

# GELLISWICK CHURCH IN WALES VC PRIMARY SCHOOL

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25<sup>th</sup> September 2025

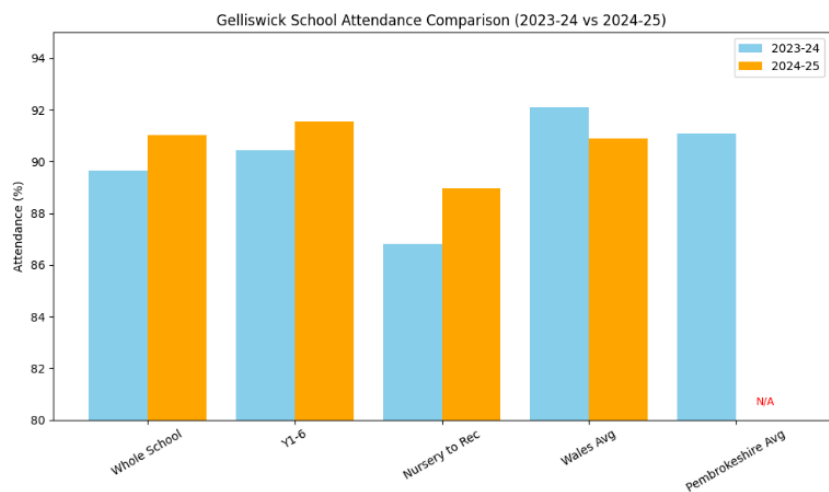
Dear Parent/Carer,

## Supporting Your Child's Attendance

At Gelliswick, we uphold the rights of children under the United Nations Convention on the Rights of the Child (UNCRC). Every child has the right to an education and being in school every day helps children learn, make friends, and feel part of our school community. Everyone is a valued member of our school community and has an important part to play in making our school a wonderful place to be. Our school attendance target is **96%**. This means we want every child to be in school as much as possible. Missing school can make it harder for children to keep up with learning and can affect their confidence.

### Celebrating Success 2024-25

We have been thrilled to see overall attendance improving on the 2023-24 year. This shows great progress towards our school target of 96%, and we're grateful for the continued support from families in helping us move closer to that goal. Please see below for more information on how attendance has improved across the school.



### Working Together

We know that sometimes getting children to school can be difficult and we want to help. Mrs Hadley, our Family Liaison Officer and Attendance Officer, is here to support you. Please reach out if you need help. We are also excited to work with our Attendance Champions! They will be helping to improve attendance through rewards and incentives, including:

- Weekly prizes for the best class attendance
- 5-minute tickets for 100% class attendance in a day
- Rewards for meeting our 96% target
- Special recognition for children who improve their attendance

### Our Focus Areas This Year

We are working hard to improve attendance in these areas:

- Reduce persistent absenteeism (attendance below 90%), especially in Reception, Year 1 and Year 5
- Improve attendance in Years 1, 4 and 5
- Support better attendance for children in Nursery and Reception (aged 5)
- Improve attendance for FSM learners (those in receipt of the school essentials grant)
- Increase attendance on Fridays

### Reporting Absence

If your child is unwell or cannot come to school, please call the main office to let us know. Please do not message the teacher directly. This helps us keep accurate records. Sometimes, we may ask you to send evidence of illness (like a photo of a prescription or appointment card) to Mrs Hadley via Class Dojo. This helps us decide if the absence can be authorised.

### Holidays During Term Time

Holidays during school time are will not be authorised unless there are **exceptional circumstances** or if parents apply to the attendance panel and evidence meeting the school criteria. In these circumstances, the school will authorise up to 5 days of absence. If you need to apply, please complete our holiday request form. These can be collected from the school office. Requests will be reviewed by a panel, and you will be told if the absence is authorised or not. Dates of the panel meetings and criteria can be found below.

### Fixed Penalty Notices

Please be aware that the school may use Fixed Penalty Notices if attendance does not improve or if unauthorised holidays are taken. Please visit the [council website](#) for more information.

We thank you for your continued support. Together, we can help every child get the most out of their time at Gelliswick.

