

# Ysgol Gynradd Gymraeg Penderyn.

## Attendance Matters.



Dear Parent/Carer

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

Our current overall attendance is 94% and we have a target of at least 96%.

### 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 & 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 some problems 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.

**We are aware that MOST of our parents do follow the correct protocol of contacting school. Please contact the office if your child is absent on 01685 811259**

Thank you for your cooperation.

## School Target for this 2025/ 2026: 91%

### Information Leaflet for Parents

#### Have you thought?

Missing 10 minutes late a day is 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.

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 who is late.

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

All pupils should be in class by 9:00am

Doors open at 8:50am

Registration closes at 9:15am

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

#### 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 if they become ill.
- Telephone school:  
**01685 811259** 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. **If there's no answer please leave a message.**
- 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.
- If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours so as to help prevent 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 holiday per academic year at my discretion. This is not an entitlement and each request will be considered individually. For example if the attendance of a child is above 95%**

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 95%.

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

## 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 in a year if agreed by the school in advance)
- Certain days of religious observance
- Other exceptional circumstances.

**All of these mean your child does not get their attendance mark but away from school as authorised.**

### Unauthorised Absence.

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

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

