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YSGOL BRO ALUN

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Dear Parents

ABSENCES AND PUNCTUALITY

Absences

We are legally required to record reasons for absence from school. Therefore it is very important that you follow the procedures below if your child is absent for any reason.

- On the first day of your child's absence you must 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 call on every day of your child's absence unless you know your child is going to be off for more than one day. In this case please state the length of absence on your first call

If parents fail to notify school, then the school will make every effort to contact the parents, therefore it is important that the school has up-to-date contact numbers. 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 ESW Service.

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school. **All pupils who are late must sign the 'late book' located in the school office.** If your child arrives after the register has been completed in the classroom and has not signed the late book, then he/she may be recorded as having an unauthorised absence for the session.

Thank you for your cooperation,

Osian Jones