



Attend & Achieve **CAMPAIGN**

Believe, Achieve, Shine
Bright

01



Target

We have a whole school target of 97% and expect all pupils to attend regularly and on time. Attendance is monitored on a daily basis

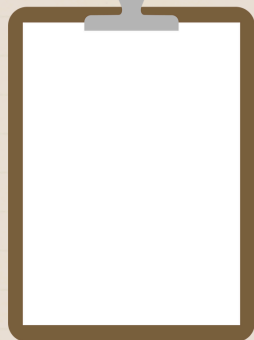
Registration

Registers are taken twice daily at 8:55AM and 1PM

02



03



Absences

All absences are to be reported to the school office by 9:30AM on the first day, with a reason for the absence and expected return date

Holidays

We do not authorise holidays during term time. Please inform the school of any holidays so we may record the absence accurately

04



05



Unexplained Absences

Any unexplained absences will be recorded as unauthorised



Attend & Achieve **PROCESS**

First Letter

Should your child's attendance fall below 97%, you will receive a letter from the school to notify you and politely request an improvement

Concern Letter

If your child's attendance continues to decline and falls below 93%, you will receive a letter from the school requesting medical evidence for all future absences to be authorised. Failure to produce medical evidence will result in the absences being unauthorised

Final Letter

A further drop in attendance will be a matter of concern and you will be invited to a meeting with the Headteacher to discuss the matter

We will support you with all aspects of your child attending Troedyrhiw Community Primary School including attendance. However if your child has poor attendance and there is no engagement, the school will refer the matter to the Local Authority which could result in a Fixed Penalty Notice.

For any advice or support, please contact the school on 01685 351819.