

Tasker Milward V.C. School Ysgol Tasker Milward

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S.T.A.R
"Strive to Achieve Respect"

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Acting Headteacher/ Pennaeth Gweithredol: Mrs. H Lewis

12 November, 2015

Dear Parent/Carer,

I would like to take this opportunity to raise your awareness in relation to the implementation of Penalty Notices and would like to clarify to you what constitutes an unauthorised absence.

1. These are unexplained absences, a minimum of 10 sessions (five school days) and brings the pupil's overall attendance to below 90% and where Parents/Carers have failed to contact school with an acceptable reason for absence.
2. Persistent late arrival at school by pupils without good reason is also classed as unauthorised absences – at least 10 sessions of late arrival within a term which need not be consecutive but would bring the pupil's overall attendance to below 90% (not including appointments that school have been made aware of).
3. Absences of at least 10 sessions (5 school days) due to holidays in term-time could be classed as unauthorised should the absences take the pupil's overall attendance to below 90% (these absences do not have to be consecutive). A request for holidays during term time should be made in writing to the Headteacher of the school outlining detailed reasons for the absence and this would then be considered and a positive or negative response in writing will be made to the parent from school.

All absences are authorised at the discretion of the Headteacher.

Your co-operation in ensuring that your child's attendance is maintained at a high level and recorded accurately is greatly appreciated.

Yours sincerely,

H. Lewis
Headteacher



ActiveMark
MarcActif
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Welsh Networks of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydweith Cymru



Marc Gyrfa Cymru
Careers Wales Mark

