

Gorwel Addysg Gwybodaeth



Ysgol Gyfun

**PORTHCAWL**

*Comprehensive School*

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13<sup>th</sup> February 2023

Dear Parents / Carers,

### **Important Information: School Attendance**

Attendance at school, in lessons, is everything. It is the access to learning, it is the building of confidence and skills, it is the proven foundation of success. Attending school on a regular, punctual basis is one of the most important ways of making sure pupils get the best possible start in life. We encourage all pupils to attend school on time, every day, and aim for 100% attendance.

We fully understand that children become unwell, and that there can be exceptional circumstances for absences. However, I respectfully ask that you think carefully before keeping your child off school due to the impact attendance can have on attainment levels.

For example, over the course of one year, this is how attendance impacts learning:

- 100% attendance – 0 days missed
- 95% attendance – 2 weeks of learning missed
- 90% attendance – 4 weeks of learning missed
- 85% attendance – 5 ½ weeks of learning missed
- 80% attendance – 7 ½ weeks of learning missed

Porthcawl Comprehensive School is committed to ensuring that every child reaches their full potential, and therefore requires your support in making sure your child's attendance is the highest it could be.

### **As we reach the mid-point of the school year, please can I ask for consideration of the following:**

- Ensuring that your child arrives at school on time.
- If your child is ill, please contact the school on each day of absence.
- Ensure that where possible, medical appointments are made outside of school time.
- Ensure that holidays are not taken during school time.
- Notify the school as soon as possible of any absence and confirm when your child returns to school.
- Respond to any letters or telephone calls received regarding your child's attendance and punctuality.
- Contact your child's Head of Year if you are experiencing difficulty in getting your child into school.

I hope I have highlighted the importance of regular school attendance and please be reassured that we wish to work closely with all parents/carers to ensure that every child is successful with their continuity of learning. We want all pupils to achieve their full potential. Any absence affects a child's progress in school and regular absence will seriously impact on your child's potential to achieve.

Bridgend County Borough Council have provided detailed information regarding the importance of school attendance.

This can be accessed via: [School attendance - Bridgend CBC](#)



**Mae mynychu'r ysgol yn rhoi'r cyfle gorau i blant lwyddo.**

**Attending school gives children the best chance of success**

Os oes angen cymorth neu gyngor amoch ynglŷn â phresenoldeb ysgol, cysylltwch â staff yr ysgol cyn gynted â phosib.

If you need support or advice on school attendance, please contact school staff as soon as possible.

#MynychuErMwynLwyddo

#AttendToAchieve

Cyngor Bwrdeistref Siro  
Bridgend  
County Borough Council

If you have any concerns regarding your child's attendance or progress, then please do not hesitate to contact the school for further advice and support.

Thank you for your continued support with this matter.

Kind regards,

M Stephens  
Headteacher