

Punctuality

School starts at 8.55 am. This is the time your child **must** be in line on the playground, so you need to ensure that your child is coming onto the grounds by 8.50 am at the latest.

It is important to be on time as the first few minutes of the day are used to take the registers, collect any money or forms and to talk about the day's timetable. Arriving late can affect your child for the rest of the day.

Arrival after registration is marked as a late. Arrival after 9.30 am is marked as an absence.

Frequent lateness = lost learning

- Arriving 5 minutes late each day adds up to over 3 days lost each year
- Arriving 15 minutes late adds up to 10 days absence each year
- Arriving 30 minutes late adds up to almost 20 days absence each year

At Rhws Primary School we take the view that there are no late children, only late parents. Persistent lateness may result in a Fixed Penalty Notice.

Children who are not collected promptly at 3.15 pm are sent to a place of safety, outside the office, where they can be supervised until collected. If you are going to be late, please contact the school to let us know.

Holidays

We are always concerned about the amount of time pupils miss as a result of family holidays. While we understand that holidays taken in term time are often significantly cheaper, there is no entitlement to time off during the school year.

At Rhws Primary School the Governing Body has decided that any holiday taken during term time is recorded as an unauthorised absence.

If you feel a holiday in term time is unavoidable you will need to fill in a leave of absence form available from the office.

- Try to avoid taking a holiday at the beginning of September as it can be very unsettling for a child to miss the start of the school year
- The school is under no obligation to provide work for pupils to complete while on holiday
- Excessive holidays taken in term time may result in a Fixed Penalty Notice (FPN)

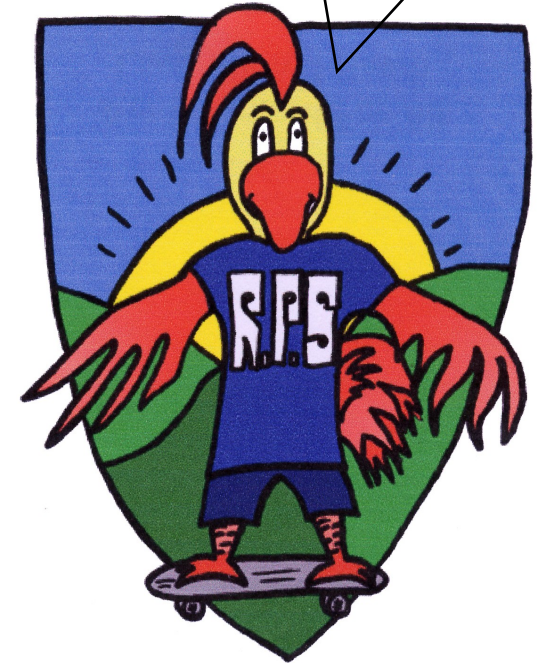
Legal Note

Parents have a legal duty to ensure regular and full time attendance at school (Education Act 1996). Our policy is based on the law and best practice guidance. The Vale of Glamorgan's Educational Welfare Service works with schools and families when pupils' attendance falls below acceptable levels. In some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty Fine if absences continue.

Rhws Primary School

**Achievement for All
Llwyddiant i Bawb**

**"Success starts by
being in school"**



**Attendance
and
Punctuality**

"Success starts by being in school"

As a school we aim to:

- achieve an overall attendance rate of 95.5%+
- maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important

because regular attenders:

- make better progress both socially and academically
- find school routines and work easier to cope with
- find learning more satisfying
- have an easier transfer to secondary school.

As a parent you can help us by:

- ringing on the first morning of absence with the reason and saying when your child is likely to return
- arranging dental and doctor's appointments out of school hours or during school breaks
- sending a note explaining the reason for absence on your child's return
- keeping us updated by phone if your child has an extended period of absence

Authorised Absence

Some absences are allowed by law and are known as **authorised absences**. For example if a child is ill, there is a family bereavement or for religious observance.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we will try to deal with the circumstances sympathetically.

Unauthorised Absence

There are times when children are absent for reasons that are not permitted.

Examples include;

- having a family day out
- it's your child's birthday
- sleeping in after a late night
- going shopping/for a haircut etc..

If there is no explanation for absence or the explanation /reason is not satisfactory it will be recorded as an unauthorised absence.

Unauthorised absences have to be reported to the Vale of Glamorgan Local Authority. The Educational Welfare Officer may contact you and consider taking legal action if your child has a regular and significant pattern of unauthorised absences.

Callio

The school follows the "Callio" approach to improving attendance as recommended by the Local Authority. Parents or carers are informed about their child's current attendance rate and the colour coded band into which they fall each half term.

GREEN = 97% and above

AMBER = 93% - 97%

RED = 92% and below

Pupils who fall into the red category for two consecutive half terms may be referred to the attendance team based at Llantwit Major Comprehensive School if absences are unauthorised, unexplained or a if pattern of absence has been established. Parents/carers will be invited to a meeting to discuss the reasons for poor attendance and to plan for improvement.

If your child's absences are a result of chronic illness or frequent medical appointments we will not refer to the attendance team. It is very important however, that you let us know of any significant, ongoing medical issues that may affect your child's attendance.

If your child's attendance drops below 85% for reasons that cannot be adequately explained, the school will consider a referral to the Vale of Glamorgan's Educational Welfare Service who will follow up the case.