



# **Shellybanks** Educate Together National School

## **Enrolment Policy**

This policy has been formulated by Shellybanks ETNS to assist parents in making an informed decision in relation to child enrolment and to comply with legislation and Department of Education and Skills circulars.

The Chairperson and the Principal of Shellybanks Educate Together National School will be happy to clarify any matters arising from this policy.

The school secretary is primarily responsible for enrolments of children and the paperwork linked to these enrolments.

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## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and

- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

This policy has been updated in November 2019. Due to the recent changes in the Education (Admissions to School) Act 2018 there may be slight updates in the coming years to accommodate any further changes to legislation. When the policy has been reviewed parents will be informed via the school Bulletin and a notification on our website.

### **General Information:**

The school currently caters for children from Junior Infants to fourth class. It is co-educational. The children are taught a wide range of subjects: Irish, English, Mathematics, S.E.S.E., S.P.H.E., P.E., Music, Learn Together, History, Geography, Visual Arts, Drama and I.T. to support the objectives of the Revised Primary Curriculum.

-Our intake each year is two streams of Junior Infants.

-School begins at 8:45 a.m. and finishes at 2:25 p.m. (1:25 p.m. for Infants). The school takes responsibility for children during this time.

-The school depends on the grants and teacher resources provided by the Department of Education and Skills. As a result we are obliged to respect this matter and operate within the regulations laid down by the Department. School policy must have regard to the resources and funding available

### **Eligibility Criteria:**

Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the 4th anniversary of his/her birth. In Shellybanks ETNS, children must be 4 years old on or before 30th May of the year of admission into Junior Infant classes.

In determining admissions the Chairperson shall take account of Department of Education and Skills Regulations in relation to staffing, class size and class average. The Chairperson shall also have regard to issues such as physical space, multi- grade

classes, and the presence of children with special educational, medical and/or behavioural needs.

This policy has been set out in accordance with the provisions of the Education Act 2018 and provides for equality of access and participation in the school for all children in our society with respect for the diversity of values, beliefs, traditions, languages and ways of life in society:

inclusiveness with reference to the enrolment of children with a disability or other special educational need, within:

- a) The rights of the Patron as set out in the Education Act (1998), the Equal Status Acts 2000-2011, the Education for Persons with Special Educational Needs Act 2004 and the Health and Safety at Work Act 2005.
- b) the context of the Education (Admission to Schools) Act 2018
- c) the context and parameters of Departmental regulations and programmes
- d) the provisions of Section 14(b) (i) of The Equal Status Act 2000
- e) the funding, teacher resources and accommodation available.
- f) the school admission policy will not discriminate against a pupil on the grounds of;
  - (i) gender
  - (ii) civil status
  - (iii) family status
  - (iv) sexual orientation
  - (v) religion
  - (vi) disability
  - (vii) race
  - (viii) being a member of the Traveller community
  - (ix) special educational needs

Shellybanks Educate Together National School (ETNS) is under the patronage of Educate Together. Parents/Guardians are advised to familiarize themselves with the Educate Together ethos prior to enrolling their child in the school. Our ethos has been defined under the following terms;

Equality-based i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.

Co-educational and committed to encouraging all children to explore their full range of abilities and opportunities. Boys and girls learn and socialize together in the school environment. This approach delivers the best educational and social development for children.

Child-centred in their approach to education. Shellybanks Educate Together National School is committed to active learning techniques that encourage children to interact with their peers and teachers while they learn. Shellybanks Educate Together National School is focused on helping each individual child reach their full academic and social potential.

Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers.

Shellybanks ETNS is a national school and as such operates in accordance within the rules for National Schools and is dependent on such grants and teachers' resources provided by the DES. All school policies must have regard to the resources and funding provided.

Decisions in relation to application for enrolment/admission are made by the Board of Management of the School in accordance with school policy. The same enrolment procedures applies to all students. There are no exceptions made in relation to age.

