

School Times

Doors open at 9:00am
Doors close at 9:05am

Registration closes at 9:15 am
Pupils arriving after 9:05 must come to the main entrance and will be marked late.

Pupils attending school after 9:30am will be recorded as an unauthorised absence.

If your child will be absent from school, you must inform the school before 9:30am that day.

Contact us:

01685 871110

admin@llwydcoedprimary.rctcbc.cymru

www.llwydcoedprimary.co.uk

Llwydcoed Primary School
Corner House Street,
Llwydcoed,
Aberdare
CF44 0YA



Dear Parents/Carers,

Llwydcoed Primary, with your support, is aiming to improve attendance and punctuality. Both of these areas are priorities for our school for the year ahead. This year's target for attendance is 93%. Last year overall attendance was below this at 92.3%

We all know that every day attendance at school is vital for children to get the most out of their education, and helping your child into good habits from an early age can help these carry through to adult and working life.

If attendance does become a concern, we will work closely with parents/carers and the Attendance and Well-being Service to support you, as much as possible, to improve your child's attendance because missing school means missing out. Being just 10 minutes late a day is almost a whole hour of lessons missed each week, and by missing just one day a week over the course of their school career, a pupil can miss two whole years of schooling. If your child fails to attend school regularly or is persistently late then the Local Authority can take legal action against you and issue fixed penalty notices. Help your child make the most of their education.

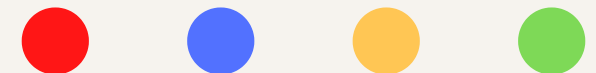
Thank you for your co-operation
Mrs N Drew (Headteacher)
Mrs M Lloyd (Deputy Headteacher)

Llwydcoed Primary School

Growing, Striving,
Achieving and Believing



Information leaflet for parents/carers



Please avoid leaving messages via Facebook or other social media, as this is not checked as regularly.

First Contact

**In all cases of absences
Parents/Carers must:**

Remember...

Only keep your child away from school if absolutely necessary.

Things to Consider

- Try to avoid medical appointments during school hours if possible, if not, please bring your child into school for the remainder of the day.
- If your child is suffering from vomiting or diarrhoea, they should remain off school for 48hrs to minimise the spread of infection.

FIXED PENALTY NOTICES WILL BE ISSUED IF THERE ARE NUMEROUS UNAUTHORISED ABSENCES.

Holidays

Holidays taken during term time can have a detrimental effect on your child's progress and learning.

Each academic year, up to 10 days for holidays can be authorised. However, this is NOT an entitlement and each request is considered carefully.

Unauthorised Holidays

Holiday requests will not be authorised when:

- A pupil's attendance is already below 95%
 - Requests are made during the Easter to Whitsun half term or in September. This is because of disruption to important assessments and settling in to new classes.
- Factors such as time off for illness or academic progress will also be taken into account when making this decision.

Things to Consider

- Have you submitted your holiday request form 4 weeks in advance?
- Is the trip absolutely necessary?
- What impact will this have on my child's learning/progress?



Absences

Authorised Absence

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 (evidence must be provided).
- Medical/dental appointments (only if urgent and evidence is provided)
- Certain days of religious observance
- Other exceptional circumstances

Unauthorised Absence

Unacceptable reasons for non-attendance include:

- Shopping
- Day trips
- Birthdays
- Lateness (after 9:30am)
- Absence with no evidence given
- Holidays (Not agreed with the school)

Improving Attendance

At Llwydcoed Primary School we are continually trying to improve attendance including:

- Fortnightly welfare calls
- Attendance certificates
- Attendance awards
- Tracking of children with low attendance.
- Working with the Attendance and Well-being Services.