



Caldicot School / Ysgol Cil-y-Coed

Mill Lane, Caldicot, Monmouthshire, NP26 5XA

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Headteacher (Acting) / Pennaeth Mr S Rees BA(Hons), PGCert, NPQH, FRSA

PA to Headteacher / Mrs M Lawrence Tel/Ffôn: 01291 426469

Date: January 2019

Dear Parent/Guardian,

At Caldicot School we are committed to raising attendance and are continuing to develop ways to support parents, and to encourage children to strive for excellent attendance.

'The evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training when they leave school.' Department of Education.

I am writing to remind you of our procedures:

Absence

Registers are marked by form tutors, and parents of those pupils marked as absent will receive a text message from the school.

Punctuality

Pupils are expected to arrive promptly to school by 8:30 to attend registration at 8:35. It is a legal requirement for registers to be taken at this time. Pupils arriving between 8:35 and 8:45 will be expected to attend registration with their allocated form tutor.

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school for a holiday during term time. There may be circumstances that warrant a pupil taking time off in term time and this is why Head Teachers are best placed to make the decision. The Education (Pupil Registration) (Wales) Regulations 2010 state that Head Teachers have a discretionary power to authorise leave for a family holiday during term time where parents seek permission and only in exceptional circumstances the Head Teacher may grant no more than 10 days' leave. Parents wishing to request a holiday during term time must submit a form to the office.

Communication

Parents of every pupil will receive a certificate at the beginning of each term advising them of their child's attendance figure for the previous term.



Attendance	Days present	Days absent	Total lessons missed	Impact on targets	Other information
100%	190	0	0	Expected to meet target	95-100% Expected level of attendance
99.5%	189	1	5		
97.4%	185	5	25	73% achieve 5+GCSEs	
94.99%	180	10	50		90 - 94.9% Acceptable attendance but needs improvement
90%+	161	19	95	grade lower than target	
80%	152	38	190	grades lower than target	Below 90% Poor attendance that may result in EWO intervention
70%	133	57	285		
60%	114	76	380		
50%	95	95	475	Only 3% achieve 5 GCSE	

Thank you for your continued support,

Kind regards,

BFortt

Mrs B H Fortt

Associate Assistant Headteacher

