

Have you thought?

- Missing 10 minutes late a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.
- Missing just one day a week, over the course of their school career, a pupil will miss two years of schooling.
- A child may miss his / her teacher's instructions for the first lesson.
- Coming late causes disruption to the whole class, as well as to the child who is late.
- Children are often very embarrassed and upset at coming into class late.
- Helping your child into good habits from an early age can help these carry through to adult and working life.

SCHOOL TIMES

All pupils should be in class by 9:00am

Doors open at 8.50 a.m.

Doors close at 9.00a.m.

Registration closes at 9.05 a.m.

Pupils arriving after 9:00 am must come to the main entrance and will be marked late.

Pupils arriving after 9:30 am are marked as unauthorised absence.

Dear Parent/Carer

Gelli Primary School is aiming, with your co-operation, to improve attendance and punctuality. Both of these areas are priorities for the year ahead.

Our current overall attendance is below 93% and we have a target of at least 93% We also have a target to reduce lateness by 10%.

Attendance

We all know that every-day attendance at school is vital for children to get the most out of their education and with this in mind we place a high priority on good attendance.

Where attendance is a concern we work closely with parents and the Attendance and Wellbeing Service (AWS) to give as much support / advice as we can.

If your child fails to attend school regularly, or is persistently late, the Local Authority *can* take legal action against you.

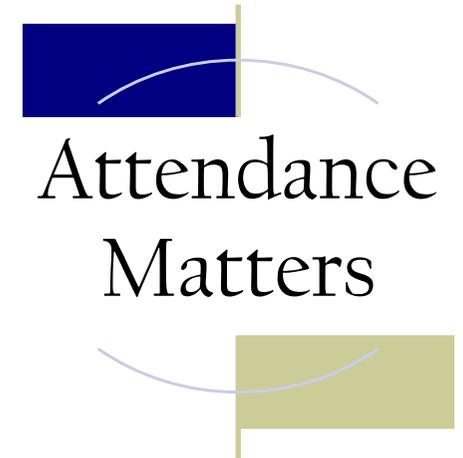
Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a problem with lateness. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day.

Gelli Primary School Ysgol Gynradd Y Gelli

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Attendance Matters

Gelli Primary School Ysgol Gynradd Y Gelli

Mr. D. C. Jones
Head teacher—Pennaeth



The Future is in our hands
Mae'r dyfodol yn ein dwylo

Telephone—01443 435311
(with messaging service)

HOLIDAYS IN TERM TIME

FIRST DAY CONTACT

IN ALL CASES OF ABSENCE parents should please;

- Only keep your child away from school if really necessary – we can send them home.



- Telephone school: on the first day of absence as soon as possible but before 9.00 a.m. Tell us the reason for the absence, and how long they are likely to be away.

- Keep school informed if more than one day's absence is necessary.
- Avoid medical appointments in school time, but if *absolutely necessary*, please bring your child to school for the remainder of the day.
- Ask to speak to the class teacher who will be able to provide you with work for your child if an absence of more than a few days is likely.
- If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours so as to help prevent spread of infection.

I wish to inform you of changes to our arrangements for authorising holidays from school during term time.

As part of the fixed penalty notice consultation process, opinions were sought on replicating a zero tolerance approach to holidays in term time, like that in place in Cardiff, Merthyr Tydfil and all ERW (South West and Mid Wales) Councils. The outcome of the consultation favoured a consistent approach across all schools, with a majority agreeing with a zero tolerance approach. Following this, a Cabinet decision was taken to approve a zero tolerance approach with effect from the 1st September 2014.

With Cabinet approval for consistency across all schools, head teachers are being encouraged to adopt a zero tolerance to term time holidays from the 1st September 2014. Whilst the legislation under Section 7 (3 and 4) of The Education (Pupil Registration) (Wales) Regulations 2010 allows head teachers to “grant leave of absence from school for the purposes of a family holiday for no more than 10 days in an academic year”, the local authority stance is one which will discourage holiday absence unless the pupil and family are exempt under one of the three “exceptional” circumstance criteria. Those exemptions are:

- Families of serving armed forces personnel;
- Parent or child experiencing a life limiting illness;
- Families that have suffered an acute trauma.

In the event of holiday leave for a pupil being requested by a parent/carer, the school is asked to record the sessions as unauthorised absences in line with the Cabinet decision and then make a formal request for a fixed penalty notice to be issued.

Unlike other circumstances for a fixed penalty notice, a holiday absence will not be subject to a monitoring period (15 school days) for improvement to happen but a fixed penalty notice will be automatically issued on receipt of the school's request. Payment will, as with other circumstances, be £60 if paid within 28 days, £120 if paid within 42 days.

School attendance data will be monitored for the use of the holiday absence codes, so that the authority is in a position to ensure the consistent application of both the codes and the requests for fixed penalty notices.

To this effect I have devised a new holiday form to reflect these changes.

TYPES OF ABSENCES

Authorised

If your child is absent from school and the reason given by you is acceptable, the school will normally authorise the absence. This would normally include:

- Illness
- Medical/dental appointments
- Certain days of religious observance
- Other exceptional circumstances

Unauthorised

The reasons which are not acceptable and would therefore be recorded as unauthorised include:

- Shopping
- Birthdays
- Holidays during term time
- Lateness after the end of registration
- Absences with no reason given.

All unauthorised absences are reported to the Local Authority, who have the power to prosecute parents/guardians in cases where unauthorised absence is recorded on school registers.