Attendance and Punctuality

YMA! (HERE!) TO SUCCEED

Information for Parents/Carers

AUTHORISED ABSENCE

If your child is ill we will give them an 'I' mark provided you have informed us or sent in medical evidence of their illness. For a medical appointment (with evidence) we give an 'M' mark. Whenever possible, appointments should be made after school or in holidays. Pupils are expected to come into school before and after appointments.

If your child has 10 days or more absence for illness you will be asked for medical evidence.

UNAUTHORISED ABSENCE

Absence is unauthorised if you keep your child off school for any of the following reasons: family birthdays/events, shopping, visiting relatives, watching a sports event, looking after a family member.
All unauthorised absences will be marked with an **O**.

% Attendance	What does it mean?
100%	Excellent attendance. Well done!
94 – 99%	Good attendance. Keep it up!
90 – 93%	We are starting to become a little bit worried. Your child's Form Tutor and Head of Year will be monitoring attendance and a letter will be sent to you.
Below 90%	At this stage your child's attendance is a serious concern. You will receive a letter asking you to attend school for a meeting.
85% or below	Very serious concern. If no improvement, you will be asked to attend a formal attendance panel in school as you are in danger of prosecution.

Your child's learning and wellbeing is important to us at Ysgol y Creuddyn.

It's important for your child to attend school as much as they can, so they can achieve their best.

Poor attendance can also affect your child's self-esteem, their friendship groups and their relation with staff.

A child with poor attendance will fall behind in their work, feel out of the loop with friends and it will be difficult for teachers to get to know and help them in the areas they need extra support.

Your child's attendance matters!

Your child cannot achieve in school if they are not here!

- ½ day off in a week = 90% attendance
- 1 day off in a week = 80% attendance
- 1½ days off in a week = 70% attendance
- 2 days off in a week = 60% attendance

We expect all pupils to aim for **100%**. We require your child to be in school for at least **95%** of the time.

POOR PUNCTUALITY

Being frequently late for school adds up to lost learning

- Arriving 5 minutes late everyday adds up to over 3 days lost each year.
- Arriving 15 minutes late everyday is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late everyday is the same as being absent for 19 days a year.

ABSENCE IN A YEAR

- 10 days absence (2 weeks) = 95% attendance
- 19 days absence (nearly 4 weeks) = 90% attendance
- 29 days absence (nearly 6 weeks) = 85% attendance
- 38 days absence (nearly 8 weeks) = 80% attendance
- 47 days absence (nearly 10 weeks)= 75% attendance

YOUR CHILD MUST BE HERE! TO SUCCEED ATTEND AND ACHIEVE **GIVE ATTENDENCE 100%**