

Llanhari Primary School



15th March 2016

Dear Parents,

In light of new guidelines from RCT we have reviewed our current Attendance Policy. The main changes refer to holidays during term time:

- Holidays will now be initially '**unauthorised**' until the day the holiday takes place when the head teacher will use her discretion and review the holiday request.
- The holiday will be '**authorised**' if the following criteria is 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
- If the above criteria is **not met** then the holiday will be recorded as '**unauthorised**' and a fixed penalty notice issued.
- Holidays taken under 'exceptional circumstances' is no longer included in the policy but the head teacher can use her discretion in special circumstances.

A copy of the policy is available on the school website or from the school office. Our attendance levels are currently the highest they have been at 94.8%, well above the target of 94.4% set by RCT. We hope parents will continue to support us and ensure their children are in school every day.

Yours sincerely,

Mrs Coates (Head Teacher)

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