



9th September 2019

Dear Parent,

As your aware Denbighshire County Council implemented a new attendance policy/procedure, which came into effect on 1st September 2015. We're sure you all appreciate the importance of regular attendance at school and we will continue to support and advise you with the attendance procedures.

Pupils of school age must, by law, attend school regularly. If your child is away from school you need to inform us **immediately either by telephone** or letter.

Please do not ask for leave of absence for a family holiday in term time if you can possibly avoid this. Denbighshire County Council do not approve of holidays in term time. If you have absolutely no alternative other than going on holiday in school time then please can you:

- Avoid absences when your child is either preparing or taking national tests
- Give the school a **minimum of 2 weeks' notice** (ideally 4 weeks) prior to your child being absent

Schools do not have to agree to absence for holidays, however we have the power to do so and may in exceptional circumstances. The Governors have agreed that if a pupils' attendance percentage remains above 95% I may use this as one of the criteria for making my decision.

It is essential that you are honest about the absence as the register is a legal document and must be kept accurately. If we become aware that the absence was for a different reason than stated on the leave of absence form then the register will be altered to reflect this.

We will consider every request for leave individually. Parents are requested to **complete the appropriate form**, which is available from school and on our website. The most important consideration is the effect an absence would have on your child's education. The headteacher has the discretion to allow work to be provided for your child while they are away.

Denbighshire County Council can issue a fixed penalty notice only for unauthorised absence of a child from school. Penalty notices may be considered appropriate when:

- At least 20 sessions (10 school days) are lost due to unauthorised absence during the current term, these do not need to be consecutive.
- Unauthorised absences of at least 20 sessions (10 school days) due to holidays in term time.
- Persistent late arrival at school i.e. after the register has closed (9.25am). 'Persistent' means at least 20 sessions of late arrival.



A pre warning letter regarding a fixed penalty can also be sent to parents after 5 unauthorised days.

The new procedures also require the school to monitor the absences due to illness/medical and following 10 days+, a meeting may be held with the headteacher and school nurse. Whenever possible please make medical and dental appointments outside of school hours. If the appointment can only be made during the school day, please request a medical card from school which will need to be signed/stamped by the dentist/optician/hospital and ensure your child returns to school as soon as possible. **They do not require a whole days' absence for a medical appointment.**

If your child is absent due to illness please ensure when you telephone or write you provide details of the illness, simply stating they are ill or under the weather is not enough detail to enable school staff to authorise the absence.

Absence from school will be authorised for any of the following reasons:

- Sickness
- **Unavoidable** medical appointments
- Days of religious observance
- Exceptional family circumstances such as bereavement.

Absence from school will not be authorised for the following reasons:

- Term time holidays
- Shopping
- Haircuts
- Birthdays
- Head lice
- Watching sporting events
- Slept late

Please be aware that absences during term-time can have a very disruptive effect on your child's continuity of learning. Consequently there is a risk of underachievement which we must jointly seek to avoid.

We are sure together we can improve the attendance for the whole school and we will continue to support individual families in need of additional support.

If you have any questions or would like support/advice please do not hesitate to get in touch.

Thank you for your support.

Yours Sincerely

Mrs Jayne Davies
Headteacher





Welsh Network of Healthy School Schemes



Cyfluniau Ysgolion Iech - Rhwydwaith Cymru



Cyferier pob gohebiaeth at y Pennaeth Refer all correspondence to the Head teacher
Mae'r Ysgol yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg The School welcomes correspondence in Welsh or English