



28th February 2024

Our reference – School Attendance Policy

Dear Parent/Carer

At Bryntirion Comprehensive School, we place great emphasis on the importance of attending school every day. It is in all our interests and a legal obligation for registered pupils to attend school regularly and punctually. We recognise that some children will be unable to achieve attendance either due to illness or because of exceptional circumstances. Other than in these special cases, your child should be attending school every day.

I would like to take this opportunity to highlight our expectations of parents/carers in relation to attendance and punctuality as stated in our whole school attendance policy: -

- Parents and carers are reminded that they should contact the school via ClassCharts or telephone by 8.45am if their child is not able to attend school on that day.
- If your child has a medical appointment, a copy of the appointment letter should be provided to the school prior to appointment date.
- Pupils with attendance below 90% will be subject to an action plan to support their return to full attendance. This plan may include a referral to the Attendance and Wellbeing Service for additional support for the pupil and their family. If the pupil and family does not engage with the action plan, court action may be taken against the main parent(s) or carer(s) via the Attendance and Wellbeing Service.
- Parents and carers must apply in advance for permission for their child to have a leave of absence (four weeks minimum notice for a family holiday).
- Morning registration takes place at the start of school at 8.40am. Any pupil arriving after the start of school but before 9.10am will be marked as late (L code). Any pupil arriving after 9.10am will be marked as having an unauthorised absence (U code) unless there is an acceptable explanation.
- In the event of three late arrivals, the school will contact the parent/carers by letter to inform you. Should the pupil continue to arrive late for registration after being issued with this letter, the school will issue a second letter inviting you to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate.
- Parents and carers are reminded that the local authority may issue a fixed penalty notice for persistent lateness after the close of the register.

We believe that attendance to school is a key factor in student achievement and any absence from school represents an education loss to the pupil. Please visit our school website to read our whole school attendance policy in full at

<https://www.bryntirioncs.bridgend.sch.uk>

Thank you for your continued support.

Yours sincerely

R K Pawar - Headteacher

