

**YSGOL YR ESGOB
CHURCH IN WALES VOLUNTARY AIDED SCHOOL, CAERWYS**

ATTENDANCE - REGISTRATION POLICY

ATTENDANCE - Regular attendance is most important. Where children of compulsory school age are registered at a school, the law states that they should attend regularly. Unless a child is engaged in an approved educational activity away from the school site or is absent with the school's authority, they should be at school.

Parents will always be given notice of all holiday dates. If it is necessary to take a holiday during term-time, parents will need to complete a holiday request form available from the school. (Ten (10) school days maximum for family holidays per academic year). However, any absence will have a detrimental effect on a child's education and an acceptable reason for the family holiday needs to be clearly communicated to the Headteacher. A points scoring system will be applied to each application. Pupils who score more than 8 points or more will not have the absence authorised. The Headteacher will not authorise any more than 10 days holiday over one academic year.

SCHOOL SESSIONS AND REGISTRATION - Morning registration is taken at 8.55 a.m. for Foundation Phase and Junior pupils. Afternoon registration is taken at 1.00 p.m. for all pupils. For Nursery, registration is taken at 9.00 a.m. Each registration period will finish after five (5) minutes. Children who arrive after the register is closed will be marked as late. The school formally close their registers at 10.00am. Children who arrive in school after 10.00 a.m. and 2.00 p.m. will be marked as absent for that session.