

Attendance on a Page – Information for Parents and Carers

Why Attendance Matters

Regular attendance helps your child:

- feel secure and settled
- build friendships
- keep up with learning
- develop good routines for the future

Even a few days of absence can make learning harder. We want every child to enjoy school and feel confident coming in each day.

Reporting Absence

Please contact the school **by 9.00am** on the first day of absence and give a clear reason.

If we do not hear from you, we will contact you and may carry out a **welfare check** to make sure your child is safe.

When Can My Child Attend School?

Most minor illnesses do **not** require a child to stay at home. Children can come to school with:

- a mild cold, cough or sore throat
- tiredness or a headache
- manageable symptoms

Stay at home if:

- your child has had **vomiting or diarrhoea in the last 48 hours**
- your child has a **high temperature (38°C or above)**
- Public Health Wales guidance says they need to stay off (e.g. chickenpox, impetigo)

Siblings:

If one child is unwell, **siblings who are well should still attend**.

Medication:

If your child needs medication during the school day, please bring it to the school office and complete the medication form.

Medical Appointments

Where possible, please arrange routine GP or dental appointments **outside the school day**.

If your child must attend an unavoidable or specialist appointment, please provide the letter or text confirmation.

Lateness

School starts promptly. Arriving late can be unsettling for children and disrupt learning.

- If your child arrives late, **you must sign them in** at the school office.
- Lateness is recorded in the register.
- Frequent lateness will lead to a meeting so we can help resolve any barriers.

Holidays in Term Time

Welsh Government says holidays should **not** be taken in term time.

- Holidays are recorded as **unauthorised (G code)**.
- If your child misses **5 days or more**, the school **may request** a Fixed Penalty Notice (£60 per child).

- If attendance was **below 92%** in the previous year, the school may request an FPN for **any** unauthorised holiday.
- If a child is absent for **20 school days**, we must remove them from the school roll and a place cannot be guaranteed.

Please complete a **Leave of Absence Request Form** if you plan to take your child out of school.

How We Monitor Attendance

We look at attendance regularly to make sure children are safe and supported.

- **Daily:** we check absences and reasons
- **Weekly:** patterns are reviewed by the Attendance Lead
- **Fortnightly:** the SAO meets admin staff to check registers and emerging concerns
- **Half-termly:** the SAO meets school leaders to look at persistent patterns and agree next steps

We will always work with you early if concerns appear.

Support If Your Child's Attendance Drops

We know attendance is linked to wellbeing. If your child is finding school difficult, we want to help.

We may offer:

- early conversations
- a short support plan
- adjustments, pastoral support or wellbeing help
- a phased return in specific circumstances
- signposting to services that can help

Support is based on your child's needs. We will always work with you.

Fixed Penalty Notices (FPNs)

An FPN may be requested if your child has:

- **10 unauthorised sessions** (5 days) in a term
- **regular unauthorised lateness after the register closes**
- **unauthorised holiday of 5 days or more**
- **no improvement after support has been offered**

Only the Local Authority can issue an FPN.

Working Together

We want to support every child to:

- feel welcome
- feel safe
- enjoy learning
- come to school regularly

If you ever have concerns about your child's wellbeing, barriers at home, or anything affecting attendance, please talk to us. We are here to help.

Contact

For attendance queries, please contact our Scott Norman, our Cluster Attendance Officer in the first instance:

scott.normanstephenson@cardiff.gov.uk