



# Our Attendance Policy



**Here every day  
Achieve in every way!**

Any absence from school can affect your child's progress. Time off should only be due to genuine illness. All pupils need to be here every day in order for them to reach their full potential.

**EVERY  
SCHOOL DAY  
COUNTS**





# Family Holiday



There are only 190 statutory school days in one year. There are 175 days (weekends & school holidays) available to use for holidays, which would not have a negative effect on your child's education.

Parents are discouraged from taking their child out of school for holidays, but the head teacher may authorise up to 10 days per academic year.

<https://forms.office.com/e/kgSqYDvQ1V>

The Head Teacher will make the decision and should take account of the following contributory factors:

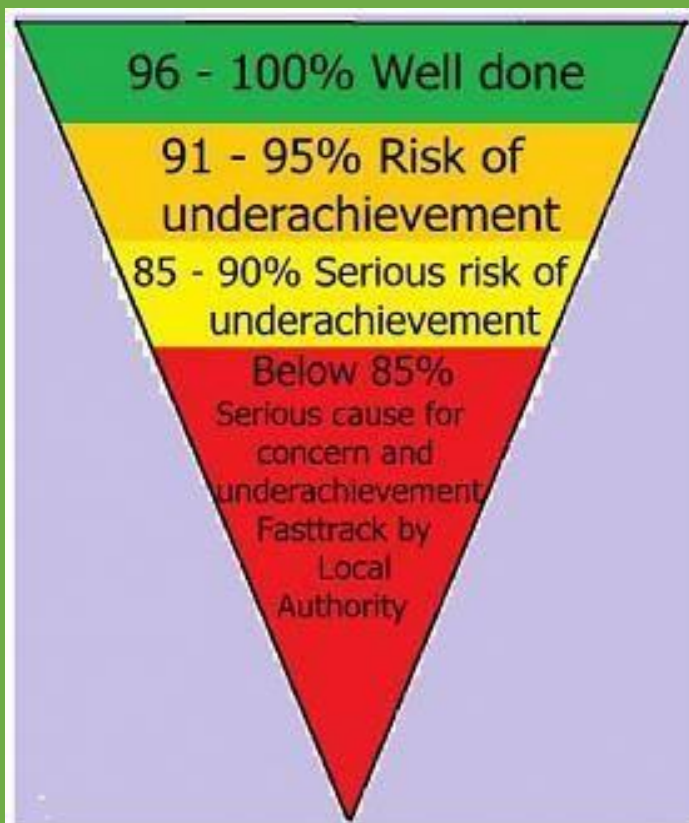
Time of year.

Length of time.

Overall percentage of attendance.

Impact on the child's learning

If your child's attendance is low, then holidays during term time will be unauthorized.



## PUNCTUALITY

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

All pupils who are late must come through the main entrance door so that we know that they are accounted for. The child or parent must then sign in on the school portal.



# Authorised Absence

When the school may authorise the absence of a child due to:

- Sickness
- Exceptional family circumstances
- Unavoidable medical/dental appointments
- Days of Religious observance
- Authorized holidays

If your child is off school due to illness please make sure you phone school on the first morning of their absence by 9.30a.m. on 01352 700384 or email [postglanrafon@hwbcymru.net](mailto:postglanrafon@hwbcymru.net).

If parents do not call school to notify an absence then school will:

- Contact the parent by phone.
- Call any other numbers left by the parent.

If school cannot contact the parent we will contact the Senior Education Social Worker or make a home visit.



# Unauthorised Absence

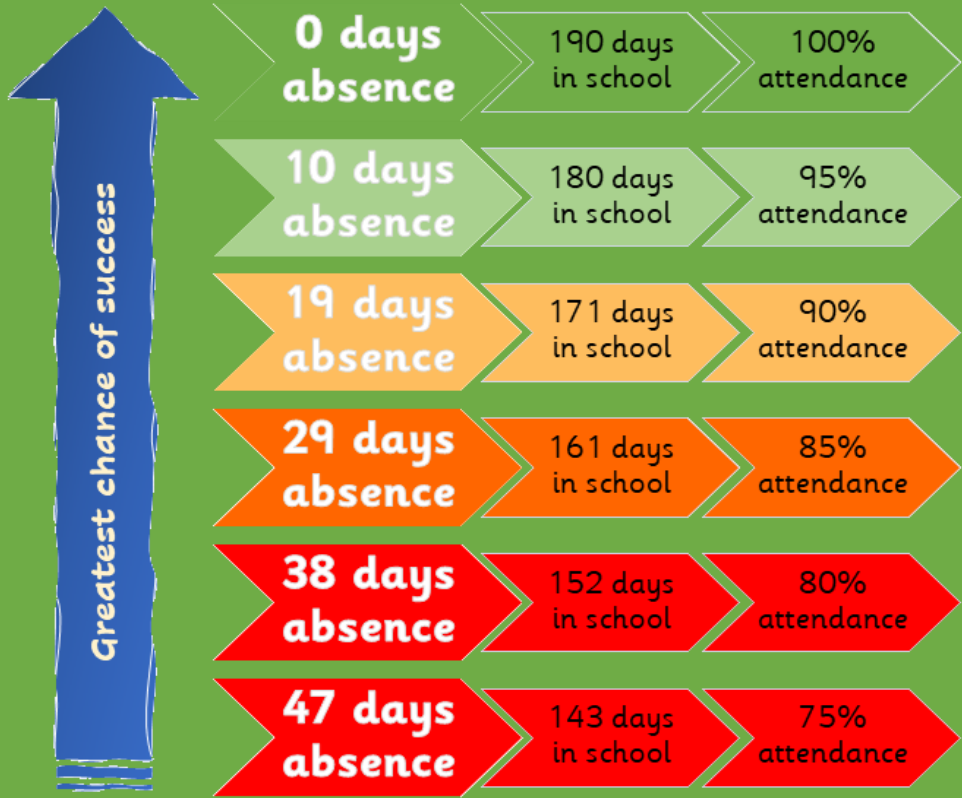
An unauthorised absence is when the school does not allow the absence. Absences for the following reasons are not acceptable:

- Minor ailments—school can administer medication with parents/carers permission
- Holidays without authorisation from school
- Birthdays or day trips
- Parents waiting in for workmen/deliveries
- Confusion about a return to school date
- Shopping
- Looking after siblings
- Taking a full day for a single medical appointment
- Persistent Lateness

## Target Setting




There is a statutory requirement to set attendance targets yearly, which have to be agreed by the school governors. These targets are set in consultation with the Local Authority.

Our school target is 96%



If your child's attendance drops below 90% then School will contact you about this.  
The school monitors attendance regularly.

There are **175 Non-Schools** days a year to spend on family time, visits, holidays and appointments

					
<b>190</b> (380 sessions) 190 days for your child's education	<b>180</b> (360 sessions) Days of Learning	<b>171</b> (342 sessions) Days of learning	<b>161</b> (322 sessions) Days of learning	<b>152</b> (304 sessions) Days of learning	<b>143</b> (286 sessions) Days of learning
<b>100%</b>	<b>95%</b>	<b>90%</b>	<b>85%</b>	<b>80%</b>	<b>75%</b>
<b>Good</b> Best chance of success. Gets your child off to a flying start.		<b>Worrying</b> Less chance of success. Makes it harder to make progress.		<b>Serious Concern</b> Not fair on your child. Possible legal action.	

If you are worried about your child's attendance please speak a member of the school staff.