### Admission Procedures for Academic years 2019, 2020, 2021, 2022:

#### Up until September 2022:

Places will be offered in the first instance to siblings of children already attending Shellybanks ETNS.

Places will then be offered to children living in the area defined in Appendix 1 /attached catchment area. All further places will be allocated on a first come first served basis.

- 1. Parents/Guardians wishing to apply for a place for their child must complete and return a pre-enrolment form. This form can be obtained by contacting the Shellybanks Educate Together Office at the above address, or may be completed online on the school website [www.shellybanksetns.ie](http://www.shellybanksetns.ie). This form requires the parent to give the school certain information regarding their child.*

2. On receipt of a completed pre-enrolment form, a time and date stamp will be applied to each applicant. If more than one application form is received on a particular day then these numbers are awarded in the order of post-date on the envelope. If the post date on the envelopes is the same then children will be put on the admissions list one after the other in alphabetical order of surnames.
3. Each child will be placed on the list according to the time and date stamp. If parents have twins, triplets, etc. then the children will be put on the list one after the other in alphabetical order of the child's first name.
4. Two separate lists will be kept for each year, a Junior Infant and a non Junior Infant list.
5. Children will be listed in order of time and date stamp.
6. No guarantees of places will be given or implied by pre-enrolment.
7. All parents who have submitted a pre-enrolment form will be contacted in November, prior to the year the child starts school. Parents will be given one week to return this form to the school, to indicate whether or not they are still interested in a place in Shellybanks ETNS. If the form is not returned within one week, the child's details will be removed from the school system.
8. Children will, as a rule, only be admitted into Junior Infant classes during the month of September. Children may be admitted to a Junior Infant class during the school year provided they are transferring from another school.
9. Places will be offered in the first instance to siblings of children already attending Shellybanks ETNS.
10. Places will then be offered to children living in the area defined in Appendix 1 /attached catchment area on a first come, first served basis.
11. All further places will be allocated on a first come first served basis.
12. Children will be offered places strictly by order of time and date stamp on the pre-enrolment list.
13. Fostered or adopted children will be placed on the pre-enrolment list in accordance with their birth date. Their place on the pre-enrolment list will depend on the time elapsed between placement of the child with the family and the enrolment date. For example, a child placed with the family at age two but placed on the enrolment list at age three will be treated as a child enrolled at age one. Confirmation from the relevant agency of the date of placement of a child with the family will need to be provided with the enrolment form.
14. A pre-enrolment number will be provided which is relevant to the child's place on the list.
15. Letters of offer will be sent out to parents of prospective pupils as soon as practicable.

*16. Parents/Guardians must reply in writing to confirm an offered place within 14 days. This may be done via email. Failure to respond within 14 days will result in the place being forfeited.*

*17. Parents/ Guardians of Junior Infants may defer the child's place for one year, providing the child is under 6 by the first of September of the year in which he/she starts school. This means that the child will be placed on the list for the following year according to the original time and date stamp. Deferral does not guarantee a place the following year. If you are offered a place in Junior Infants you will be given a time frame within which you can defer and thereby keeping your original date and time stamp. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.*

Admissions Overview: Education (Admissions to Schools) Act 2018

## **Enrolment Policy**

Shellybanks ETNS Enrolment Policy is published on the school website (under Policies) and also accessible on the 'Enrolment' tab.

### **Applying for a place in other schools**

If an applicant is applying/offered places in other school(s), parents/guardians must inform the school of the same and provide final confirmation of acceptance of a place by 20th December. Children's names and dates are logged on the DES POD system and if a conflict occurs (due to enrolment in another school) the school will request immediate confirmation of a place. This will allow for the school to offer a place to applicants on the waiting list.

