



Attendance Explained

Good attendance is the most important aspect of school life. If a child is here every day, they are more likely to do well at school. Good attendance for younger children relies heavily on parental engagement and the fact that they need to be brought to school daily and on time.

Children who arrive late to school are often embarrassed to have to enter the classroom when all their peers are already seated . They miss out on the important introductions to the day like the register, a short Welsh session, phonics work and the start of their daily lessons.

If your child is 10 minutes late everyday that amounts to 200minutes over 4 school weeks which is over 3 hours per month of missed school time.

Whilst understanding there are unforeseen circumstances on occasions that may mean you are late it is not acceptable to be late on a daily basis.

We also appreciate that there are times when your child is ill and unable to attend school. On these occasions it is vital that you ring the school office and let us know why your child is absent and when you think they will return. Failure to do this results in an unauthorised absence which is then questioned by the Local Authority if persistent.

Once every half term the management of the school have a meeting with a Local Authority Attendance Officer and the Schools Educational Social Worker. Their job is to question the school and ultimately the parent as to why their child has low/ unauthorised or unacceptable patterns in their attendance.

Procedure

Every pupil whose attendance is lower than 90% without valid or good reason is then sign posted for monitoring.

You will then receive a letter from the school saying that your child's attendance is being monitored.

If there is no improvement a second letter is sent requesting, you to meet with the headteacher and attendance officer to discuss your child's attendance.

If there is still no improvement you will be asked to provide medical proof that your child is not able to attend school.

Failure to do this then means the Local Authority will take responsibility and a fine or court summons can be issued.

Children must be brought to school if they are well enough to be in. It is unavoidable in a school environment for children not to catch germs from others. However, the common cough and cold are often no reason for your child not to be in. As a school if we are concerned about your child, we will phone home and ask for them to be collected.

If your child has sickness and diarrhea, we ask that they are kept home for 48 hours .

There is online guidance for other illnesses. The local chemist on Kingsley Circle offers consultations for child illnesses and concerns so should you be unable to get in at the doctors you do have this facility nearby.



Holidays and Attendance

As you may be aware, children in Wales are able to take 10 school days for holidays during 1 academic year. These do however need to be authorised by the headteacher. Here at St Anne's, we are always very fair with pupils who request holidays, but it must be noted that this is for pupils who have a satisfactory attendance percentage.

If a child's attendance is lower than 95% a holiday request may be un-authorised.

If your child has already had 10 days authorised holiday any further requests will be declined

These unauthorised absences are treated in the same way as when your child does not attend school.

Other information

We want to work with you as parents to ensure that your child has the best education opportunities s/he can. We work closely with the Local Authority to monitor attendance and follow the procedures laid out by them.

We are asking that you as parents make every effort to ensure your child is in school when they can be and that they are here on time each morning.

Please note that the school also has a monitoring system for parents who persistently pick their child up after 3 -15pm.

The school day finishes at 3-15pm and parents should be outside their child' class door waiting for them to be dismissed. After 3-20pm children are brought to the school office and it is recorded that parents are late collecting.

You will be asked to fill in a slip stating why your child was not collected on time.

Again, we understand that there are times when this may be unavoidable, but we ask you contact school to let us know that you will be late.

You can find our Attendance policy on the school website.

We thank you for your continued support with this matter and we are proud to say that for the majority of our pupils here at St Anne's attendance is outstanding.

If you have any questions about your child's attendance, please contact

Mrs Priest Jones/Mrs Stephens

