ATTENDANCE MATTERS!

School Attendance Letter Policy And Procedure On A Page

At the start of the new school year we want to clearly communicate our expectations in that hope that the school, parents/carers and learners can work together to minimise all but unavoidable absence. Attendance is essential to enable academic progress and promote personal wellbeing. We would also like to explain why parents/carers receive letters at certain stages of absence, even occasionally after parents have contacted school to explain an absence. We appreciate that the tone of some letters can be a little blunt, however they need to reflect set PCC templates given the possible consequences of absences. We ask that parents do not take offence if they receive a letter and encourage them to contact the school for all absences and in response to letters and requests so that concerns can be proactively resolved. I look forward to working with you this year to ensure the best outcomes for all learners.

Diolch yn fawr, Mr Jon Jones, Assistant Headteacher.

6 EVERY LESSON COUNTS ATTENDANCE TARGETS:

#1 ATTEND EACH DAY PUNCTUALLY - ARRIVING BEFORE 8.45AM

#2 GO STRAIGHT TO MENTOR PERIOD TO RECEIVE YOUR AM MARK

#3 ATTEND EACH LESSON PROMPTLY AS LATES CAN LEAD TO ABSENCES

#4 STAY IN SCHOOL ALL DAY / DON'T LEAVE FOR ILLNESS UNLESS UNAVOIDABLE

#5 ENSURE FRIDAY ATTENDANCE IS EQUALLY AS HIGH AS OTHER DAYS

#6 AVOID HOLIDAYS IN TERM TIME

WAYS TO CONTACT THE SCHOOL TO DISCUSS ATTENDANCE:

PLEASE CONTACT YOUR CHILD'S MENTOR WHERE APPROPRIATE OR ATTENDANCE OFFICER: 01646 623319 / ATTENDANCE@YHT.WALES

KEY STAGE LEADERS VIA EMAIL: FORENAME.SURNAME@YHT.WALES

Letter 1A Below 95% Att.	This is a simple courtesy letter which acknowledges that your child has been absent and their attendance has dropped below the national target of 95%. It invites parents/carers to contact the school if there is something we need to be aware of. This is typically the first letter sent in all cases.
Letter 2A Below 93% Att.	Where attendance continues to fall to below 93% parents/carers will receive a letter which informs them that their child's Key Stage Leader will contact them within the week to discuss reasons for absence. This is a supportive call and provides parents/carers and learners a chance to explain matters.
Letter 2B Below 91% Att.	Where a learner's attendance continues to fall following the 2A KSL call, an invite is sent for a phone or in-person meeting with the Assistant Headteacher. This stage is intended to prevent learners being classed as persistent absentees by Welsh Government and set targets for attendance. Learners in this category may be moved into attendance Focus Groups and will be closely monitored.
Letter 3 Less than 85%	Where a learner's attendance continues to drop, even following receipt of 3 letters and 2 phone calls / meetings will have taken place, then a referral to the Local Authority Educational Welfare Service may be made. This stage offers additional support but also includes the possibility of legal prosecution if there is insufficient progress in learner attendance and parent engagement.
Alternate and additional letters formats (it is important to provide additional details if requested):	
Letter 1B	Sent to request medical evidence where a parent/carer has given the reason for absence as a GP, hospital or dental appointment, parents could also send photos of prescriptions etc.
Letter 1C	Sent where the school identifies a particular trend or pattern in learners' absences e.g. a tendency to arrive late on Mondays or be absent on Fridays more than other days.
Letter 1D	This is a letter sent at the start of the year to all parents/carers whose children were classed at Persistent Absentees the previous year in the hope of encouraging better attendance in the new year.
Penalty Notice (fines are paid to PCC, not school)	A Penalty Notice may be served where any learner has missed 10 unauthorised sessions (equivalent to 5 days) in a term; this can cover term-time holidays and sporadic absences particularly where parents/ carers have not engaged with the school. A PCC information letter has been sent to all parents/carers.
Reply To Holiday Notification	This letter will be sent in response to a formal request for term time absence of a child due to a family holiday. All requests are considered, however most requests will be unauthorised unless there are significant mitigating circumstances. Letters may be accompanied by an explanatory email for context.