

School Times

Doors open at 9:00am
Doors close at 9:10am

Registration closes at 9:30 am
Pupils arriving late but before 9:30am must come to the main entrance and will be marked with code L.

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

If your child will be absent from school, you must inform the school before 9:00am 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,

At Llwydcoed Primary School we believe 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.

We constantly work towards a goal of 100% attendance for all pupils and offer a range of awards for individuals and whole classes to encourage excellent attendance and punctuality.

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



Attendance Matters

**Miss School!
Miss Out!**

Information leaflet for Parents/Carers

*Please note this information is for guidance only.
The full attendance policy can be found on the school website or a copy can be requested from the school.*





First Contact

In all cases of absences

Parents/Carers must:

- Telephone the school on the first day of absence before 9:00am.
- Or leave a voicemail on the school line prior to the absence.
- Provide a reason for the absence and how long they are likely to be away.
- Please avoid leaving messages via social media, as this is not checked as regularly.

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, evidence should be provided before the day of appointment and your child should be in school for the remainder of the day.
- If your child is suffering from vomiting or diarrhoea, they should remain off school for 48hrs after their last bout of illness to minimise the spread of infection.



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 may be authorised. However, this is NOT an entitlement. Each request is considered carefully.

Unauthorised Holidays

Holiday requests may not be authorised where:

a pupil's attendance is already below 95% on the first day of the holiday.

- If there has been an exclusion in the previous 3 terms.
- During the National Test period for Years 2 to 6 pupils. These dates will be communicated to parents at the start of the academic year.
- Where holiday requests are more than 10 days in one academic year.

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?

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

See the Attendance Policy for more details

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 could include:

- Illness (supporting evidence may be requested for repeated absence)
- Emergency medical/dental appointments (evidence should be provided)
- Certain days of religious observance
- Other exceptional circumstances

Unauthorised Absence

Unacceptable reasons for absence include:

- Shopping / day trips
- To visit relatives
- Birthdays
- Sleeping in
- Holidays (Not agreed with the school)

Improving Attendance

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

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

