



ATTENDANCE

Dear Parents and Carers,

Attendance is something we take very seriously at Ysgol Bryn Hedydd. **The whole school target for attendance this is 95% or higher.**

Children get ill, life can throw things our way and 100% attendance isn't always possible. The attendance policy takes this into account. We are always here to help you whenever and however we can. Please come and talk to us if you need any help with attendance or to share anything with us that might help.

We have to follow the attendance policy. This is a process and not something we do to cause upset. The Local Authority and Welsh Government want to see that we are doing all we can to ensure the best attendance for all pupils.

Ysgol Bryn Hedydd will be implementing a new system of tracking attendance called 'Study Bugs'. This will hopefully make the process of recording and tracking absences much clearer and simpler for both parents and the school. Please keep an eye out for the launch.

Absence

Please ensure that you let the school know the reason for any absence as soon as possible. We will have StudyBugs, a school answer machine service and you can email. 01745 351 676 bryn.hedydd@ysgolbrynhedydd.co.uk

Medical appointments

Any medical appointments require that a text/email/letter from the GP surgery/hospital is shown to the staff in the office. If there are medical concerns it may be that we can get help from the school nurse for you/your child.

Unauthorised time off

If you do not tell us where your child is the absence goes down as unauthorised. The office staff follow up with calls but after 3 days of no answer/response the absence is unauthorised and triggers a letter/action.

10 days of accumulated, unauthorised absence leads to a fine being issued by the Denbighshire Local Authority.

Penalty Notices may be considered appropriate when:

- *At least 20 sessions (10 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;*
- *Unauthorised absences of at least 20 sessions (10 school days) due to holidays in term time or delayed return from extended holidays;*
or
- *Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 20 sessions of late arrival;*

Absence request forms (Holidays in term time)

Holidays in term time are not authorised. It is vital that you request the holiday as this allows us to record where the children are. If we don't know they're on holiday or find out through other channels it can lead to actions/triggers that could involve the Education Welfare Officers (EWO).

10 days of accumulated, unauthorised absence will lead to a fine being issued by the Denbighshire Local Authority.

Lateness – you must sign your children in at reception

If you are late to school **you must bring your child** to the reception office. There is now a form that parents/carers must fill in to explain the lateness. The doors open at 8:45am and lessons start at 8:55am.

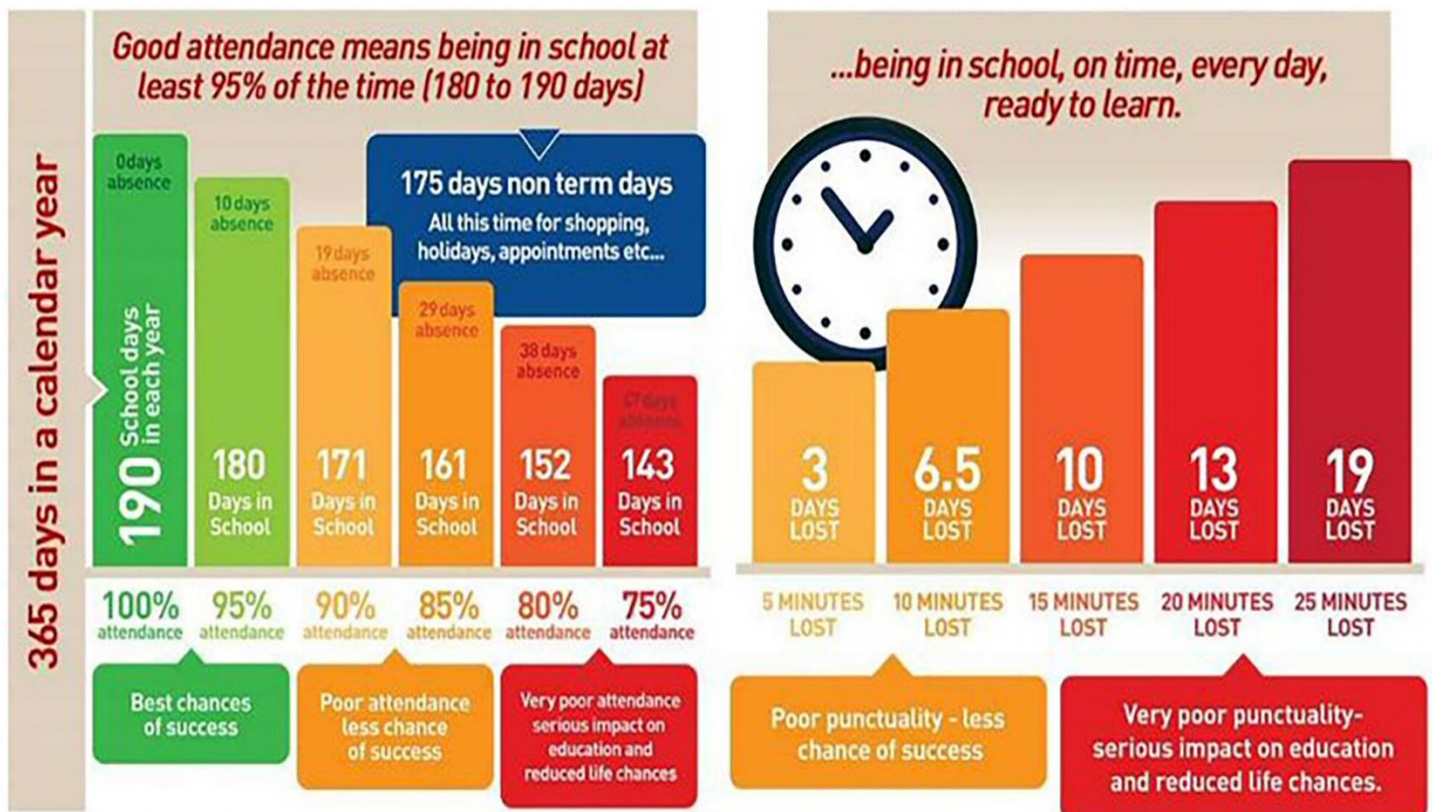
Unauthorised lateness can also accumulate into days of unauthorised absence very quickly and lead to a fine being issued by Denbighshire Local Authority.

Our attendance policy is on our website and a copy can sent to you upon request.

Sometimes all it takes is a chat with the class teacher or member of staff and what looks like a big problem can be fixed quickly and easily. Communication between school and home is key. If it is genuinely a big problem, we can work together on those too.

Thank you for your continued support and cooperation

Mr G Evans
Pennaeth / Headteacher



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is **94.7%**

DID YOU KNOW? If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?



Pivotal Education
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Welsh Network of Healthy School Schemes
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