



# Maesteg Primary Cluster Attendance Approach

## Llangynwyd Primary School



**#attendtoachieve**



# School Attendance

Regular attendance in primary schools across Maesteg is vital to ensuring every child has the best possible start in life. When children attend school consistently, they build strong foundations in learning, develop positive relationships, and gain the confidence needed to thrive both academically and socially. At Llangynwyd Primary and other local schools, we want the very best for our children—and that means making sure they don't miss out on valuable learning time. Every day in school counts, and even short absences can disrupt a child's progress. By working together—families, schools, and the wider community—we can promote the importance of good attendance and help our children reach their full potential.

Children of school-age who are registered at a school must, by law, attend school regularly. Parents and guardians of children from age 5 to 16 who are registered at a school, are required to make sure that they attend regularly and on time.

As a school, we are open for 190 days a year; this leaves 175 days for holidays, rest and non-urgent appointments.

Requests to take children out of school during term time can be made to Headteachers but may only be approved in very exceptional circumstances.

Being on time is also important to ensure that your child is present when key learning is taking place.



# How you can support your child

As a school, we are committed to supporting our families and pupils to attend regularly in order to give them the best chance of success. Parents/carers can support the regular and punctual attendance of their children by:

- ✓ ensuring that their child arrives at school on time
- ✓ ensuring that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
- ✓ notifying the school as soon as possible of any absence and confirm this in writing when the child returns to school
- ✓ not booking family holidays during term-time
- ✓ talking to the school if they are concerned that their child may be reluctant to attend.

Examples of attendance concerns include:

- ✓ Pupils being collected early and therefore not accessing the full school day.
- ✓ Absence for non-essential reasons, such as hair or other personal appointments during school hours.
- ✓ Time taken off when a child is not genuinely unwell.
- ✓ Lateness – Children miss the start of the school day.

We encourage all parents and carers to be open and honest when reporting absence so that we can work together to support good attendance.



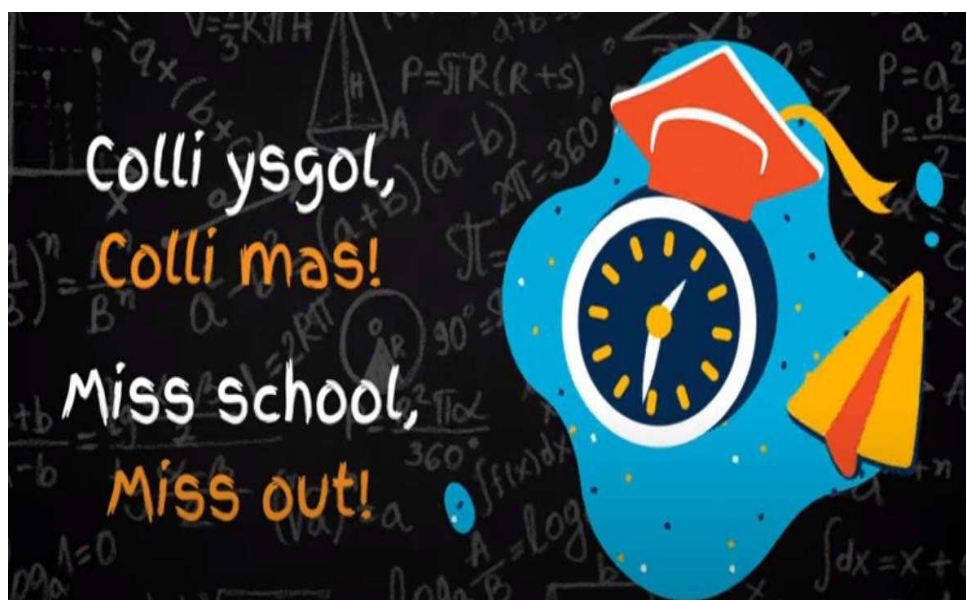
## The Education Welfare Service

Schools work closely with the Education Welfare Service. The Education Welfare Officer for Llangynwyd Primary School is Gemma Stone. She regularly meets us in school to monitor and discuss attendance. She works with us to support families to improve attendance and punctuality. We also access support from a Family Engagement Officer, Mrs Bethany Herbert, who helps to support families in our school.

There are lots of good reasons why regular school attendance is so important.

- ✓ When children come to school every day, they are more likely to keep up with their learning, make steady progress, and feel confident in class.
- ✓ It also helps them build friendships, learn how to work with others, and develop important life skills like being on time and managing their day. These are habits that will help them not just in school, but later in life too.
- ✓ Good attendance also makes a big difference to the whole school community—it helps teachers plan better and creates a more positive learning environment for everyone.

