

Attendance and Punctuality Policy  
2016-2017

Ysgol Talacharn  Laugharne School

Ysgol Wirfoddol Rheoledig  Voluntary Controlled School

Attendance and Punctuality Policy  
2016-2017

|        |                      |                    |      |                        |
|--------|----------------------|--------------------|------|------------------------|
| Signed | <u>Jane Newlett</u>  | Chair of Governors | Date | <u>25 October 2016</u> |
| Signed | <u>K Perry</u>       | Headteacher        | Date | <u>13/10/16</u>        |
| Signed | <u>A. Dr. Brodhu</u> | Policy Committee   | Date | <u>14/10/16</u>        |
| Signed | <u>P. R. Jones</u>   | Policy Committee   | Date | <u>18/10/16</u>        |

Review Date 13<sup>th</sup> October 2017

**Ysgol Lacharn/Laugharne School**  
**Ysgol Gynradd Gwirfoddol Rheoledig/Voluntary Controlled School**



**Policy on Attendance and Punctuality**

**A Child who is ill**

1. It is imperative that parents provide an explanation on the first day your child is absent. You are requested to notify the school before 9.05am. Unless we receive notification of absence, then your child's absence will be registered as unauthorised.
2. If no explanation for absence has been received by the end of registration, the School will arrange for a Teacher2Parent text message to be sent to provide reason for absence.

**Authorised Absence – Appointments/Holidays**

1. An application should be made to provide authorisation for your child to be absent from school for whatever reason. (Complete relevant form available from the School)
2. Parents are requested to try and arrange that medical appointments etc. outside school hours.
3. You are requested to notify the school as soon as possible **prior** to the absence.
4. Only schools may authorise pupils' absence – it is not at parents' discretion.

**Punctuality**

1. The registration period is between 9.00am and 9.10am.
2. A record is kept of those instances where a child arrives late at school. (After registration has commenced). If this pattern persists, the school will take further action.
3. If your child arrives after 9.15am, then he/she will be registered as being late. Note that the Welfare Officer monitors lateness and a meeting will be arranged if patterns persist.



Unauthorised Absences/A Child who is persistently late

The school will take further action in the event of concerns being raised about the above-mentioned.

The School will make every effort to work with parents on this matter.

Signed: Jane Tremlett Chair of Governors Date: 13<sup>th</sup> October 2016  
Signed: K Perry Headteacher Date: 13/10/16

