



Today's Learning for Tomorrow's Stars Belief, Opportunity, Expectations

14th March 2023

Dear Parent/Carer/Guardian,

The John Frost group of schools have worked collaboratively to develop a cluster Attendance Policy. This is a requirement of all clusters across the city.

All attendance policies and procedures for all schools in Wales align with Welsh Government's 'All Wales Attendance Framework'.

Our cluster Attendance Policy can be found on our website under Online Office, Policies. The content of the policy is generic; individual schools within the cluster have their own specific procedures.

Please find below information in relation to Glasllwch's attendance rationale and procedures.

Regular attendance at school is vital if children are to flourish, reach their full potential and to ensure continuity, development and progression in learning. By law, children are expected to attend school every day and on time, unless there is a valid reason for not doing so.

In the case of absences, please telephone the school **before 9.10am to leave a message or speak to a member of staff** so that your child receives the correct mark. Absences are recorded as either Authorised or Unauthorised as below.

'**Authorised absence**' is absence that is unavoidable due to:

- Illness or a medical appointment
- A circumstance that has been discussed and agreed with the school in advance.

'**Unauthorised absence**' is absence that has not been approved or adequately accounted for.

Such as:

- If a child is absent and school has not been notified within the given time frame.
- If a child has been taken out of school to go on holiday or for any other reason and this has not been agreed by the Headteacher.

Please note the following:

- You are respectfully requested to arrange medical appointments outside of school hours where possible
- Time off in term time for family holidays is not an entitlement and is strongly discouraged by school, the Local Authority and Welsh Government.

During the Year 2022-23, our target for attendance is **95%**.



Today's Learning for Tomorrow's Stars Belief, Opportunity, Expectations

School monitors lateness and absence very closely. We monitor individual pupil attendance on a regular basis and will contact you if your child's attendance dips below our target of 95%. The information below from Welsh Government illustrates how your child's attendance equates to a judgement. **Please note these percentages show the impact of absence over a whole year.**

Attendance		What This Means
100%	Excellent	Your child has the best chance of achieving their full potential
95 - 99%	Good	Your child has missed up to 2 weeks of school in a year
90 - 94%	Unsatisfactory	Your child has missed up to 4 weeks of school in a year
85 - 89%	Poor	Your child has missed up to $5\frac{1}{2}$ weeks of school in a year
80 - 84%	Very Poor	Your child has missed up to $7\frac{1}{2}$ weeks of school in a year - over half a term
Below 80%	Extremely Poor	Your child has missed more than a whole half term of school

On the rare occasion that unavoidable absences are requested, absence forms are available from the main reception area or via our school website 'Online Office'.

Permission must be sought in writing for all unavoidable absence circumstances, in order for us to account for pupils' absences. Your child's attendance records will be checked before permission is given by the Headteacher. Failure to comply with the above will result in an unauthorised absence mark, which will be noted on your child's attendance records.

ALN and Specific Health Issues

Where a child has a specific health issue or an additional need that requires a number of medical or out of school appointments, we will liaise directly with the family in relation to attendance.

Punctuality

It is important that children arrive at school on time so that we can make a prompt start to the day. **The School doors open to the children at 8:50am; please ensure that your child / children are in their classroom and ready to learn by 9.00am.**

The school gate and external school doors are locked at 9.00am for security reasons. Children arriving at school later than 9.00am must come through the main entrance. If a child is late and the registers have been taken they will receive a late mark if they arrive by 9.30am. If they arrive after 9.30am they will receive an unauthorised absence.

We hope you find the above information useful. We aim to work in partnership with you to support all learners in attending school regularly and on time.

Best Regards,
Mrs C. M. Jackson
Head teacher