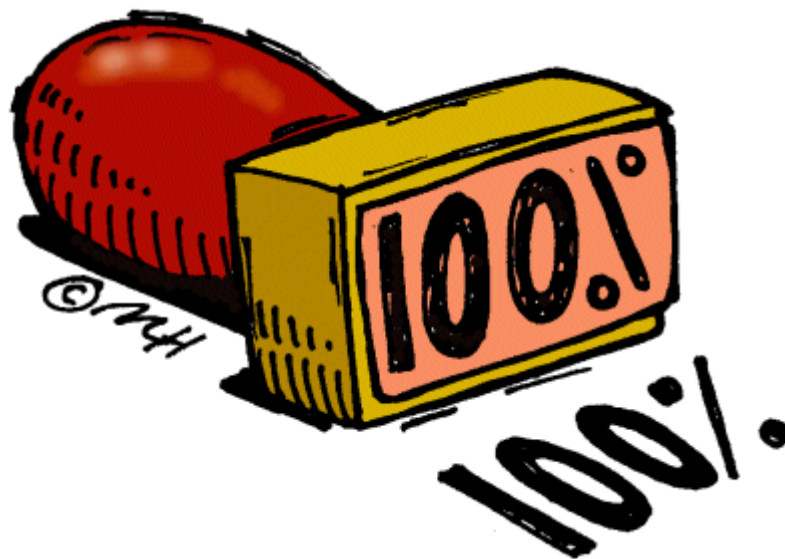


“Together we care, share and achieve”

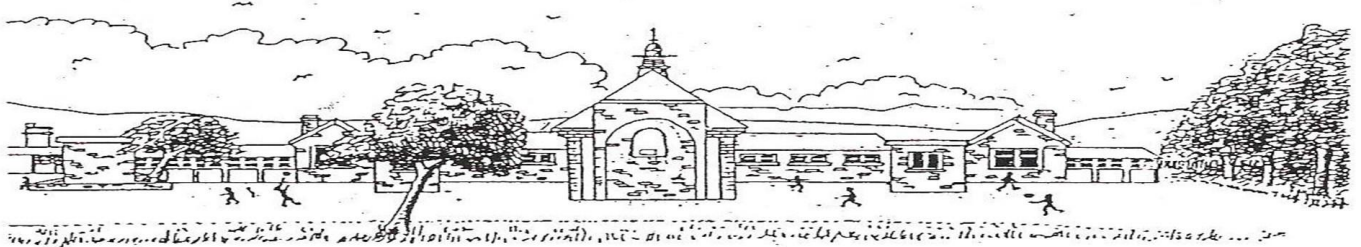
Produced in association with Llanhari Primary Parent Council



# 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

The school has adopted the guidelines as set out the RCT Toolkit for Attendance and Wellbeing. **No holidays in term time will be authorised** unless the following criteria are met:

- Attendance at the time of the holiday is above 95% for the calendar year up to the date the holiday starts.
- Is NOT more than 10 days in one academic year
- Is NOT in the first week of the new September term
- Is NOT during testing week in May for pupils in Years 2-6
- There have been no exclusions in the previous 3 terms
- The head teacher can use her discretion in special circumstances.

Fixed Penalties will be applied to any parent taking an **unauthorised** holiday. A fixed penalty notice is a £60 fine if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt.

## 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 (*in exceptional circumstances*)
- 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
- 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 or fine 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

**The bell rings at 8:55am, all pupils should be in class by 9:00am**

**Registration closes at 9:30am**

**Pupils arriving after 9:00am 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.

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.

### **Fixed Penalty Notices**

The Local Authority will issue a fixed penalty notice, this is a £60 fine if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt. If the penalty is not paid in full by the end of the 42 days, the local authority must either prosecute parents/carers for the offence or withdraw the notice.

- Where a pupil has accrued 10 or more sessions of unauthorised absences in the current term;
- Where a pupil has been persistently late on 10 or more occasions in the current term, arriving more than 30 minutes after the registration period;
- Where a parent refuses to engage with a school in the interest of improving their child's school attendance levels;
- Where a pupil is repeatedly caught truanting in public places during school hours;
- Where a holiday in term time has been requested but has been unauthorised

### **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.