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YSGOL PLAS COCH

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September 15th 2025

Dear parents and carers,

ATTENDANCE, ABSENCES AND PUNCTUALITY

Now that every pupil has returned / started after the summer holiday, we'd like to remind you of the importance of attendance and punctuality at school. Every day of education counts therefore attendance is very important; please read and consider the below:

Absences

We are legally required to record reasons for absence from school. The procedures to follow if your child is absent for any reason is:

- On the first day of your child's absence please contact the school **before 9:30am** (by phone, email, or in person to the office/teacher)
- Please leave a message stating your child's name class and reason for absence
- Please contact the school on every day of your child's absence unless you know on the first day that your child is going to be off for more than one day.

If parents / carers fail to notify school, then the school will make every effort to contact the parents / carers after 9:30am. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the Educational Social Workers team.

Punctuality

Punctuality is also a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and well-being and also disrupts other pupils and staff within the class and throughout the school. **Parents and carers of all pupils who are late must enter the relevant details on the electronic signing in system in the foyer.**

Holidays

A high number of holiday request forms having already been submitted this term, many of them for holidays at the beginning of the term (which can lead to issues with children settling in to a new class). Once again, we ask you to make every effort not to take your child on holiday during the school year and to remember that single days out and days off / holidays because of birthdays can't be authorised.

Thank you once again for your cooperation,

Osian Jones