

Sign in / Sign out System

Any student that arrives after 8.55am or leaves before 2.55pm must sign in or out with the attendance team located in the Heads of Year room. Dental, GP, Hospital and Optician appointments must be signed in or out as 'Medical Appointments' and medical appointment cards provided.

Medical Appointment

How does this effect Attendance?

We ask parents/carers to work with us in ensuring students have as little time out of lessons as absolutely necessary. We appreciate that medical appointments are not always flexible, however, we ask that (where possible) appointments are made/changed to the beginning or latter part of the school day to minimise the disruption to learning. Where this is not possible, we expect students to attend morning form registration and lessons prior to leaving for appointments so that absence to learning is minimised. Parents should provide all medical absences with proof. These can be images taken on a mobile or a label from a prescription which can be emailed to the attendance email address which is attendance@stcenydd.co.uk or sent via the Classcharts app when reporting an absence.

On Time to each lesson	No Learning Time Lost	100%	1140 School Lessons 190 Days or 38 weeks
2 mins Late	20 HOURS MISSED EACH YEAR 20 lessons or 4 school days missed	95%	60 LESSONS MISSED EACH YEAR 10 school days missed or 2 weeks
3 mins Late	30 HOURS MISSED EACH YEAR 30 lessons or 6 school days missed	90%	120 LESSONS MISSED EACH YEAR 20 school days missed or 4 weeks
5 mins late	50 HOURS MISSED EACH YEAR 50 lessons or 10 school days missed	85%	180 LESSONS MISSED EACH YEAR 30 school days or 6 weeks

Ways to improve your child's punctuality:

- * Make sure your child know their timetable
- * Make sure they have a good bedtime routine with no digital distractions!
- * Have a good alarm clock
- * Try to ensure they have a good breakfast - at school we also have a breakfast club
- * Leave with plenty of time to get to school

Ways to improve your child's attendance

- * Find out regularly your child's attendance
- * Talk regularly with your child about school and how they feel about it. They are more likely to attend if they feel supported and that their anxieties are being listened to
- * Only grant days at home for genuine illness (You will know when they are genuine!)
- * Avoid taking holidays in school time
- * Know the routines of your child's school day to avoid issues - For example, has your child got their PE kit?
- * If you have any concerns, talk to the school, we are always here to help and support

ST CENYDD
COMMUNITY SCHOOL
ATTENDANCE
THE FIRST STEPS
TO SUCCESS



SCHOOL PROCEDURES



REPORTING YOUR CHILD ABSENT FROM SCHOOL VIA CLASSCHARTS

It is quick and easy to report an absence via Classcharts:

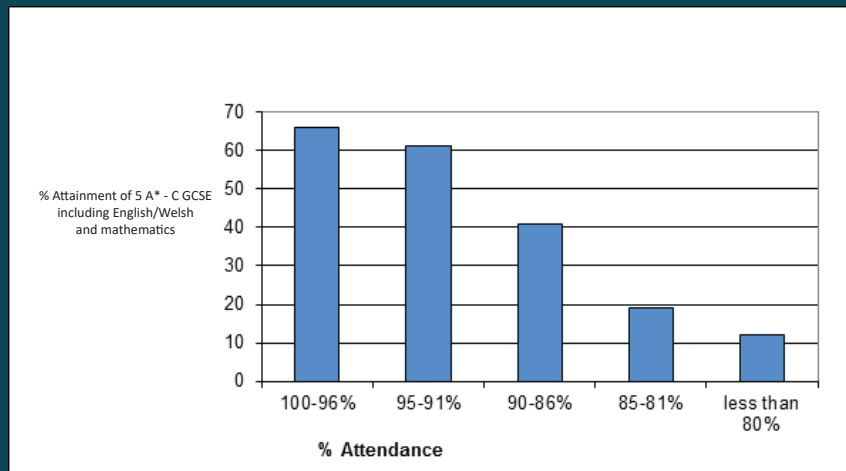
- Open Classcharts app
- Click on the child you are reporting absent (if multiple children at school)
- Click on Report Absence found in green tab at the top of the page and then select Report New Absence
- Enter date of absence
- Provide reason for absence
- Submit

When reporting absence for more than one child please click on the second child and repeat the process above.

If you are unable to access Classcharts, please continue to report your child's absence by telephone - 02920 852504

PUNCTUALITY

Students are expected to be 'on school site' by 8.30am every morning ready for form registration or assembly at 8.35am. Students arriving after this time and arriving before 8.55am will be coded as late and a break time detention will be issued. If a student arrives after 8.55am (form time) they have missed their legal am registration and can therefore be coded as an unauthorised absence. Multiple missed am registrations can lead to a FPN (Fixed Penalty Notice) being issued or even court proceedings.



The relationship between doing well at school and good attendance is clear.

The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.

97

100%
99%
98%
97%

Not missing any lessons.
Missing about 10 lessons.
Missing about 20 lessons.
Missing about 30 lessons.

95

96%
95%
93%

Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lesson.
Missing about 2 weeks of school. Time to 'GO GREEN'
Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.

92

92% & below

Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

What is an Education Welfare Officer?

The Education Welfare Officer works with families and young people whose education is being affected by irregular attendance or absence from St Cenydd School. The EWO helps to assess problems and find possible solutions by working closely with St Cenydd School, students, their parents and carers. However, when attendance is below expectations, legal proceedings can be actioned.

The school attendance officer is **Mrs Belinda Pewtner**