Diolch yn fawr,  
Mrs Prevel, Headteacher

## Attendance Panel meetings

The Attendance Panel (made up of Governors, Attendance Officer and Headteacher) will meet to consider holiday in term time applications. Applications received outside of the timeline below will not be authorised unless there are exceptional circumstances. Below is a table detailing the dates of the meetings, the deadlines for applications, and the periods the applications will cover:

Holidays requested for the period	Application Deadline	Meeting Date (week beginning)
Sep 2, 2025 – Oct 24, 2025	Jul 10, 2025	Jul 14, 2025
Nov 3, 2025 - Dec 19, 2025	Oct 6, 2025	Oct 13, 2025
Jan 5, 2026 - Feb 20, 2026	Dec 1, 2025	Dec 8, 2025
Feb 23, 2026 - Mar 27, 2026	Feb 2, 2026	Feb 9, 2026
Apr 13, 2026 - May 29, 2026	Mar 9, 2026	Mar 16, 2026
Jun 1, 2026 - Jul 17, 2026	Jun 1, 2026	Jun 8, 2026

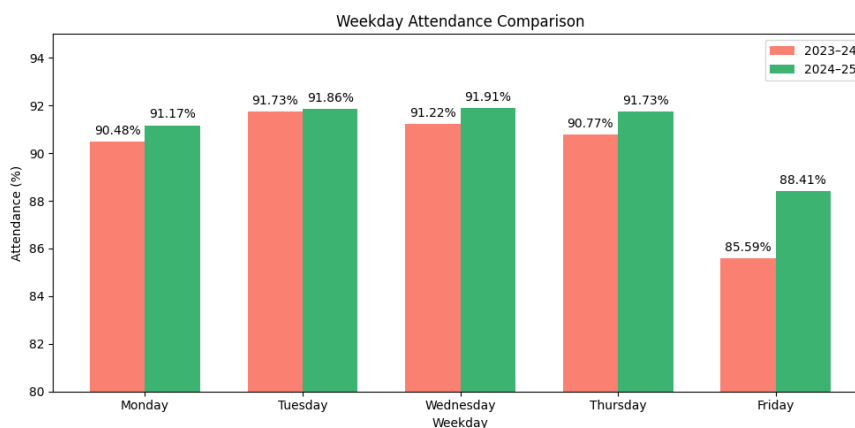
Following the panel meeting, you will receive a decision letter relating to your request.

The criteria for authorising up to 5 days of absence for family holidays during the school year are as follows:

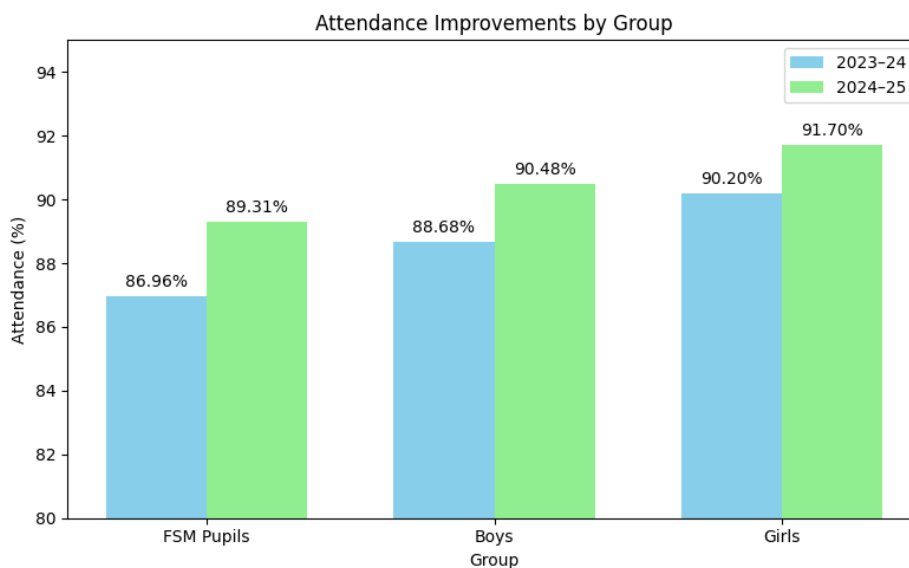
- The holiday is not in the first six weeks of the Autumn term
- 96% attendance or above in the previous 12 months
- No previous unauthorised absence in the previous 12 months
- The child is making good progress across the curriculum
- Parents/Carers demonstrate how they will support their child to catch up on missed learning
- The child will not fall below the school target of 96% attendance over a 12-month period up to the end of the holiday

Applications evidencing circumstances that the panel considers exceptional will also be authorised.

## Attendance information by day



## Attendance information of different groups of children



# Attendance by Year Group (including attendance to date 2025-26)

