



Ysgol y Ddraig

School Attendance

Information for parents/carers

What happens if your child is absent?



If your child will be absent from school please contact the school to inform us of the reason for absence.

If your child is not in school and we have not been told why, we will send a text reminding you to contact the school and let us know why your child is off.

If we do not hear back from you, we will try to contact you over the phone (please make sure your contact details are up-to-date).

If no reason is given for absence, it will be treated as unauthorised. When your child returns to school, a reason will need to be given to the school office.

If your child has been off for 3 days and NO reason has been given to school or contact made, it may be deemed appropriate for a staff member to visit the home to check in and offer support.

If a reason for your child's absence HAS been given (such as sickness or illness) we ask for daily updates on your child's development/improvement.

If your child is absent for longer than 5 school days in a row it may be deemed appropriate for a staff member to telephone or visit to check in and offer support.

Attendance Monitoring and Support



Every child's attendance is monitored by the school attendance officer and discussed with the senior leadership team. Attendance is monitored closely when it falls below 94%.

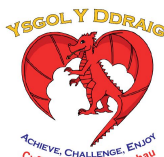
Parents or carers with children whose attendance is below 94% will be contacted to discuss their child's attendance and ways in which the school can support an improvement.

If, following contact attendance doesn't improve, further contact will be made by the school's attendance officer.

Parents or carers with children whose attendance is below 90% will be sent a letter informing them of concerns around their child's attendance. Welsh Government determine that attendance under 90% classifies a learner as being persistently absent.

Following an attendance letter of concern we may request a meeting with the parents or carers. This meeting will look to offer support and put in place an attendance action plan to help support the child and family in improving attendance.

If, following this meeting attendance does not improve then a referral may be made to the Vale of Glamorgan Inclusion Service to support with improving attendance. All parents with parental responsibility will be informed if a referral is submitted for the inclusion team to support with improving attendance.



Why is attendance so important?



Your child's education is important in providing them with the best possible start in life. Children with good attendance enjoy school more and regular attendance encourages the development of wider skills including social skills, life skills and friendships.

At Ysgol y Ddraig, attendance is considered a partnership between parents and the school. It is therefore the responsibility of everyone at Ysgol y Ddraig to monitor and support attendance and work with families to overcome problems which lead to non-attendance.

Some parents may find it difficult to make sure their child attends school regularly. If this is the case, please speak to the school office or your child's class teacher as soon as possible so we can offer support.

Setting good attendance patterns from an early age will also help your child later in life. Children only get one opportunity to go through school and attending school regularly is so important.

What can you do to help?



Always tell us where your child is, contact us via a phone call/text or email.

Always engage with the school so that we can support you. We do understand that sometimes children are ill and they cannot help being absent.

Try to avoid holidays within term time, some will be authorised but attendance must be above 95% to be considered and holidays must be requested in advance of booking.

Try to make any dental, doctor or optician appointments outside school hours, we appreciate this isn't always practical.

Always attend meetings if requested. These meetings are meant to be supportive and to ensure that the school is aware of any difficulties your child might be experiencing.

Work with us - we only want the best educational opportunities for your child. If you are would like support, please let us know.



Attendance - Did you know?



Attendance Percentage	School days missed per year	Hours of learning lost
100%	0 days	0 hours
95%	9.5 days	62 hours
90%	19 days	123 hours
85%	29 days	188 hours
80%	38 days	247 hours

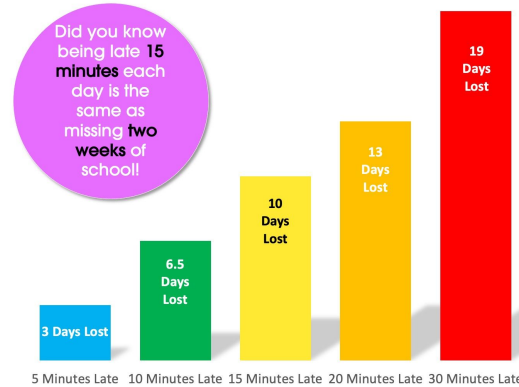
An average attendance of 80% across a child's primary school years adds up to missing **2 full years of learning**.

It is so important that every effort is made so that children are attending each and every day!

Punctuality - Did you know?



Punctuality Matters! Lost Minutes = Lost Learning



Being on time is important, arriving late at school can be disruptive for your child, their teacher, and the other children in the class. We request that Parents/Carers make sure that their children arrives on time (8:50am). Our gates are open from 08.40 to support punctuality. Any children arriving late must arrive through the main entrance and record attendance with the school office. Being late for school also reduces learning time – let’s make every minute count!





Thank you for your continued support allowing us to give each and every child the best learning experiences every day.

If you have any questions or queries please don't hesitate to contact a member of our team.

