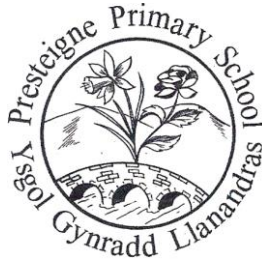


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Assistant Headteachers / Penaethiaid Cynorthwyol: S. Cook and H. Palmer

Our Value this Month is Kindness

18th September, 2019

Attendance and Punctuality

Dear Parent/Carer,

Unfortunately, attendance rates over the past 12 months have dipped. This is due to a number of reasons, some of which are avoidable.

Holidays, including long weekends, should not be taken during term time. Too many children are being taken out of school for this reason. Please remember, holidays will only be authorised in exceptional circumstances and if attendance is otherwise very good (higher than 96%). At the beginning of a school year, we will look at the attendance data for the previous year. No holiday will be authorised unless a written request form has been filled in (28 days notice required).

Many children are missing school because of appointments with the optician, dentist or doctor. This is disruptive to the child and to the rest of the class. Where possible, parents/carers should book appointments for after school or in the holidays. We appreciate that in an emergency this will not happen.

Some children are arriving late to school. Please ensure children are in school for 9.00 a.m., ready for registration. Late arrivals disrupt the rest of the children in the class as lunch and attendance registers have to be re-opened. This delays the start of lessons for all of the other children.

Persistent absence impacts on the academic and social aspects of your child's learning. It can result in a fine being issued by the Local Authority.

Your support in this matter is appreciated.

Yours sincerely,

A.R. Faulkner, Headteacher