

Arwyn Williams  
Pennaeth Dysgu / Head of Learning

CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfa'r Sir  
LLANGEFNI  
Ynys Môn - Anglesey  
LL77 7TW

ffôn / tel: (01248) 752900

Gofynnwch am - Please ask for: Gwyn Williams  
ffôn / tel (01248) 752947

E-Bost - E-mail: [GwynWilliams2@ynysmon.gov.uk](mailto:GwynWilliams2@ynysmon.gov.uk)  
Ein Cyf - Our Ref.  
Eich Cyf - Your Ref.

**SWYDDOGOL SENSITIF /**  
**OFFICIAL SENSITIVE**

3<sup>rd</sup> of September 2018

Dear Parent/Guardian/Carer,

**Re: School Attendance**

This is a standard letter produced by Anglesey Department of Lifelong Learning which forms part of all Anglesey schools' Attendance Policy and Procedures.

Please take the time to read this letter as it could save you the unnecessary worry of possible legal action against you in the future.

At the start of the school year I would like to remind parents about the importance of good attendance and punctuality. At Ysgol Parc y Bont they have a duty and responsibility to encourage pupils into the habit of attending regularly in order to achieve their full potential. Ysgol Parc y Bont is therefore committed to improving levels of school attendance and punctuality (the whole school attendance target is 96%). Therefore, we would very much appreciate your co-operation by following the guidelines below.

**Reporting absence**

It is important that you contact the school between 8.15am and 9am on the morning of any absence.

**Term time Holidays**

The Local Authority does not authorise any time off for holidays during term time for any pupils in any key stage; however Head Teachers may give up to 10 days grace in exceptional circumstances for pupils in Foundation Phase or KS2 and KS3.

Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of booking the holiday (form available from the school). Each request for holiday absence will be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it.

Schools can only agree to absence for a family holiday if they believe there are **special** circumstances that warrant it. The school will then return the holiday form stating whether they authorise the holiday or not. If not the school will state the reason and also point out that if the family choose to go ahead and book the holiday then they will be considered for a Fixed Penalty Notice of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

**Illness**

If the school become concerned about attendance due to a high number of absences (20 sessions, 10 days at any time during the school year) due to illness, future absences will not be authorised unless a medical letter is received by the school explaining the reason for each absence.

**Medical/Dental Appointments**

We encourage parents to make appointments out of school hours. Where it is not possible then the medical appointment card should be shown to the school prior to the appointment or on return from the appointment. Without the evidence the absence will be coded as unauthorised.

**Authorised absence**

Only the Head teacher can authorise any absence in line with the Welsh Government guidelines. Any request for authorised absence must be made in writing to the Head teacher (prior to agreeing to any arrangements).

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:-

- a) take an active interest in their child's school life and work;
- b) attend parents' evenings and other school events;
- c) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- d) be aware of letters from school which their child brings home;
- e) ensure that their child arrives at school on time each day;
- f) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- g) ensure that up to date contact details are provided to school to aid contact;
- h) talk to the school if they are concerned that their child may be reluctant to attend;
- i) Work with other agencies to aid an improvement in attendance.

#### **Unauthorised absence**

If the school does not receive a justifiable reason for absence then this will be classed as "unauthorised absence" which could lead to a Fixed Penalty Notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

We appreciate your support in ensuring your child receives a continuous education which will ensure they reach their full potential. Schools will be monitoring attendance on a regular basis to ensure that they are able to praise pupils for good attendance and also to ensure swift intervention/support for pupils that need it.

Yours sincerely



Gwyn Williams  
Education Officer