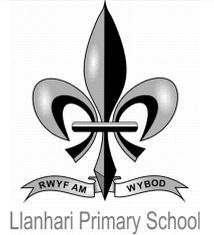
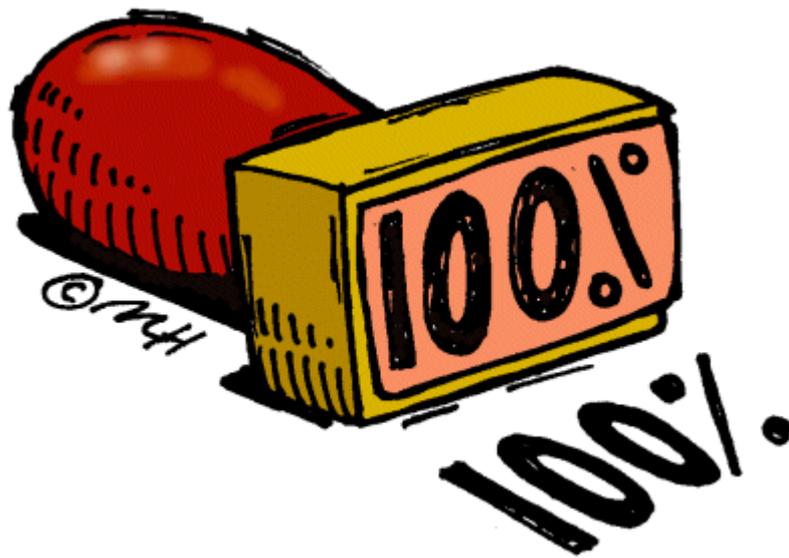


"Together we care, share and achieve"

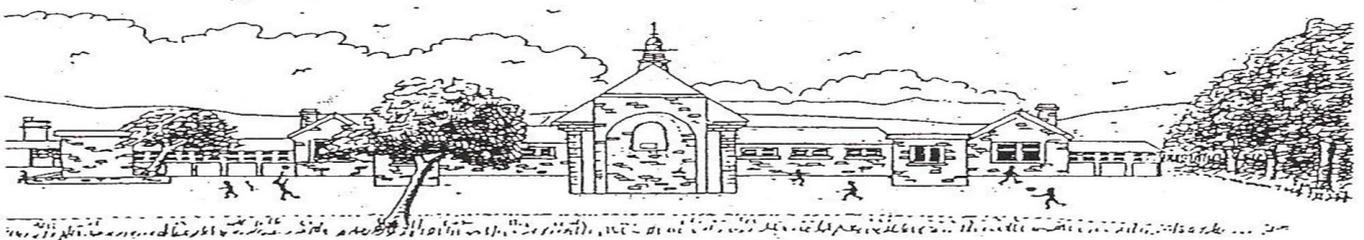
Produced in association with Llanhari Primary Parent Council



# Attendance Matters



## Information booklet for parents



## First Day Contact

In ALL cases of absence parents should:

- Only keep your child away from school if really necessary—we can send them home.
- Telephone the school **01443 237832** on the first day of absence by 9:15am. 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 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 Head Teacher, I can authorise up to 10 days for holidays per academic year, but this is **not** an entitlement and each request will be considered individually. Holidays in term time will be marked as authorised absences and will affect both the schools overall attendance rate and your child's attendance record.

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

Holiday requests generally will not be authorised where pupils attendance is already below 90%, during the Easter to Whitsun half term, because of disruption to important assessments and during September, because of disruption when settling into new classes.

Parents should complete a holiday request form, no later than one week in advance, available from the office.

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

## 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
- Medical/dental appointments
- Holidays (up to 10 days a year *if* agreed by the school in advance)
- Certain days of religious observance
- Other exceptional circumstances

### **Unauthorised:**

If your child is absent from school and the reasons are not acceptable it will be recorded as unauthorised.

These may include:

- Shopping
- Birthdays
- Holidays not agreed with the school
- Lateness after the end of registration.
- Absence with no reason given.

**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.**

## Have you thought?

- Missing 10 minutes late a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 weeks of schooling.
- Missing just one day a week, over the course of their school career, a pupil will miss 2 years of schooling
- A child may miss his/her teacher's instructions for the first lesson.
- Coming late causes disruption to the whole class, as well as to the child
- Helping your child into good habits from an early age can help these carry through to adult and working life.

## School Times

**All pupils should be in class by 9:00am**

**Doors close at 9:05am and registration closes at 9:30am**

**Pupils arriving after 9:05am will be marked as late.**

**Pupils arriving after 9:30am are marked as unauthorised absences**

Dear Parent/ Carer

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

Our current overall attendance is on target at 93.2% for this year! So well done to those of you who have supported our efforts so far. Our overall target is to reach 95.5% by 2015

As well as improving attendance, we also have a target to reduce lateness and we will be monitoring this very closely in the future.

### **Attendance**

We all know that everyday 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 Wellbeing Service (AWS) 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.

### **Rewards and Incentives**

- Weekly class attendance awards every Friday.
- Class choc-ices for 100% attendance all week.
- Termly choc-ice awards for the best class attendance.
- 100% attendance certificates awarded each half term.



### **100% attendance for the year special award:**



All children with 100% attendance for a year will receive a discount voucher off a meal for 4 in 'The Fox and Hounds', one lucky winner will be pulled out of a hat to receive a voucher for a free family 'Meal for 4' at The Fox and Hounds, Llanhari.