## **Ground for refusal or withdrawal of an offer**

In line with Education (Admission to Schools) Act 2018 the following are grounds for refusal of application or withdrawal of an offer of a place in Shellybanks Educate Together National School:

- Information in the application that was false/misleading
- Failure to provide relevant information in the application form e.g. full disclosure of additional medical/physical or learning needs of the child
- Failure to confirm acceptance within the notice period
- Failure to confirm acceptance of the code of behaviour in writing
- Non-compliance with the requirement to indicate whether they have applied for or accepted an offer of a place from another school

Please note that Shellybanks ETNS waiting lists shall only remain valid for one school year (i.e. the year in which a place was sought).

*Shellybanks ETNS will offer places to children in accordance with the agreed criteria as set out below.*

*The Board of Management of the school will offer places to all children on that list save;*

*1. Where the parents of a pupil do not agree to confirm in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code.*

*2. Where An Garda Siochana or the Child and Family agency has provided in writing to the school its opinion that the admission of the student could have a seriously detrimental effect on the safety of other students and or staff of the school.*

*3. Where after consultation with parents and relevant professionals, it is concluded that the student has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the student with an appropriate education.*

### **New Applications Senior Infants to Sixth class \*Immediate Start\***

- Applications for these classes will be considered, subject to places being available in the relevant class(es) and having regard to existing waiting lists.
- Applications for these classes must be made available in writing – interest form and/or application
- Child must be transferring from another primary school or another appropriate educational setting
- Parents must furnish Shellybanks ETNS with reports from previous school prior to enrolment.
- These applications will be considered on the basis of the sibling criteria.
- Please note that your child's previous school will be contacted by Shellybanks ETNS prior to enrolment / your child starting school.
- Your child must transfer to the same class level as they are presently in (i.e. children are not permitted to 'skip' a class)
- Your child's age must correspond with our age criteria whereby he/she is 4 years of age by 30th of May before commencing school
- Please refer to Appendix 2 which details class and grade levels across countries.
- Once offered a place, child must start school within 10 working days.
- If any child does not start school within 10 working days, the offer of place is withdrawn.

### **New Applications Senior Infants to Sixth class – Forthcoming academic year**

- Parents/Guardians are encouraged to complete expression of interest in enrolment form.
- Application forms are forwarded to parents/guardians during the first (school) week of May.
- Parents/Guardians have 10 working days to return application forms.
- Applications for these classes will be considered, subject to places being available in the relevant class(es) and having regard to existing waiting lists.
- Places are offered the last week of May.
- Places must be accepted within 10 working days.
- If place is not accepted within 10 working days, the offer is withdrawn and place offered to next child on our waiting list.
- The child must start school within the first 7 days of the forthcoming school year\*. If the child does not start school within the first 7 days, the offer of a place is withdrawn and place is offered to the next child on our waiting list

\*The Board of Management may consider exceptional circumstances, if brought to their attention by the parents/guardians. This applies to incoming Junior Infants and older classes.

- The child must be transferring from another primary school or another appropriate educational setting
- Parents must furnish Shellybanks ETNS with reports from previous school prior to enrolment.
- These applications will be considered on the basis of the sibling criteria.
- Please note that your child's previous school will be contacted by Shellybanks ETNS prior to enrolment / your child starting school.
- Your child must transfer to the same class level as they are presently in (i.e. children are not permitted to "skip" a class")
- Your child's age must correspond with our age criteria whereby he/she is 4 years of age by **30th of May** before commencing school
- Please refer to Appendix 2 which details class and grade levels across countries.

### **Waiting List**

- All unsuccessful applications from the first round and any applications received after that date will be included on the Shellybanks ETNS waiting list for subsequent rounds.
- Children from the original application list remain on the waiting list for one full academic year (i.e. until the 30th of June of the year in which a place was sought).
- All successful applicants will be assigned places, as they arise, as per the criteria set out in enrolment policy.
- If parents wish to extend the period of time, a child is on a waiting list, they need to re-apply for a place in the school.

### **Please note:**

It is the sole responsibility of parents to inform Shellybanks ETNS promptly of any change of address, telephone number, email address or other relevant information/circumstances. A place will not be re-offered based on information not being updated with the school.

