

## Types of Absences

### Authorised

If your child is absent from school and the reason given by you is acceptable, the school will authorise the absence. This would normally include:

- Illness
- Medical/dental appointments
- Certain days of religious observance
- Other special circumstances.

### Unauthorised

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

- Shopping, Birthdays.
- Lateness after the end of registration
- Absence with no reason given.
- Holidays without prior notification/ taken on more than one occasion/ above 10 days or where a child has attendance below 95% .

## Holidays in Term Time

**It is far less disruptive to a child's education if holidays are taken during school holiday periods.**

The Governing Body has agreed to authorise up to 10 days holiday in term time if

- parents have sought permission for the family holiday prior to going and it is agreed by the headteacher.
- pupil's attendance percentage is 95 % or over, for the previous academic year.

No more than 10 days leave ( on one occasion) will be authorised for the purpose of a holiday in term time. Individual applications will be considered on their merits and is at the discretion of the Headteacher up to 5 days and in consultation with the Governing Body for 5 days or more.

**Any holidays taken without prior authorisation will be classed as an unauthorised absence.**

**Thank you in advance for your full co-operation.**

# Pendoylan Church in Wales Primary.



## Attendance Matters

## Information Leaflet for Parents and Carers

Dear parent/carer,

Pendoylan C/W Primary is aiming, with your co-operation, to maintain our excellent record for attendance and punctuality.

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 continue to place a high priority on good attendance.

Where attendance is a concern, we work closely with parents to give as much support/advice as we can.

Good punctuality is also important. Parents may not be aware of the difficulties experienced by their children even if they are only a few minutes late each day and we ask that you continue to support us by ensuring your child arrives promptly each morning, thank you.

**For further details please refer to the full attendance policy which is available for download from the School Website.**

**Thank you for your full co-operation,  
Mrs P Vaughan**

## Have you thought?

Missing 10 minutes per day through being late equals 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.

By missing just one day a week, over the course of their school career, a child will miss 2 years of schooling.

Arriving late causes disruption to the whole class, as well as to the child who is late. Children are very often embarrassed and upset at coming into class late. A child arriving late may miss his/her teacher's instructions for the first lesson of the day.

Helping your child develop, from an early age, good habits in terms of attendance and punctuality will carry through to adult and working life.

**Pupils are supervised on the playground from 8.50am and should be in school promptly to start at 9.00am.**

Pupils arriving after these times must come to the office and will be marked as late. Registration after 30 minutes and pupils arriving after this time will be marked with an unauthorised absence unless we have been notified of appointments etc.

## First Day Contact

In all cases of absence parents or carers should please:

- Telephone the school ( 01446 760272) on the first day of the absence before 9.15 am. A message can be left or you can speak to the secretary. Tell us the reason for the absence and how long the child is likely to be off school. Alternatively you may prefer to email the school-
- [Pendoylanps@valeofglamorgan.gov.uk](mailto:Pendoylanps@valeofglamorgan.gov.uk)
- Keep the school informed if more than one day's absence is necessary.
  - Avoid medical appointments during school time, but if absolutely necessary, please bring your child to school for the remainder of the day. Hospital appointment letters must be shown to the class teacher.
  - If an absence of more than a few days is likely, please inform us and the class teacher will provide work for your child.
  - If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours following their last episode, so as to help prevent the spread of infection. For exclusion times for other illnesses please refer to the NHS website or ask the school office.