When we all work together to support regular attendance, our children have the best chance to succeed.





## Term time requests for authorised absence

Headteachers have the discretion to authorise term time requests for authorised absences up to 10 days. The Maesteg Cluster consider a number of factors when deciding whether to authorise term time requests for authorised absence.

Factors include:

- ✓ Attendance in the previous academic year
- ✓ Number of absences this academic year
- ✓ Number of unauthorised late marks this academic year
- ✓ EWO involvement

As a rule, Primary schools in the Maesteg Cluster may authorise term time requests but each decision will be taken on a case by case basis. You will be required to complete a Holiday in term time request form at least two weeks in advance and will receive notification of the outcome.

### Actions due to poor attendance

Regular attendance is required by law and Wales is introducing Fixed Penalty Notice and Fines from September 2014 for parents who have children with more than 10 days of unauthorised absence. This can be issued for any absences not authorised by the school, including holidays.

### Fixed Penalty Notices may be considered appropriate when:

- At least 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 10 days due to holidays in term time or delayed return from extended holidays.
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during the school hours for being absent from school, without an acceptable reason.



### **Holiday in term time request – Maesteg Cluster Primary Schools**

***The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.***

***All Wales Attendance Framework (2011)***

#### **Section A**

To be completed by the Parent/Carer at least 2 weeks in advance.

| <b>Name(s) of Child(ren)</b> | <b>Year Group</b> | <b>Class Teacher</b> | <b>Mobile Contact Telephone Number</b> |
|------------------------------|-------------------|----------------------|----------------------------------------|
| 1.                           |                   |                      |                                        |
| 2.                           |                   |                      |                                        |
| 3.                           |                   |                      |                                        |
| 4.                           |                   |                      |                                        |

Holiday dates: (including possibility of late flight arrivals if possible)

From: \_\_\_\_\_ to: \_\_\_\_\_

Destination: \_\_\_\_\_

(NB – This is for child protection reasons ensuring all our children are safeguarded)

#### **Declaration:**

I understand that this holiday request may be authorised or not authorised, and the headteacher will use his/her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website)

**'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.'**

***All Wales Attendance Framework (2011)***

Parent/Carer: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_



## Section B

To be completed by the head teacher within at least 1 week from the request.

### Reasons for Unauthorising

| Reason for Unauthorising                                          | Tick - applicable |
|-------------------------------------------------------------------|-------------------|
| 1. Previous academic year's attendance – see attached certificate |                   |
| 2. Number of absences this academic year                          |                   |
| 3. Number of unauthorised late marks this academic year           |                   |
| 4. Previous involvement with EWO                                  |                   |
| 5. Other                                                          |                   |

Explanation for the reason being other:

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### Reasons for authorising

| Reason for authorising                                                    | Tick - applicable |
|---------------------------------------------------------------------------|-------------------|
| 1. Previous/current academic year's attendance – see attached certificate |                   |
| 2. Compassionate reasons                                                  |                   |
| 3. Other                                                                  |                   |

### Total amount of sessions/days authorised/unauthorised

|                                           | Sessions | Days |
|-------------------------------------------|----------|------|
| Total Authorised                          |          |      |
| Total Unauthorised                        |          |      |
|                                           |          |      |
| Total Number of Sessions / Days Requested |          |      |

I, as headteacher, authorise/unauthorise (\* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed : \_\_\_\_\_

Headteacher

A copy will be retained on file for our records.



## Attend to Achieve Letters

We issue 'Attend to Achieve' letters to all families each term, to inform you of your child's current attendance. You will receive a letter with the corresponding colour, according to your child's attendance levels.

The percentage range for each colour band is:

| Red       | Amber    | Green   | Purple |
|-----------|----------|---------|--------|
| Below 92% | 92% -97% | 97%-99% | 100%   |

Three times a year we will send a letter with your child's current percentage.

Letter 1 will be sent at the end of the Autumn Term Letter

2 at Easter

Letter 3 at Whitsun

A final 'Attend to Achieve' banding will be included within the end of year academic reports.



# MISS SCHOOL, MISS OUT!

**"Attending school every day is important for our learning, wellbeing, achievement, and overall development"**

**Research shows that missing out on just 17 days of school will cause a drop in grade across all subjects at GCSE level. The higher your school attendance rate, the higher you will achieve.**

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[www.bridgend.gov.uk/residents/schools-and-education/school-attendance/](http://www.bridgend.gov.uk/residents/schools-and-education/school-attendance/)

