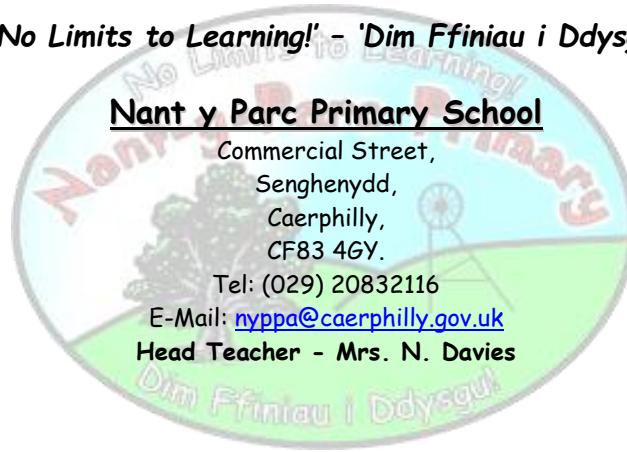


'No Limits to Learning!' - 'Dim Ffiniau i Ddysgu!'



Attendance September 2022

Dear parents/guardians,

Moving into September 2022, attendance at school will continue to be compulsory. As a school, we will be tracking attendance on a weekly basis. If attendance falls below that required we will be in touch to discuss this with you. This may be via phone call, letter or formal meeting. If we see no improvement following contact with you, we may escalate our concerns to the Education Welfare Officer.

The following processes and procedures will continue from September:

Contacting us

If your child is absent from school, you must contact the school office to provide a reason for the absence. As a school, we will determine if the absence will be authorised. Failure to contact school will result in an unauthorised absence.

Illness/Medical Evidence/Medical Appointments

It is inevitable that children will be ill during the year. If this is the case, please contact the office. After 10 days of illness (not consecutive), we may require medical evidence to enable us to authorise any further absences. It is good practice to provide medical evidence for illnesses. This could be in the form of an appointment card, antibiotics (relevant dates on label) or letter from the GP. For medical appointments, please provide relevant evidence on or after the day for the absence to be authorised.

Holidays

If you are taking a holiday during term time, this must be requested. The forms for which can be found in the reception area but if unsure please ask at the school office. Holidays will be granted



for up to 10 days and will be based on previous attendance. We will inform you of the outcome of the holiday request in writing.

Fixed Penalty Notice

As a school, we can use fix penalty notices for poor attendance. This will be linked to unauthorised absence. More information about this will be sent in September.

Callio

You may remember that before the COVID-19 pandemic we used the Callio approach to ensure you were as up to date as possible with your child's attendance. This will resume in September. This means you will receive colour coded letters on a termly basis as well as letters during the term if attendance is a concern. More information will be available around this in September.

As always, if you have any concerns around attendance please do not hesitate to contact the school office. We will be happy to discuss this with you.

Kind regards,

Miss Kirsty Nelson

Acting Deputy Headteacher

