

Ysgol Maes Y Felin

“Achieve Excellence, Exceed Expectations”

**Dros dro Pennaeth/
Acting Headteacher**

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Ysgol Maes Y Felin

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Ysgol Maes y Felin – Procedures for absence and lateness

School procedures for absences:

Parents should let the school know by 9am the morning that their child is absent and the reason

If school hasn't been informed, we will contact you asking for a reason for the absence by either text message or a phone call if it is a regular occurrence. By doing this it shows as a school we:

- Are concerned and care
- Checks that you know that your child is absent and helps keep them safe
- Helps us know if there are any issues and if we need to support the learner
- Stops longer absences

Every pupil will receive an attendance letter once a term indicating what their current attendance is and giving you the opportunity to contact school.

You will receive a call from a member of our Senior Leadership Team if your child's attendance is between 80% and 90% who will discuss any issues you and your child may be having and any support, we can offer you.

If your child's attendance has fallen below 80% and they have been identified during the weekly meetings with our IWO they will be sent a letter. The letters will be a graduated response to school attendance concerns and are embedded as part of our process. At each stage of the process, you as a parent will have the opportunity to speak to someone at school. The letters will be:

- Letter 1 – Monitoring Letter
- Letter 2 – Medical Letter – This will be sent if there is not an improvement in your child's attendance. You will be informed that any further absences will be recorded as unauthorised unless medical evidence is provided
- Letter 3 - Meetings Letter – Again this will be sent if there is not an improvement in your child's attendance. You will be asked to attend a meeting at school with our County IWO or EWO and our Family Liaison Officer.
- Letter 4 – Fixed Penalty Notice – This letter will only ever be sent out as a last resort when we have explored every possible avenue. Initially it will be a £60 fine, but this will double if it is not paid.

School procedures for lateness

A pupil's punctuality is a legal requirement and parents/carers of a pupil who is persistently late (after the close of the register) can also face legal proceedings.

Close of register for us here at Maes Y Felin is 9:25.

There will be a series of letters sent to help if a child is identified as being regularly late. Welsh Government's definition of regular late is more than three times.

