



Attendance and Punctuality:

What if my child is absent, arrives late or is taken ill during the school day?

It is expected that every pupil, including 6th form pupils, arrives at school on time (by 8.50am), before registration at 8.55am. Attendance and punctuality to school and lessons is carefully monitored. Form tutors are responsible for registering pupils in the morning and class teachers at the beginning of each lesson. If pupils are absent from school we ask that parents/carers follow these steps:

- Let your child's Tutor know of any planned absences e.g. medical/dentist appointments. We strongly request that any medical/dentist appointments are made outside of school hours wherever possible. A copy of an appointment letter/card must be presented to the school office for any appointments during school hours.
- Pupils who leave the school site before 3.30pm must sign out at Reception.
- If your child is ill or absent due to unexpected circumstances, please contact the school by phoning Reception on: 01492 642800 or by emailing sp@dyffrynconwy.conwy.sch.uk.
- When your child returns to school after an absence, we ask that you send in a letter to explain the absence so that it can be considered as an authorised/unauthorised absence. If the absence is not explained, the school will contact you to find out why your child was absent.
- Any pupil arriving late (after 8.55am) is expected to sign in through Reception, giving a reason for their lateness.
- The school follows Conwy Authority's Attendance Policy. Copies of information about absences, including absences due to holidays in term time and information about fixed term penalties, can be found on our school website. Only under exceptional circumstances will holidays during term time be authorised. In order to request permission for any absence from school for a specific period, a form can be gained from Reception.
- If your child is ill or has an accident during the school day, he/she will be directed to one of our First Aid staff. The office will contact home if the pupil is considered too ill to remain in school. We ask that you ensure that we have the correct contact details, and that these are updated straight away if there is any change. There is no permission for pupils to contact home directly without informing relevant staff. Any parent/carer collecting their child from the school during the school day should do so through Reception and ensure that their child is signed out formally.

Attendance Data: Whole School attendance 2018/19 – 95.1%. **Target 2019/20 – 95.3%**