

ATTENDANCE MATTERS!

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life.

Getting to school every day, on time means:

- Improved life chances.
- Building lasting relationships.
- Reaching their full potential.

Did you know.....?

365 DAYS IN A YEAR	190 SCHOOL DAYS IN TOTAL	ABSENCE
100% attendance	190 days	0 weeks
95% attendance	180 days	2 weeks
90% attendance	171 days	4 weeks
85% attendance	161 days	6 weeks
80% attendance	152 days	More than $\frac{1}{2}$ a term
75% attendance	143 days	9+ weeks

What does the law say?

- By law, all children of compulsory school age (5-16) must receive an appropriate full-time education.
- It is a parents/carers legal responsibility to ensure that this happens.
- If a child fails to attend school regularly, or is persistently late, the Educational Social Worker (ESW) can take legal action against the parent.

School Procedures

- The gates on to the main yard open at 8.45am ready for 'Amser Bore Da'. This is where pupils are encouraged to come into school before the bell and participate in fun activities. It help to alleviate the hustle and bustle in the morning and allows for a smooth transition into the school day.
- Registers are completed from 8.45am - 9.00am each morning.
- Pupils who arrive late must enter school via the main reception area, where admin staff will make a record of why they are late.
- Absences can be authorised by letter, by a phone call, or by verbal reasons given by an adult. It is a parent/carers responsibility to notify school.
- Registers are checked for pupils absent each day. For those pupils who we have not been informed regarding their absence that day, you will receive a phone call asking you to notify us as to why your child is not in school. The LA Attendance officer may also be informed for those pupils who we have concerns about regarding their attendance.
- If your child has been off from school and you have not informed us, you will be sent a letter at various times in the school year, with a proforma to fill in, explaining why they were off. This will allow us to keep our registers up to date and accurate.

- An attendance certificate will also be sent home to let parents/carers know their child's attendance percentage. These are colour coded using a traffic light system:

- **Green:** 95+%

Congratulations, your child has good attendance and is doing well. Keep it up!

- **Amber:** 90-95%

You're nearly there. Remember every day counts.

- **Red:** Below 90%

How can we help you improve your child's attendance?

Encouraging Attendance

At Gwenfro School, we aim to encourage our pupils to be good attenders.....



We have a weekly attendance competition. A podium showing attendance for the top 3 classes is displayed in the school hall. They win the 'Early Bird' trophy for that week.

There is also a whole school competition where any pupil who achieves 95%+ attendance throughout the year will go into a prize draw.

Each class displays their weekly attendance on their door, so pupils are aware and can discuss ways in which they can improve on this, encouraging them to work as a team.

Punctuality

It is important that your child arrives in school on time.

If they are late:

- It sets a poor example as they grow up
- It makes your child stand out from others, causing them to feel anxious or embarrassed.
- It disrupts your child's learning and that of others
- It may result in a series of unauthorised absences and investigation by the ESW.

If your child is late for school, we ask that you bring your child to the main entrance of the school and a record of this will be made on the computer system. This will allow us to identify those pupils who are persistently late, and help to support you in ensuring that your child is in school on time, every day.

LATENESS In an average school year	=LOST LEARNING
3 minutes late each day	3 days lost!!
10 minutes late each day	6.5 days lost!!
15 minutes late each day	10 days lost!!
20 minutes late each day	13 days lost!!
30 minutes late each day	19 days lost!!

Tips to get your child to school on time....

- Have a reasonable bed time
- Make sure your alarm is set to wake you up
- Allow time for breakfast
- Make sure their uniform is ready
- Pack your child's bag the night before
- Set off in good time

Family Holidays

We strongly advise parents/carers not to take children on holiday during term time. It inevitably has an adverse effect on their progress at school.

Parents/carers do not have the automatic right to take their children out of school during term time, they must seek permission from the Headteacher.

A family holiday may be authorised by the Headteacher for up to 10 days. The school will carefully consider such a request and we will take a child's attendance and punctuality record into account.

A request for a 'one off' day may be authorised at the discretion of the Headteacher.



Can we help?

Your child's class teacher is the first person to go to if your child is having any problems. Let us know and we may be able to help and support you.

Somebody in school is always willing to listen to you or your child's worries, concerns or problems.

Our Family Engagement Officer, Becky Humphreys is available to support families.

We understand that even minor matters can be big worries to your child. No one should feel that they do not want to come to school.

So don't let absences build up. Find the cause of the problem and we will do our best to support and advise you.

Support and Advice

Our Family Engagement Officer and Educational Social Worker (ESW) can help in a variety of ways:

- Punctuality
- Truancy
- Child Protection Concerns
- Free School Meals
- School liaison
- Cost of living
- Uniform