

'Christ's light shines through our learning'



Ffordd Tywysog Charles
Wreccsam
LL13 8TH

Prince Charles Road
Wrexham
LL13 8TH

Wednesday 6th May 2026

Dear Parents and Carers,

ATTENDANCE INFORMATION

Our recent Estyn inspection, raised concerns around whole school attendance which then emerged as a recommendation on our final inspection report. School now has to prove that we are doing all we can to improve attendance levels before Estyn return for an interim visit in 2 years time. Our average weekly attendance is 89.5%, which makes us one of the lowest across all Wrexham primary schools.

The Attendance policy was adopted to enable school to follow guidelines and procedures which allow us to rigorously track individual pupils' attendance in order to improve whole school attendance (a copy of which can be found on the school website).

*Even if your child's absence is 'authorised', the system will still trigger letters due to the number of days or sessions your child is absent from school. **1 DAY IS 2 SESSIONS.***

LETTER 1 - (5 days) 10 sessions authorised or unauthorised

LETTER 2 - 16 sessions

MEETING WITH THE HEADTEACHER - 22 Sessions (if there are concerns regarding unauthorised absences)

LETTER 3 - 26 sessions (requesting medical proof)

If attendance continues to be a concern, a referral is made to the Education social worker to arrange a meeting with parents and the headteacher. If attendance doesn't improve, school follows procedures and legal action is considered.

Ysgol Gynradd Santes Anne St Anne's Catholic Primary School

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Throughout this process before any legal action is taken, parents are offered numerous opportunities to meet with the Headteacher, attendance officer (Mr Gareth Hatton) and/or the Education social worker (Miss Julia Williams) to raise any concerns around child wellbeing, medical issues or to request any support. Unfortunately, many parents don't attend these meetings and consequently further action is taken.

4 families this half term have received fixed penalty notices due to attendance which is lower than 75%. This means a fine of £60 per pupil, per parent. School does not like going down this route however there is no option when it gets to this part of the process and when improvements haven't been made without a justifiable reason.

In school, with our children we try hard to celebrate 'GOOD' attendance in order to encourage children to come into school.

- Randomly every half term a class with the best attendance will receive a reward - either a film afternoon or an extended lunchtime break organised by Ms Priest-Jones.*
- Individual pupils with 96%/97% attendance receive a termly treat of their choice which takes place in school arranged by Mrs Stephens*
- Individual pupils with 98% and over have a termly treat which is usually a visit to a local play centre. This is funded by school and arranged by Mrs Stephens.*

It is important that parents and school work together to improve attendance. Lates (pupils arriving after registration) have a huge impact on pupil wellbeing and many children are starting to show gaps in their learning due to persistent lateness. This is the same for pupils who are persistently absent from school.

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We know that it isn't nice receiving letters (outlined in the policy not written by school) however we are following guidelines and we have to show the Local Authority and Estyn that we are doing all we can to ensure children are in school and meeting their full potential.

If you have any concerns, please contact Mrs Thomas to arrange a meeting to discuss further.

Thank you for your on-going support.

Ms Priest-Jones