



Every Lesson Counts

Mae Pob Gwers yn Cyfrif

Attendance and Punctuality

Guidance for Parents and Carers

Regular attendance and punctuality are very important. Students who are often absent or late find it difficult to keep up with their learning. Teachers plan carefully to make sure that there are excellent opportunities for learning in every lesson, so missing a lesson means missing out on an important opportunity to learn. Every lesson counts!

At Elfed High School your child is expected to:

- attend school every day;
- arrive at school on time;
- attend all lessons and arrive at these on time.

Lateness

The school day starts at 8.50am. If your child will be unavoidably late please telephone the School Office on 01244 550217 to inform us by 9.00am. Your child will be asked sign to in at Reception as soon as they arrive.

We monitor punctuality carefully and will let you know if we have any concerns.

Absence

If your child is ill please telephone the School Office by 9.00am on the first day of illness.

When your child returns to school please contact the School Office by phoning (01244 550217) or sending a note or e mail (post@elfedhs.co.uk) to confirm the days your child was absent and explaining the reason for the absence. Notes are to be handed in to your child's Tutor or to the School Office.

The School will not authorise an absence unless a legitimate reason is given. We will only authorise absence if your child:

- has been too ill to attend school;
- has a medical appointment that could not be organised out of school hours;
- is absent for religious observances;
- has a special circumstance about which they have informed the Headteacher.

We strongly discourage you from taking your child on holiday during term time as this disrupts learning. In exceptional circumstances up to ten days of holiday will be authorised. Holiday leave requests are made by completing the Holiday Request Form and returning to the Headteacher at least two weeks in advance of the planned holiday.

At Elfed High School, 95% attendance is considered to be adequate. We will organise rewards for students whose attendance is good or excellent. We will contact you if your child's attendance and/or punctuality level is unsatisfactory and agree steps for improvement.



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Attendance Agreement

I agree to support my child to attend school every day unless there is a legitimate reason for non-attendance.

I understand that the only legitimate reasons for non attendance are when my child:

- is too ill to attend school;
- has a medical appointment that could not be organised out of school hours;
- is absent for religious observances;
- has a special circumstance about which they have informed the Headteacher.

I will inform the school of the reason for my child's absence by 9.00am on the first day of absence and confirm the number of days missed when they return to school.

I will only organise holidays in term time if there are exceptional circumstances.

Signed (Parent / Carer)

Name of Student and Tutor Group

Punctuality Agreement

I agree to support my child to be punctual at the start of the school day.

I will contact the school if my child is late for any reason.

Signed (Parent / Carer)

Name of Student and Tutor Group

Please return to the School Office