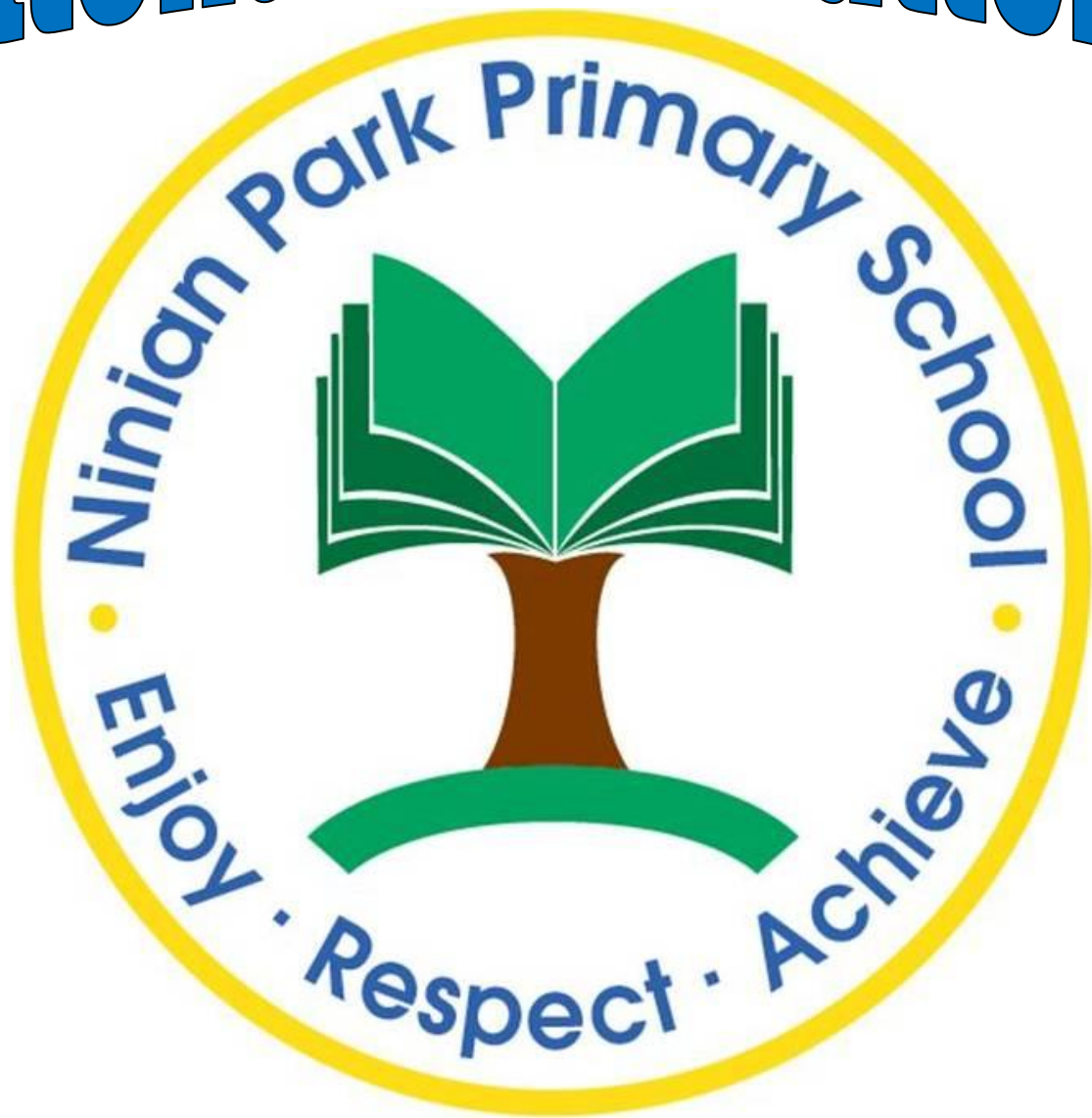


Attendance Matters



This booklet will help you to understand why it is so important for your child to come to school everyday and on time.

The Welsh Assembly Government say every school must achieve above 90% attendance

School Hours

At Ninian Park School we expect to see every child every day at these times.

Class	AM	PM
Nursery	9.00 – 11.30	12.30 – 3.00
Reception	8.55 – 11.30	12.30 – 3.00
Year 1 and 2	8.55 – 11.45	12.45 – 3.05
Year 3 and 4	8.55 – 12.15	1.15 – 3.15
Year 5 and 6	8.55 – 12.30	1.15 – 3.15

- ❖ **8:50 a.m.** Two teachers on duty in the playground
- ❖ **8:55 a.m.** Whistle blown to get children lined up.
 - Teaching staff on playground to receive children.
 - School day begins.
- ❖ **9:00 a.m.** School doors closed.

If you arrive at school late you must report to the main office

It is a legal requirement to send your child to school



Coming to school each day is important

If you are not here you will miss lessons

- ❖ 1 / 2 day absent = 3 lessons missed
- ❖ 1 day absent = 5 lessons missed
- ❖ 1 week absent = 25 lessons missed

The teachers record all absences as either authorised or unauthorised

Authorised Absences	Unauthorised Absences
Sickness	Visiting family and friends
Religious holidays (Diwali and Eid)	Not returning to school from a medical or dentist appointment
Medical or Dental Appointments (only if an appointment letter or card is shown)	Time off for birthdays
	Shopping during school hours
	Truancing
	Minding the house or looking after a brother or sister
	Term time holidays: <ul style="list-style-type: none">• No term time holidays can be authorised.• If you have to take your child out of school during term time you must complete a holiday form which is available from the school office.

If your child is absent from school, please telephone **Ninian Park School 02920 388 991** as soon as possible on the first day

Being absent from school makes it hard to catch up missed work and affects children's learning.

The school will help you improve attendance by...

- Keeping careful records of attendance and lateness.
- Rewarding children with good and full attendance.
- Rewarding classes with good attendance.
- Promoting the children's own awareness on their attendance.
- Asking for notes and explanations for absences even if it's only for part of the day.
- Contacting you by letter about any unexplained absences.



You are the parent!
Give your child the message that
school is important
and
ATTENDANCE MATTERS!

BEING LATE

- You will be required to explain to the school why you are late
- If your child has attended a medical or dental appointment you should bring an appointment card into school as proof of this
- If your child is late they must report directly to the main office where the reason will be recorded, and a late entry placed on to the school's electronic registration system
- We do understand that sometimes problems occur and it is better to send your child late than not at all.
- If your child is late he/she will not have the opportunity to mix with their friends, in preparation for the day.
- Lateness embarrasses a child and gives them low self esteem



What happens if your child has a lot of absences?

The register is kept on the computer. We record daily each child's attendance and lateness.

We monitor every child from Nursery to Year 6.

The Education Welfare Officer supports us by visiting the school and checking whose attendance is below 90%.



Parents will be contacted if their child has:

- Unauthorised absences
- Attendance is below 90%
- They are regularly late

At parents evening the class teacher will discuss with you your child's attendance and any lateness. A printout of your child's attendance over the year will accompany their annual school report.

Please tell your class teacher if you are having difficulties getting your child to school.

We are here to help you and your child.