



Mountain Ash Comprehensive School

Ysgol Gyfun Aberpennar

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S J Evans BA, MA
Headteacher

Our Ref: HL/ja

Date: 24 April 2017

Please ask for: Mrs H Latham

Dear Parents/Guardians

At Mountain Ash Comprehensive School we wish to work in partnership with pupils and parents in order to maintain the highest attendance possible.

The following advice should help pupils and parents to understand how attendance percentages are calculated.

Illness

We ask that the school is informed as soon as possible if a child is ill and therefore is unable to attend school. If we are not informed why a child is absent, we will send an automated 'truancy call' telephone message to parents. A member of staff may also make a follow-up call.

Medical appointments

It is best to make medical appointments very early in the morning or after the school day. Pupils will need to show an appointment letter or card, to explain their absence. A medical appointment during the school day is counted as an **absence** and will reduce the overall attendance of a pupil.

Holidays

Holiday forms can be collected from reception if you plan to take your child on holiday during term time. Please be aware that holidays during term time count as an **absence** and will reduce the overall attendance of a pupil.

Family circumstances

Sometimes a pupil may be absent due to circumstances at home. Unfortunately, even if there is a very good explanation as to why that pupil is unable to attend school that day, this will count as an **absence** and will reduce the overall attendance of a pupil.

Please note that the school must be notified of the reason why a pupil is absent. RCT's Attendance and Wellbeing Service may follow up unexplained absences through telephone calls and home visits.

Yours faithfully

H Latham
Assistant Headteacher

