

### **What to do if your child is absent?**

Should your child be absent from school for any reason we kindly ask parents to:

- Contact school as soon as possible with the reason for absence. You can leave a message on the main absence line on 01745 353447 or send a text message/ Whatsapp message to 07584383058.
- In the case of a medical appointment please bring the appointment letter into school.



### **Rewarding Good Attendance**

To encourage our pupils to aim for good attendance, Ysgol Emmanuel have reward systems in place for our pupils:

- Positive Points are awarded for a full week's attendance. These points can be used in the Behaviour Shop at the end of each term.



### **Denbighshire County Council Attendance Procedure**

The school will make every effort to support pupils and their families to achieve good attendance.

However if poor attendance continues and a pupil has unauthorised absences the absence procedure will be followed:

- If a pupil has 10 or more sessions of unauthorised absences the parent will receive a warning from Denbighshire County Council.
- If a pupil has 20 or more sessions of unauthorised absences the parent will receive a fine from Denbighshire County Council.
- If poor attendance continues the Educational Welfare Service will become involved with the family to try and help improve attendance.

### **Term time Holidays**

Where possible, we do ask that family holidays be taken during the school holidays, although if this isn't possible Absence Request Forms are available from the school office.

There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on a child's education. Every day at school is important for all children.

Other than in exceptional circumstances, term time holidays will be unauthorised and the Denbighshire County Council Absence procedure will be followed.

\*further information on school website



YSGOL  
**EMMANUEL**

# Attendance Policy Summary



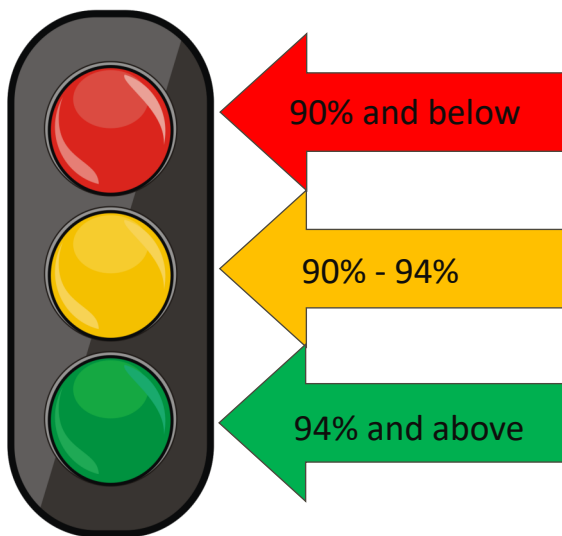
learn **Y** grow **Y** achieve

## Summary of School Attendance Policy

At Ysgol Emmanuel we strive to achieve excellent attendance for all our pupils. This means that we expect our pupils to attend school everyday as long as they are fit and healthy enough to do so. Attending school everyday ensures children do not fall behind with their school work which can often be distressing for them. Good attendance also helps children build and maintain strong friendships. One of the ways we can work towards excellent attendance is by establishing strong home-school links. Mrs Griffiths, Attendance and Welfare Officer, is available to talk through any issues or concerns you may have. We would appreciate it if parents could always keep the school up to date with their most recent contact details.



## Attendance Percentages explained



94% and above	No action required.
90% - 94%	Pupils will be closely monitored & parents will be invited to an attendance meeting.
90% and below	School will follow the Denbighshire County Council attendance procedure which could result in a fine or involvement from the Education Welfare Service.

Each pupil has an attendance percentage which is worked out by how many school sessions they attend. A percentage below 90% will mean your child will have missed a significant amount of school resulting in their academic performance being affected.

## Authorised/Unauthorised Absences

Other than in exceptional circumstances absences will be unauthorised. Unauthorised absences will be monitored and Denbighshire County Council attendance procedures will be followed. \*[details on school website](#)

Examples of an authorised absence is:

- Medical/dental appointments
- Approved Sporting Activity
- Religious Observance
- Sickness

## Punctuality

The school day starts at 8.55am and all pupils must be in their classroom by this time. If they arrive after this time they will be marked as late. Registration closes at 9.30am, if a pupil arrives after registration closes they will receive a U code. This means they will receive an unauthorised absence for the morning session. Lateness is treated in the same way as poor attendance and can lead to warnings or fines from the council or involvement from the Educational Welfare Service.

Over a year, persistent lateness can add up to several missed school days:

5 mins	→	3.4 days
10 mins	→	6.9 days
15 mins	→	10.3 days
20 mins	→	13.8 days
30 mins	→	20.7 days