

School Transport Section  
Department of Education & Skills  
Portlaoise Rd.  
Clonminch  
Tullamore  
Co. Offaly  
R35 Y2NS  
05793-25466/7

**Statement of Attendance Form for School Year 20 \_\_/20 \_\_**

**To be completed by the Parent/Guardian at the end of each school term/year.**

(Please note that an application for school transport must precede a request for grant assistance).

**Name of Pupil:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Full name and address of parent/guardian who provided transport and to whom payment should be made:**

\_\_\_\_\_  
\_\_\_\_\_

**Supplier No. (if known):** \_\_\_\_\_

**To be completed by School Principal.**

**Primary Post Primary Special School Special Class (please tick).**

**School Name & Address:** \_\_\_\_\_

**Roll No:** \_\_\_\_\_

**Attendance record of pupil during above school year**

<i>Period.</i>	<i>No. of days school open.</i>	<i>No. of days pupil attended.</i>

**I confirm that the above information is correct and in accordance with our school records.**

**Signed:** \_\_\_\_\_ **Principal**

**Date:** \_\_\_\_\_

**Please return completed form to the above address.**

School  
Stamp

The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires the above personal data in order to allocate funding towards the cost of organising private transport arrangements. The privacy notice outlining further information in relation to this form can be found at [www.education.ie](http://www.education.ie). Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the following address upon request: Data Protection Officer, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath N37 X659.