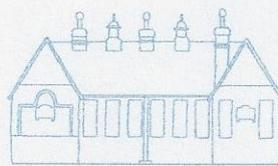


Ysgol Gynradd

Llangan

Primary School



Headteacher: Mr Steve Williams

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17/12/14

Dear Parents/Carers,

The Governing Body and I wish to bring to your attention the school's new attendance policy which is available on our website.

You will be aware that in recent months, Llangan Primary School, the Welsh Government and Vale of Glamorgan Local Authority have been highlighting the importance of attending school to ensure that children make the most progress possible whilst in full time education.

After a great deal of consideration and discussion, the Governing Body feels strongly that our parents should not be penalised when trying to spend quality time with family and loved ones at a point that is convenient for them, which sometimes may not fall in a school holiday. As such, the Governing Body has voted to implement a new attendance policy that still allows the Headteacher to sanction up to 20 sessions (10 days) of holiday per academic year.

The Governing Body feels strongly that the wellbeing of our children and their families would be put under pressure if this was not the case and as such have decided that as of January 2015, our new policy will be implemented. However, it should be noted that the Governing Body of the school **naturally prefer parents and carers to take their family holiday in the normal school holiday periods.** The new policy does not significantly change from the previous policy in that **only the Headteacher can authorise an absence; parents and the VoG Local Authority do not have the power to authorise absences** and that if parents wish to request holiday during term-time **it should be done in writing at least one week before the date of absence.**

Fixed Penalty Notices (FPN)

A new adoption as of January 2015 will be the Fixed Penalty Notice (FPN). A FPN will only be issued when there are circumstances of unauthorised absence. Only one notice will be issued to a parent in any one academic year but where there may be more than one poorly attending pupil in a family, notices may be issued on more than one child in that family.

There will be no restrictions on the number of times a parent may receive a formal warning of a notice and it will be at the discretion of the Education Welfare Service (EWS) whether to issue a notice on one or both parents/carers.

Penalty notices may be considered in the following circumstances:

- Where a minimum of 10 unauthorised sessions (5 school days) have occurred in the current term (these do not need to be consecutive);
- Unauthorised absence from school due to a term time holiday and where there is a history of poor attendance;
- Persistent lateness of more than 10 sessions in the current term i.e. arrived at school after the close of the registration period;
- Where parent/carers have failed to engage with the school and/or the EWS in attempts to improve attendance but where court sanctions have not been instigated;
- Where a pupil regularly comes to the attention of the police during school hours for being absent from school without an acceptable reason.

A FPN is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days (but within 42 days of receipt). If the FPN is not paid in full by the end of the 42 days the local authority must either: -

- Prosecute parents/carers in the usual way using section 444(1) and (1A) of the Education Act 1996) or
- Withdraw the FPN (in limited circumstances as set out in this Code of Conduct).

I do not foresee the FPN being utilised in Llangan Primary School, however, it is wise to bring this to the attention of the school community.

If you wish to access the newly adopted attendance policy or the FPN Code of Conduct, it can be found on our website. If you have any questions on any of the above information, please contact myself or members of the Governing Body directly during the next Governing Body Surgery planned for 10th March 2015 at 3pm.

Kind regards,

Mr S. Williams
Headteacher