### **Communication of Enrolment:**

The Board of Management will communicate arrangements regarding enrolment through;

- Present parent bodies
- School website
- School Bulletin

PLEASE NOTE THAT ENROLMENT TAKES PLACE EVERY NOVEMBER FOR JUNIOR INFANTS FOR THE FORTHCOMING ACADEMIC YEAR, FROM 2022 ONWARDS

### **Class sizes**

In 2018 the Department of Education reduced the pupil teacher ratio to 26:1 (average). Shellybanks Educate Together National School endeavours to maintain the pupil teacher ratio as decided by the Department of Education.

In determining admissions the Chairperson shall take account of Department of Education and Skills Regulations in relation to staffing schedule, class size and class average.

The Chairperson shall also have regard to issues such as physical space, multi- grade classes, and the presence of children with special educational and/or behavioural needs.

### **Enrolment of Children with Special Educational Needs into Mainstream Classes:**

Shellybanks ETNS endeavours at all times to practice the school policy of inclusion and welcomes applications from children with special educational needs. The application process for children with special needs is the same as that for children without a disability. The BOM, however, may request a copy of a medical and/or psycho-educational report that the child with special needs might have. The sole intent of this request is to assist the school in establishing the educational and training needs of the child relative to his/ her disability or special needs and to plan the support services required. The Board will determine how the school can meet the needs specified in the report and may request further support provision from the Department of

Education and Skills prior to enrolment and in the best interest of the child. All confidential information you do not wish to put on the application form, can be shared during an appointment made with the principal.

**The school requests that the parent/guardian of the child:**

- Informs the school of any special needs, developmental delay and/or behavioural issues as early as possible in the enrolment process.
- Provide the school with copies of the child's medical and /or psychological report(s) Present all relevant documentation to the school by 30th January, prior to the year of enrolment (this is due to DES/NCSE deadline for SNA applications and appeals)
- Where such a report is not available, a request may be made that the child would be assessed immediately. Following receipt of the report the Board will assess how the school can meet the needs specified therein.

Without this vital information, the Board of Management cannot request the Department of Education and Skills through the National Council for Special Education, to provide the additional resources required to meet the needs of the child as outlined in the psychological and/or medical report, and it may put your child's enrolment at risk.

In rare occasions, pupils may be delayed in starting until appropriate resources are in place, this is in line with Education (Admission to Schools) Act 2018. Any such occurrence will be discussed explicitly with parents/guardians with a specific plan in place to support the child's education.

**Please see Exceptional Circumstances.**

The Principal may, in conjunction with the Special Educational Needs Organiser or Department of Education and Skills inspector, meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

**Special Educational Needs in Mainstream Classes**

Shellybanks ETNS enrolment policy does not discriminate on the grounds of special educational needs and/or disability. However, Shellybanks Educate Together National School is a mainstream school, that must deliver the primary school curriculum to all children in each classroom.

Therefore, the Board of Management of Shellybanks Educate Together must consider the following guidelines from the National Education Welfare Board (Túsla).

- where the student's behaviour could have a seriously detrimental effect on the education of other students (i.e. a cause of significant disruption to the learning of others or to the teaching process)
- where the student's presence in the school at this time constitutes a threat to safety (him/herself or others)

The Board of Management of Shellybanks ETNS will assess each individual application to ensure the school can adequately cater for pupils enrolled and to encourage a positive school placement for pupils and parents of children with special needs. The Board of Management will:

- Encourage the NCSE to provide adequate SNA access to pupils who require support.
- Ensure all pupils can be adequately supported through our Continuum of Support Model.
- Assist in minimising the risk of disruption to the learning of others through forward planning e.g. IEPs, behaviour plans etc.
- Assist in minimising the risk of disruption to the teaching process through forward planning e.g. staff training, multi-disciplinary meetings with parents, staff allocation etc

### **Exceptional Circumstances:**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where;

1. The Board of Management deem that the child's enrolment would be a persistent cause of significant disruption to the learning of others or to the teaching process.
2. In consultation with parents and relevant professionals it is concluded that the pupil has special needs such that, even with additional resources made available by the Department of Education (where applicable), the school cannot meet the needs and/or provide the pupil with an appropriate education.

