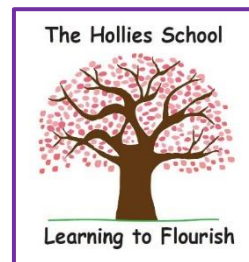


The Welsh Government states all children should have an attendance of a minimum of 95% and this is our aim at The Hollies. The Local Authority is notified as soon as any pupil's attendance falls below 86%.

Please call the school to inform us of any absences or appointments. Messages should not be sent to us via transport or other pupils. Please send in photos of appointment letters via ClassDojo/ in school bag and we will take a copy and return it to you, as we require these for our records. Wherever possible, please make appointments at the end of the school day.

If your child is going to be absent please inform The Hollies by 9am or ASAP on the first day of absence. A member of staff will be in touch if you do not inform the school. If we do not receive a reason for an absence it will be classified as unauthorised. We ask if you could contact on the first day of absence to inform us when you 'expect' your child to return. If they do not return on the 'expected day' please contact the school.



If an appointment is in the afternoon, children should attend school for the morning session and vice versa otherwise the missed session will be classed as unauthorised.

We cannot authorise family holidays (other than exceptional circumstances). In exceptional circumstances we request that you complete a holiday request form. Holidays can only be authorised by the Headteacher. Please contact the school for a holiday request form.

Morning registration is open from 8.55 am – 9.30am. If students arrive late to school they will be entered onto the attendance register as 'late'.

You will be kept informed of your child's attendance on a termly basis. We use the following formula to rate attendance as:

- GREEN 95% - 100%**
- AMBER 87% - 94%**
- RED BELOW 86%**

DID YOU KNOW?

If your child's attendance is 80%, this means they have missed:

- 1 day EVERY week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days EVERY year
- 180 days in FIVE years

...That's nearly **ONE WHOLE SCHOOL YEAR!**

