

**First day absence contact-
It is important that we all know**

If your child does not arrive at school, staff have no way of knowing where they are, and if they are safe. Please, let us know if your child will be absent, and keep us informed. Parents are responsible for a child's attendance at school, and for contacting the school promptly if a child cannot attend. Please contact us by 9.30am.

You can phone the school on 01685 811619 and leave a message by pressing 1

If you do not contact the school then we will phone you to request a reason for absence and this may be classed as an unauthorised absence.



Target being on time!

Lateness is a problem because it:

- Makes the child stand out.
- Disrupts your own child's learning and that of others.
- Sets a poor example for later life.
- Serious lateness will be recorded as unauthorised absence and will be investigated by the Attendance and Wellbeing Service.
- May, if persistent, result in prosecution of the parents.

Please ensure that your child is in school on time.



*Hirwaun Primary
School*

Attendance



Every Day Counts

Why is regular attendance so important?

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any additional learning needs they may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

After the last few years of disruption it is more important than ever to attend school regularly.

Requests for holiday absence

We understand that there has been disruption to being able to take holidays over the last couple of years so we try to authorise holiday requests where possible.

Schools have the discretion to allow up to 10 days authorised absence for the purpose of an annual family holiday. An annual family holiday is a single period of absence that takes place once over the course of one academic year. This does **not** mean a series of long weekends or several two / three-day holiday breaks. Unauthorised holidays may be subject to a Fixed Penalty Notice being issued.

If a parent wishes to request a period of leave they are required to complete a holiday form available from the school office and return to the Headteacher before going on holiday.

Reminder

- ✓ Gate opens at 8.55am
- ✓ Gate closes at 9.05am
- ✓ If you arrive after this time sign the late register in the office
- ✓ Your child will be recorded as late on the register (L code)
 - ✓ Registers close at 9.30am
- ✓ If you arrive after this time your child will be recorded as late after registers have closed (U code)

What is expected of Parents and Carers;

- To keep requests for their child to be absent to a minimum
- To offer a reason for any period of absence, preferably before the absence or on the first day of absence
- To inform the school by 9.30am of any absence, a message can be left on the school number 01685811619.
- To understand that if we have to phone you when a child is absent then this may be recorded as an unauthorised absence.
- To understand that medical evidence will be required for more than 5 days of absence due to illness.
- To ensure that their child arrives at school on time.
- To give a specific reason for any lateness.
- To work closely with the school and Attendance and Wellbeing Service to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods.

OUR PROMISE TO YOU

- Hirwaun Primary will ensure that contact is maintained with parents/carers who have children whose attendance is causing concern.
- We would like to thank the many parents/carers who ensure that their children attend school regularly and are punctual.
- Hirwaun Primary work in liaison with RCT Council. Fixed Penalty Notices (FPN's) may be issued for persistent absence or lateness to school.
- The Council's Attendance and Wellbeing service also undertake Absence Response Team (DART) initiatives and Meet and Greet lateness sessions at the school.