



## Parents/Guardians Guide to Attendance

Both Ysgol Sarn Bach and the Education Authority are committed to ensuring high attendance levels for all pupils.

If you'r child's attendance is...	Your child will have missed	National Guidelines
95%	9 days of school	Excellent. Best chance of success.
90%-95%	19 days of school	Satisfactory. Your child will have missed important lessons.
85% - 90%	28 days of school	Cause for concern. Your child will be at risk of under achieving.
80%-85%	38 days of school	Unsatisfactory. This will have a negative impact on their education. the school has to act in partnership with the Education Authority/ Welfare Officer.
Under 80%		Your child is missing out on their education - the school has to act in partnership with the Education Authority/ Welfare Officer.

### Attendance Registers:

The morning register is taken at 9:00. The school should be notified of any absence by 9:00 either through email or by leaving a message on our answering machine.

Punctuality is very important as late arrivals have to be noted on the register unless we have given a reason.

### Holidays during term time:

Parents/Carers are now required to apply for permission for their child/children to be absent from school due to holidays during term time. Application forms are available from the school. We do ask for applications to be made 4 weeks in advance. The school then considers the following :

1. Your child's previous attendance
2. Their educational development
3. Any exceptional circumstances

The school responds to the application, either authorising the absence or not authorising it.

We greatly appreciate you support - every day of education counts!

The full version of our Attendance policy is available on our website