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Tanio, Herio, Galluogi

### School Attendance

At Glan Usk we want the best for all the children in our care and we would like to start the new year by reminding you of the importance of good attendance at school. The significance of improving attendance is evidenced through the School Improvement Plan where it forms a key focus for this academic year.

#### Good Attendance

Good attendance is above 95% and we expect this to be the minimum level for all children at Glan Usk. Last year our whole school target was 94% and we didn't achieve this target, only managing 93.8%. As a school, we are open for 190 days a year; this leaves 175 days for holidays, rest and non-urgent appointments.

#### The importance of regular attendance

There are many good reasons for encouraging regular school attendance which has been well researched and documented. For pupils the benefits include:

- Keeping up with their school work
- Ensure they meet their expected progress
- Develop better personal and social skills
- Learn habits needed for adult life e.g. punctuality and time management

Combined with benefits for school, staff and the wider community regular attendance at school has far reaching advantages for all parties concerned.

#### Lateness

Research shows a close link between attendance at school and a child's achievement. Being late adds up to a loss of learning. If a pupil arrives after registration has closed the absence will be recorded as unauthorised for that session.

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

#### Authorised Absences

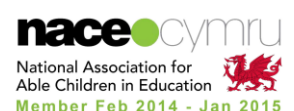
Where a pupil is absent due to sickness and is genuinely unable to attend school, then the school, after being informed, may authorise a child's absence. It is important to keep the school informed if your child is going to be absent at the start of the day. The school will have a clear process for you to follow. In law only a headteacher can authorise a pupil's absence, and may require additional evidence such as a letter from your GP.

#### Unauthorised Absences

The law states that parent/carer(s) must ensure that their child regularly attends the school where they are registered. With this in mind, the school governors have agreed that from September ALL holiday absences will be unauthorised. This means that any child who is taken out of school during term time to go on holiday will receive an unauthorised absence in the register from their class teacher.



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### **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 **5 days** of unauthorised absence. This can be issued for any absences not authorised by the school, including holidays. Newport City Council will issue these notices when concerns are raised by school or the police. The fine is £120 unless paid within 28 days when it will reduce to £60.

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

- At least 10 sessions (5 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 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- 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.

### **Incentives**

To promote good attendance in school we offer our pupils a number of incentives such as certificates for 100% attendance each term, with a cash prize for any pupils who manage to get 100% for the year. Pupils who get 100% attendance during the week get entered into a prize draw which is drawn during our Friday achievement assembly. Class rewards for best class attendance across the week/term include an additional 'free time' where the children get to choose the adventure trail, ATP or other activity. We actively promote the benefits of good attendance to all pupils through circle time activities, assemblies and by staff simply talking to pupils.

### **School Community**

We all need to work together to raise levels of attendance at school and I hope that you will support us in our drive to increase the attendance of all children at Glan Usk!

### **New Holiday / Out of School Request Form**

Please think carefully about taking your child out of school during term time, however, if you require a holiday form or leave of absence form then they are available from the school office.



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