



## Have you thought?

Missing 10 minutes a day through **lateness** = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.

Missing just one day a week, over the course of their school career, a pupil will miss two years of schooling.

Coming late causes disruption to the whole class, as well as to the child who is late.

A child may miss his/her teacher's instructions for the first lesson.

Children are often very embarrassed and upset at coming into class late.

Helping your child into good habits from an early age can help these carry through to adult and working life.

### SCHOOL TIMES

Doors open at 9:00am

Doors close at 9:05am

Registration closes at 9:15am

Pupils arriving after 9:05am must come to the main entrance and will be marked late.

Pupils arriving after 9:30am are marked as unauthorised absence.

Dear Parent/Carer

Llwydcoed Primary School is aiming, with your co-operation, to improve attendance and punctuality. Both of these areas are priorities for the year ahead.

**Our attendance last year was 94.9%** and we have a target of at least **95.4%**. We also need to reduce lateness.

### Attendance

We all know that every day attendance at school is vital for children to get the most out of their education and with this in mind we place a high priority on good attendance.

Where attendance is a concern we work closely with parents and the Attendance and Well-being Service to give as much support/advice as we can.

If your child fails to attend school regularly, or is persistently late, the Local Authority can take legal action against you.

### Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a problem with lateness. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day.



*'Growing, Striving,  
Achieving and Believing!'*

# LLWYDCOED PRIMARY SCHOOL



*Growing, Striving,  
Achieving and Believing!*

## Attendance Matters



**Information Leaflet  
for Parents**

## FIRST DAY CONTACT

**IN ALL CASES OF ABSENCE** parents should please:

- Only keep your child away from school if really necessary - we can send them home.

- Telephone school:

**01685 871110** on the first day of absence before 9:30am. Tell us the reason for the absence, and how long they are likely to be away.



- Keep school informed if more than one day's absence

is necessary.

- Avoid medical appointments in school time, but if *absolutely necessary*, please bring your child to school for the remainder of the day.

- Ask to speak to the class teacher who will be able to provide you with work for your child if an absence of more than a few days is likely.

- If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours so as to help prevent the spread of infection.



## HOLIDAYS IN TERM TIME

It is far less disruptive to a child's education if holidays are taken during school holiday periods, but many parents do request time out of school during term time, often for cost reasons.

As Headteacher, I can authorise up to 10 days for holiday per academic year, but this is *not* an entitlement and each request will be considered individually.

Factors such as time off for illness and academic progress may be taken into consideration when making the decision.

**Holiday requests will not be authorised where a pupil's attendance is already below 95%, during the Easter-Whitsun half term, and during September. This is because of disruption to important assessments, and settling into new classes.**

Parents should complete a holiday notification form, no later than four weeks in advance, available from the office.

Any holiday taken without prior authorisation will be classed as unauthorised absence and the Attendance and Wellbeing Service may be notified.

**The school will issue Fixed Penalty Notices for all unauthorised absences.**

When calculating pupil absence for holiday requests, we take into account all absences during the previous calendar year. For example, if we receive a holiday request for a week in March, we calculate the attendance percentage from March the previous year. NB. 365 days before the last school day prior to the start of the holiday.

*(Eg. Attendance from March 5th 2019 – March 4th 2020 = 92.7%. Therefore the holiday will not be authorised)*

## TYPES OF ABSENCES

### Authorised

If your child is absent from school and the reason given by you is acceptable, the school will normally authorise the absence. This would normally include:

- Illness (NB. Medical evidence will be required if attendance is already below 90%)
- Medical/dental appointments
- One holiday per school year (up to 10 days in a year *if agreed by the school* in advance)
- Certain days of religious observance
- Other exceptional circumstances

### Unauthorised

The reasons which are not acceptable and would therefore be recorded as unauthorised include:

- Shopping
- Trips
- Birthdays
- Holidays not agreed with the school
- Lateness after the end of registration
- Absences with no reason given.
- Absences for illness where attendance is already below 90% and no medical evidence is provided.

All unauthorised absences are reported to the Local Authority, who have the power to prosecute parents/guardians in cases where unauthorised absence is recorded on school registers.