3. The pupil has special needs and a multi-disciplinary report or equivalent does not make a recommendation for a mainstream placement (i.e. recommends a specialised class or school setting).

4. In the opinion of the Board of Management, the pupil poses an unacceptable risk to himself, to other pupils, to school staff or to school property.

### **Code of Behaviour:**

Children enrolled in Shellybanks ETNS are required to adhere with the school's Code of Behaviour and other policies on curriculum, organisation and management.

Parents/Guardians are responsible for ensuring that their children adhere with these policies in an age appropriate way.

### **Admission Procedures for Academic year 2023 onwards:**

- **Shellybanks ETNS Application Forms**
- **Applications forms are primarily emailed to prospective parents.**

**Parents are invited to complete an Expression of Interest in Enrolment form, and to share their contact details with the school. The school will then share application forms on the first week of November annually. Parents can also call to the office and request a hard copy of application forms.**

**(See expression of interest in enrolment below)**

- **Enrolment Applications Received**
- **From 2023 Shellybanks ETNS will accept applications from the 1st of November – 30th of November annually.**
- **Enrolment Decision**

Applicant will be notified of a decision in relation to enrolment during the first week of December. Applicants must confirm acceptance of an offer in writing by 20th of December.

### **Expression of Interest in Enrolment**

From 2023, in line with the Education (Admission to Schools) Act 2018 Shellybanks ETNS will not accept pre-enrolment applications.

- However, parents can complete an Expression of interest in Enrolment in Shellybanks ETNS.
- This form is available to complete online via the school website, it is available in the office and can be emailed to parents.
- Once online form is completed, the school administrative software sends confirmation email to parents.
- The school secretary will confirm receipt of form via email to parents who return EOI forms via email / hard copy.
- All parents who complete an expression of interest in enrolment form will be contacted on the first week of November prior to the year in which enrolment is sought, informing them that enrolment applications are now being accepted.

### **Application for Registration**

- Application for Junior Infants takes place annually during the month of NOVEMBER.
- Application forms for Junior Infants will only be accepted in Shellybanks ETNS from week 1 of November of the year prior to the year of entry.
- Under the Education Act 1998, a child may not be allowed to attend or be enrolled in a primary school before the 4th anniversary of his/her birth.
- Applicants must be at least four years of age by June 30th in the year in which they start school
- Parents who have completed the expression of interest form will be contacted via email on week 1 of November to invite them to apply for a place for their child in the school for the forthcoming school year.
- Parents/Guardians have until November 30th to return completed applications forms and relevant documentation in order to be considered for the first round of offers.
- Any applications received after the first round of offers have been made, will be added to the Shellybanks ETNS waiting list. The dates of second and

subsequent rounds of offers will be decided on by the BOM of Shellybanks ETNS.

Completion of this application form does not guarantee or constitute an offer of a place in Shellybanks ETNS. Please see offer of places below.

All applications must be accompanied by:

- an Original Birth Certificate,
- ONE Current Utility Bills/Bank Statement – Electricity / Gas / TV Service Provider / Landline Telephone/Bank Statement only (dated within two months of application)

### Offers of Places: General Statement:

Shellybanks ETNS shall provide for an offer of placement to all pupils seeking admission except where the number of pupils seeking admission is greater than the number of places being made available by the school.

