



## Penyrenlyn Community Primary School

### Attendance Information

#### Why attend every day?

Education is the most important gift we can give our children and a day lost is a day too many. Research shows that attendance is linked directly to attainment. Regular attendance will improve achievement and develop skills for lifelong learning. Please support the school in its aim to raise the achievement of your child by ensuring that they attend school regularly and arrive on time.

#### What should I do if my child is absent from school?

- Contact the school on **01443 772433** before 10am on the first morning of absence to notify us of the reason. If you do not inform the school of the absence, a staff member will telephone the parent/carer. Please do not send a message via Class Dojo; as the school day can be extremely busy messages can be missed.
- Provide medical evidence (i.e. letters, appointment cards) in advance of any medical appointments (e.g. hospital/dentist). **Please try to arrange routine appointments such as dental appointments, non-urgent medical appointments or optometry appointments outside of school hours. If this is not possible please arrange the appointment as closely to the end of the school day as you are able.**

#### Unsatisfactory attendance

The school regularly monitors attendance of all pupils. If attendance becomes a concern, you will be notified by letter and if there is no improvement you will be invited to attend a meeting with the Headteacher and Family Engagement Officer. Failure to engage with the school could lead to a Fixed Penalty Notice being issued.

#### Why are Penalty Notices issued?

Parents/carers commit an offence if their child does not attend school regularly and the absence is not agreed by the school (unauthorised absence). In some cases, unauthorised absences may result in prosecution. Fixed Penalty Notices were introduced as an alternative to prosecution and do not require a court appearance. They may be issued when:

- A parent has taken a child on holiday during term time without authorisation.
- Pupils are regularly late for school after the register has closed (after 9.20am).
- A pupil has 10 or more sessions of unauthorised absence within a term.

#### Can I get help if my child is not attending regularly?

Yes, please talk to us! The school and the Local Authority's Attendance and Wellbeing Service (AWS) can give advice and support if you need help with your child's attendance. Please speak to the school at the earliest opportunity if you have any worries or concerns about your child's attendance.

AWS telephone number: 01443 744298  
AWS e-mail: [aws@rctcbc.gov.uk](mailto:aws@rctcbc.gov.uk)

#### What if I want to go on holiday?

Parents wishing to take their child on holiday during term time **MUST** complete a holiday request form (available from school) **PRIOR** to the holiday. Failure to do so will result in the holiday being automatically recorded as unauthorised. Holidays during term time **will not** be authorised unless there are exceptional circumstances. Fixed Penalty Notices will be issued by RCTCBC.

#### School times:

8.50am – 3.10pm

#### Requests for absence

Requests for absence during term time may only be authorised in **exceptional circumstances (i.e. a child's illness, the funeral of an immediate family member or medical appointment)**. This is at the discretion of the Headteacher; please be advised that the pupil's attendance levels will be taken into account when considering any absence request.



