is their intention for their child to attend school at some time during the 2020/21 school year
- This written parental/guardian confirmation should be held on file by the school and should be made available to the Department's Inspectorate on request. In such circumstances the pupil is considered to be enrolled and continues to have a place in school
- In instances where parents have indicated that their child will not be returning from overseas to attend school in this school year, they cannot be considered a valid enrolment
- In the case of any short-term enrolments in the school (including pupils from another country that are temporarily enrolled to help improve their standard of English or where it is known that pupils will transfer to another school shortly after 30<sup>th</sup> September) these pupils cannot be considered a valid enrolment and cannot be included in the enrolment return from the school.

Where schools have received written confirmation from parents/guardians as set out above, schools should continue to enroll these pupils on POD as normal. For those schools that have already submitted their census returns they should contact the POD to have these pupils added to their enrolments and to have their census returns amended accordingly.

### **Pupils who are engaging with learning through adapted education provision**

Pupils who have been certified as very high risk to COVID-19 and are engaging with learning through adapted education provision are considered as a valid enrolment.

### **Importance of accurate enrolment returns to the Department**

Schools are reminded about the importance of ensuring the accuracy of enrolment returns to the Department. They have a responsibility to immediately notify the Department of any error or irregularity in their enrolment returns. It is important to note that the Department's policy for cases that involve any deliberate overstatement of enrolments is to refer them to *Án Garda Síochána*.