



Attendance and Punctuality matter



at Ysgol Cefn Meiriadog

We want every learner at Ysgol Cefn Meiriadog to feel happy and safe in our school, in order to achieve this they need to attend school as often as they can. Poor attendance can have a negative impact on your child's self-esteem and friendship groups. Also, your child cannot progress through the curriculum and reach their full potential if they are frequently absent.

Attendance is categorised as **AUTHORISED** or **UNAUTHORISED**:

AUTHORISED ATTENDANCE

If your child is unwell we would expect you to make the judgement as to whether they would be well enough to attend school. If they are unable to attend school then they will have an "I" recorded to signify they are off ill. We can also give a recording of "M" for a medical appointment. However, we kindly ask, where possible, that all medical and dental appointment are made after school hours or during school holidays. We would expect, again where possible, pupils to be able to come to school before and after their appointments.

UNAUTHORISED ATTENDANCE

If a child does not attend school and we do not receive notification as to why, then it shall be recorded as unauthorised. Any incident of 10 sessions missed through unauthorised absence will be investigated by the school and may result in a referral to the education social work team.

As per County and school policy, all holidays taken during term time will be unauthorised (there are times when circumstances are extenuating where the headteacher may approve a holiday), please request and return a holiday form from the office.

What does Denbighshire County Council say?

"You have a legal responsibility to make sure your child attends school. If your child misses school without an acceptable reason, you could be fined or prosecuted. Most absences for acceptable reasons will be authorised by the school. These include; *sickness, unavoidable medical or dental appointments (if possible, you should arrange these for after school or during school holidays), days of religious observance or exceptional family circumstances, such as bereavement.*

Your child's school will not authorise absences for the following reasons; *shopping during school hours, day trips, term time holidays or birthdays.*

If your child misses school without an explanation from you, or if the school is not satisfied with the explanation, the absence will be recorded as 'unauthorised', that is, truancy. Although you may provide a reason for the absence, it is the school that decides whether the absence is recorded as authorised or unauthorised."

Why does attendance matter?

Attending School on a regular basis is the key to your child doing well at school, setting them up with good routines for later life as well as giving them the opportunity to: make lots of friends and feel included, learn new things and develop many skills, increase confidence and self esteem, achieve potential and fulfil aspirations.

The impact of regular absence:

Half a day off in a week = 90% attendance

1 day off in a week = 80% attendance

One and a half days off in a week = 70% attendance

2 days off in a week = 60% attendance

Many people believe that 90% attendance is very good. However, over a whole school year, a pupil with 90% attendance would miss four weeks of lessons.

Absence and the Law

As a parent/carer you are committing an offence if you fail to make sure that your child attends regularly, even if they are missing school without your knowledge. This could lead to the initiation of legal proceedings.

If you think there may be a reason why your child does not want to go to school, please speak to your child's class teacher for help and support.



When a child arrives late to school it can be very disruptive for the child, the teacher and other children in the class. If your child arrives to school late, they will be marked as late on the register. Persistent late arrival at school may also lead to a Fixed Penalty Notice being issued.

Our school day starts at 9am. It is advisable to have your child in school for 8:45am. If you need to drop your child off earlier we have a breakfast club which they are able to attend, this starts at 7.45am.

Lateness can add up to a lot of lost learning. Besides which, children really hate being late for school. It can make them anxious and upset about attending school.

The impact of persistent lateness:

5 mins every day = 3 days lost over the year
15 mins every day = 2 weeks lost over the year
30 mins late every day = 19 days lost over the year

What do we do?

We will always phone to find out why a child is absent, should we not receive a response we will e mail or send a Seesaw message.

All absences are logged, including the reasons given, on our electronic system

Minutes late, after 9am, are logged on our electronic system

Half termly, colour coded attendance records are sent home with every child. for those with any lateness records, this information is also included

Parents of those learners with low attendance are contacted and invited into school for a meeting to discuss the concerns further

Should attendance not improve an Attendance Support Plan may be considered

A Fixed Penalty Notice may be considered should attendance not improve

We want every child in our school to feel happy, safe and ready to learn when they come to school. If there are barriers in the way for this to happen then we want to work with you and your child to overcome them. Please speak to a member of staff if your child is struggling to come to school for whatever reason and let us work with you to support them.

We operate an open door policy at Ysgol Cefn Meiriadog, we all have the same purpose – your child’s happiness and education so please get in touch if there is anything we can do to support them.

"Good attendance can open doors to endless possibilities."