



Ysgol Tanyfron

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Headteacher / Pennaeth: Mrs J. Jones

Chair of Governors: Mr S Wynne

20th September 2024

Dear Parents/Guardians

Pupil Attendance

At the end of the last academic year, school engaged regularly with the Local Authority Attendance Officer. During this academic year, there is a need to tighten our attendance procedures to meet the Wrexham School's Attendance Policy, in order to raise pupil attendance across Wrexham. A copy of this policy can be found in the policies section of our school website.

I wish to be transparent with parents about the attendance procedures that will be carried out in school to ensure all parents are aware as to why letters may be being sent out. I appreciate that illness cannot be helped, particularly as we are coming to the colder months and all absences will be reviewed in context, but generally we will be striving to make you more aware of what your child's attendance is.

The strategies that will be in place this year to support attendance are as follows:

- There will be a weekly attendance competition for pupils in school. The class which has the highest attendance will win a prize.
- Should a child be absent from school without notification from parents, a seesaw message will be sent to parents requesting a reason for the absence. This will be followed by a telephone call if required.
- A letter will be sent out at the end of each term (December, March, July) outlining your child's attendance and colour coding whether this falls within the local authority expectations.
- Where pupils may have low attendance, this will be addressed during parents evening. (October, February)
- School will meet with the Local Authority Attendance Officer on a half termly basis to discuss any cases of low attendance.
- Where pupils have missed a certain number of sessions, different stage letters may be sent out in line with the attendance policy. Please see attached poster, from the policy, which outlines when letters are triggered.

As a school, we wish to work with parents to ensure that all children are receiving the amount of education they deserve. The below image demonstrates how key high attendance is throughout the academic year. We thank you for your understanding on this.



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%

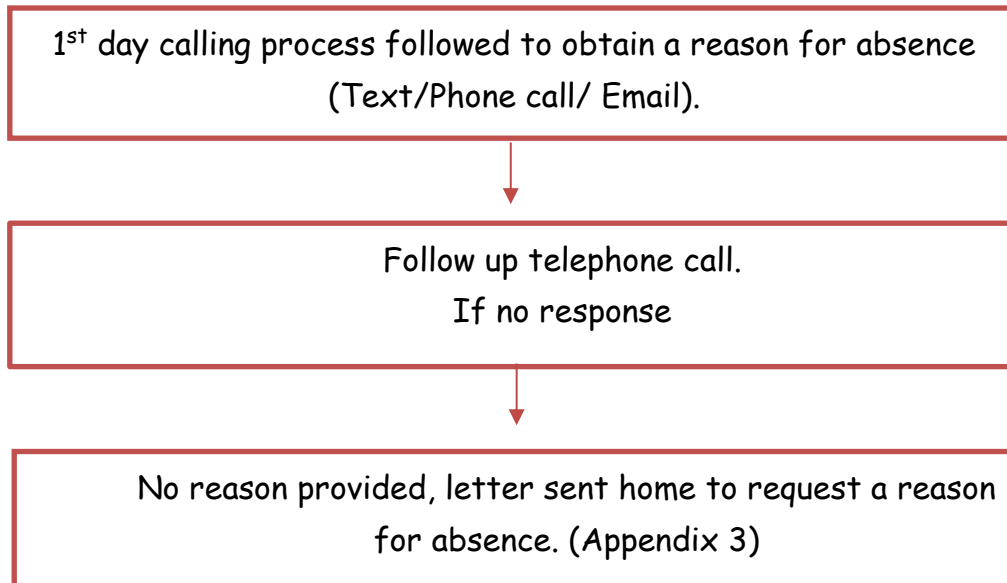
Should you have any queries or require any further information about any of the above, please do not hesitate to contact me in school.

Yours sincerely,

M Jones

Mrs Jones
Headteacher

Wrexham Attendance Procedure:



- Once a pupil hits **10 sessions** absence whether authorised or unauthorised **Attendance Letter 1** to be sent.
- Once a pupil hits **16 sessions** absence whether authorised or unauthorised **Attendance letter 2** to be sent.
- Once a pupil hits **22 sessions** absence authorised or unauthorised a **phone call** is made to the parent/carer by a member of school staff to discuss the attendance concerns. This should be Head of Year or person with responsibility for attendance in school. Record of conversation is kept.
- Once a pupil hits **26 sessions** absence whether authorised or unauthorised **Attendance letter 3** to be sent. This requests medical proof for all future absences to be authorised.
- Once a pupil hits **26 sessions Unauthorised** absence, a letter is sent arranging a meeting with the parent/carer, School representative and Education Social Worker for an attendance meeting to take place. Referral to ESW made to attend meeting. Consideration to be given to attendance improvement strategies, including the introduction of an Attendance Improvement Plan.
- If attendance continues to deteriorate, consideration to be given to implementing legal action – FPN or Prosecution depending on attendance history, level of absence and past compliance.