

Addysg / Education

Pennaeth Addysg
Head of Education
Gwern ap Rhisiart

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Gwern ap Rhisiart

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September 17th, 2024

Dear Parent/Guardian/Carer

RE: School Attendance

At the start of a new school year, I would like to take the opportunity to remind you of the importance of good school attendance and punctuality.

Each school has a duty and responsibility to encourage pupils to attend school regularly in order to achieve their full potential. The school is committed to improving their attendance levels and punctuality and I appreciate your cooperation with that by being following the guidelines below:

Reporting a period of absence

You need to be contacting the school as soon as practically possible on the morning of any absence.

Holidays during term time

We urge that pupils do not take leave of absence during the school term as it affects the pupil's ability to engage with the full curriculum.

Parents should not take pupils on holiday normally during the school term, and parents must apply for leave before booking the holidays (form available from school). Parents and carers have no automatic right to remove their children from school for family holidays. Parents and carers must submit an application for prior leave (at least four weeks for a family holiday).

Each holiday leave application will be considered individually, taking into account various circumstances such as the child's age, the time of year the trip is held, the nature of the trip and parental wishes, the pupil's overall attendance pattern, the child's period in education and their progress.

Under the 2010 regulations, schools have discretionary power to authorize up to 10 days of leave during a school year. Schools can agree to leave for family holidays if they believe there are **special** circumstances that warrant it. The school will then return the holiday form indicating whether or not they authorise the holiday. If not, the school will state the reason for this and also state that if the family actively book the holiday, they will be considered for a fixed penalty notice of £60 (if paid within 28 days) which rises to £120 (if paid between 29 and 42 days).

Illness

If the school is concerned about attendance due to a high number of sick absences the school can request evidence showing that necessary medical treatment is being received. An appointment card, a letter from the doctor or a picture of prescription medication would suffice as medical evidence. Without the necessary evidence, the school may inform the parent that any other future absences would be unauthorised until the necessary medical evidence is provided.

Medical/Dental Appointments

We encourage parents to make medical or general dentist appointments outside of school hours. Where it is not possible, then a letter or medical appointment card should be shown to the school **before** the day of the appointment. Without the evidence, the absence will be unauthorised.

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Authorised Absence

Only the Headteacher can authorise any absence in accordance with Welsh Government guidance. Any application for authorised leave must be made in writing to the Headteacher (before agreeing to any arrangements).

Unauthorised Absence

If the school does not accept a reason justifying absence then it will be counted as unauthorised absence, and can result in a fixed penalty notice and a £60 fine (if paid within 28 days) rising to £120 (if paid between 29 and 42 days).

You can go a long way in supporting your children's regular and punctual attendance. Parents should:

- take an active interest in their child's School life and work
- attend parents' evenings and other school Events
- ensure their child completes their homework and goes to bed at an appropriate time;
- be aware of letters coming home from school with their child
- make sure their child gets to school on time every day
- ensure that their child only misses school for unavoidable or justifiable reasons, such as illness or days of religious conservatorship
- ensure that any current contact details are provided to the school to assist contact
- avoid booking family holidays during term time
- speak to the school if they are concerned that their child is unwilling to attend
- work with other agencies to support attendance improvement.

We appreciate your support in ensuring that your child receives a continuing education that will ensure they reach their full potential. Schools will regularly monitor attendance to ensure they can praise children for good attendance and also to ensure quick intervention and support for pupils who need it.

Yours Sincerely



Gwern ap Rhisiart
Head of Education



Ysgrifennwch ataf yn Gymraeg neu Saesneg
Please write to me in Welsh or English



Mae Cyngor Gwynedd yn gweithredu yn ddwyieithog, ac ni fydd unrhyw wahaniaeth yn ein hymateb i ohebiaeth yn Gymraeg neu Saesneg.