Applicants must confirm acceptance of an offer in writing by 20th of December

### Offers of Places: Junior Infants

- The Board of Management of Shellybanks ETNS will determine the number of places that are available to offer through the system in any given year. This number becomes "the 'cohort' for places to be offered in the upcoming school year.
- Children who have applied to the system will be selected for the cohort
  - ❖ according to their age (oldest first) until all places in the cohort are filled.
- Each child in the cohort will be offered a place, if one is available.
- If a Junior Infant place is sought after 10th September, the child must be transferring from another primary school or another appropriate educational setting

### Category 1: Siblings

*Siblings will automatically be offered a place in the school unless parents specifically request not to be considered for sibling status.*

**Category 2: Oldest first**

*Places will be offered to the oldest children on the list. This is based on date of birth.*

**Offer of Places: Places "Tied"**

*If a situation arises whereby two or more children are "tied" for a place; after implementing criteria of:*

- **Siblings**
- **Oldest First**

*The place will be offered to the child who lives closest in proximity to the school (based on distance from home address to the school via Google Maps)*

**Appeals Procedure:**

**Appeal to Board of Management**

Parents/Guardians who are dissatisfied with an enrolment decision may appeal in writing to the Chairperson of the school.

The letter of appeal must be addressed to the Chairperson stating the grounds of appeal and it should be lodged within 10 days of receiving the refusal.

**Appeal to Department of Education and Skills (DES)**

An appeal may be made to the Secretary General of the Department of Education & Skills in respect of a decision by a board of management or a person acting on behalf of a board of management to:

- refuse to enrol a student in the school.

(Circular letter M48/01 Appeal Procedures Under Section 29 of the Education Act, 1998 applies.)

## How to submit an appeal to DES

Submit completed Section 29 Appeals Application Form and a letter confirming the decision of the board of management to:

Section 29 Appeals Administration Unit,  
Department of Education and Skills,  
Friar's Mill Road,  
Mullingar,  
County Westmeath.  
N91 H30Y

The letter must be signed by a board of management member; title of signatory must clearly state board of management membership or secretary to the board. The appeal should be submitted within 42 calendar days from the date the decision of the board of management was notified to the appellant.

## **Book and Resource Payment:**

Shellybanks ETNS do not have enrolment fees.

Shellybanks ETNS operates a book rental scheme, in which parents are asked to pay the Book and Resource payment directly to the school in full, prior to the child starting school. This ensures your child has books in his/her room on their first day of school. This payment also covers the cost of school insurance, Educate Together Membership fees, art materials, online curriculum subscriptions etc. Books lists can be viewed on the school website.

Junior Infant Book Fees:

- Parents/Guardians are requested to pay book and resource payment in full on enrolment

Please note that book and resource orders are placed in May annually. The school therefore is not in the position to return Book and Resource payment after 31st of May prior to enrolment.

## **Additional Information:**

Shellybanks ETNS endeavours to provide the highest standards of care for its pupils. In order to achieve this objective successfully, it is vital that the school be informed of any relevant situation regarding health, bereavement, domestic circumstances etc. Any such information should be passed by the school principal and shall be treated in strictest confidence.

### **General Guidelines:**

- Children will, as a rule, only be admitted into Junior Infant classes during the month of September. Children may be admitted to a Junior Infant class during the school year provided they are transferring from another school.
- Parents/ Guardians of Junior Infants may defer the child's place for one year, providing the child is under 6 by the first of September of the year in which he/she starts school. This means that the child will be placed on the list for the following year according to the original interest in enrolment form. Deferral does not guarantee a place the following year. Parents/Guardians of children for classes other than Junior Infants cannot defer a place.
- It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number or other relevant circumstances.
- Any misinformation provided to the school during pre-enrolment and/or enrolment deems the pre-enrolment and/or enrolment application invalid.
- If a child leaves during the school year, his/her place may be back-filled. The place may be offered to the next person on the list for the same class. If there is no child on the list for the same class who wishes to take up the offer, the place may be offered to a child on the list for a different class. This will be decided by the Board of Management in consultation with the Principal.
- We expect children to attend school and parents enrolling their children must understand the effect non attendance has on the academic, social and emotional development of the child. Staff must report any children who miss 20 days of more