

# Newsletter

Parents can do a great deal to support the regular and punctual attendance of their children... ensuring that their child only misses school for reasons which are unavoidable or justified.

(Welsh Government)

St David's CiW Primary School - Autumn Term 2 - Nov 2025

## Welcome back

This time of year is full of exciting learning and special events in school. Even though the weather is colder and illnesses are more common, it's really important that children are in school every day unless they are genuinely too unwell to attend. This newsletter explains when children should stay at home, when they should still come to school, and how days off can quickly add up.

### Winter Illness

We know lots of children get illnesses during the winter. Most of the time, they can still come to school. Scan the QR code on the next page to see the full NHS guide.

#### Okay to Attend School:

Mild cough or cold, runny nose, sore throat, tiredness or headache

If you would send them to a birthday party or family event, they are usually well enough to come to school.

#### Keep at Home If:

- They have a high temperature (38°C or above)
- They have sickness or diarrhoea (must stay off for 48 hours after symptoms stop)
- They are too ill to get out of bed or join in normal school activities

Remember schools can administer medication if you have completed a consent form from the school office

Allow extra time in the morning for de-icing the car or walking more carefully in wet or icy conditions, so your child arrives on time.

Lay out coats, gloves, shoes and school bags the night before to avoid delays when getting ready.

## Top Tips for Good Attendance This Winter

Give medicine before school if your child has a mild cough or cold – common winter illnesses are not usually a reason to stay at home.

Keep to a regular bedtime, even though it gets dark earlier, to help your child wake up on time and feel ready for school.



### Myth Busting!

It is a common belief that attendance doesn't matter until children are older... but this is not true.

Good attendance in Nursery and Reception helps children build strong routines, maintain friendships and build positive relationships with staff. Children who miss days in the early years often find it harder to settle and catch up.

Play at this age is how children learn important skills like speaking, sharing and problem-solving. Every day in the early years helps your child grow in confidence and independence.



Current school attendance: 94.8%

We are close to our target of 95%. Every day in school helps us reach that goal and gives our children the best chance to succeed.

335 days of learning were missed last half

term, including:

224 days

Illness & Medical appointments

35 days

Holidays

74 days

Other unauthorised (no reason given)

# Unmissable Moments



## Autumn Term 2 Events

This term includes special learning activities, performances and celebrations that are part of your child's school experience.

Children who attend school will be able to take part in these events, along with many other exciting activities planned this term:

Children In Need

Hinduism Celebration

Christmas performances

Messy Christmas

Anti-Bullying Week

Road Safety Week

Remembrance Day

Streetwise workshop

Christmas trips

Year 5 Family Worship

Miss school?

Miss out!



8:45 - 8:55am - Gates open - on time  
8:55 - 9:25am - Marked as late  
After 9.25am - unauthorised late mark for the morning session (this counts as an absent mark)

## FAQs

### What if one of my children is ill... can I keep siblings off too?

No. If one child is unwell, brothers and sisters who are well should still come to school. Every child has the right to education, and missing days without reason can affect their learning.

### What if my child is anxious about coming to school?

Please let us know straight away. We can help with support strategies. Keeping your child at home may increase anxiety. The best way to build confidence is through regular, consistent attendance.

### Can medical appointments be during school time?

Appointments should be made outside school hours wherever possible. If your child has an appointment during the school day, they should attend school before and return afterwards. Children should not miss school because a parent, carer or sibling has an appointment. All appointments must have evidence provided to the school office (such as an appointment card, text message, or screenshot). This helps the school record the absence correctly.

### What is an unauthorised absence?

An unauthorised absence is when a child is not in school and the school has not accepted the reason. This includes holidays taken during term time without permission, keeping a child off for reasons such as birthdays or tiredness, or not providing a reason for the absence. Unauthorised absences are recorded on your child's attendance record and may lead to a Fixed Penalty Notice from the Local Authority.

### Does it really matter if I don't call in to give a reason?

Yes. You must contact the school every day your child is absent and explain why. If no reason is given, the absence will be recorded as unauthorised. This can affect your child's attendance record and may lead to further action. If we cannot make contact with you, the school may need to carry out a home visit or refer the absence to the Local Authority as part of safeguarding procedures.

### How many days of school can my child miss for a holiday?

There are 190 school days in a year when your child must attend, leaving 175 non-school days for holidays and family time. All holidays will be recorded as unauthorised. If you take 5 days or more of holiday during term time, it may result in a Fixed Penalty Notice from the Local Authority unless your child's attendance was above 92% in the previous school year.

If your child is absent for 20 consecutive school days or more, they may be removed from roll at the school, and you would need to re-apply for their place which would not be guaranteed.

**Worried about your child's attendance? Is your child struggling to come to school? Not sure how to improve attendance or punctuality?**

**If you need any help, please get in touch with our School Attendance Officer:**



scott.normanstephenson@  
cardiff.gov.uk



07812 433151



We use a Multi-Tiered System of Support to help improve attendance. This involves three levels of intervention, with different roles for teachers, school staff, parents, children and external agencies, including the Local Authority. The level of support a child receives depends on their level of risk. Children are considered at risk of persistent absence if they miss 19 days or more in a school year, which is 90% attendance or below.



**Role of Teachers and School**

- Meet and Greet children.
- Create positive classroom environments.
- Build positive relationships with all children and adults.
- Recognise individual and collective achievements.
- Implement evidence-based teaching strategies.
- Monitor daily attendance and punctuality

**Role of Children**

- Attend school regularly and be punctual.
- Engage actively in classroom activities.
- Support other children.
- Recognise the achievements of other children.
- Share when you have a concern.

**Tier 1**  
Universal Strategies

**Role of Parents**

- Ensure children attend school regularly and on time.
- Understand and support any concerns your child may have.
- Communicate with the school regarding absence.
- Recognise personal achievements.
- Communicate with teachers about any concerns.

**Role of External Agencies**

- Provide resources and training to teachers on effective classroom strategies.
- Collaborate with schools on attendance initiatives.
- Support a comprehensive and inclusive school-wide approach that encompasses both attendance and mental health.



**Role of Teachers and School**

- Proactively use data information to identify children who are PA and at risk of PA.
- Work with each identified child and families to understand and address the reasons for absence, including any in-school or out of school barriers to attendance.
- Implement agreed strategies in daily practice.
- Monitor progress.
- Recognise achievements.

**Role of Children**

- Co-create and participate in any targeted interventions.
- Recognise personal achievements.
- Share concerns with staff.
- Continue to engage in school life.

**Tier 2**  
Individualised Strategies

**Role of Parents**

- Work with the school to help understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Continue to communicate effectively with the school regarding absence.

**Role of External Agencies**

- Signpost or provide access to services.
- Where there are out of school barriers, provide each identified child and their family with access to services they need.
- Provide professional development and early intervention support to the school.



**Role of Teachers and School**

- Take an active part in the multi-agency effort with the local authority and other external partners.
- Use data driven information to identify children at risk of severe absence.
- Continuously assess and adapt strategies.
- Monitor progress.
- Recognise achievements.

**Role of Children**

- Actively engage in intensive interventions.
- Recognise personal achievements.
- Share concerns with staff.
- Continue to engage in school life.

**Tier 3**  
Higher Needs Strategies

**Role of Parents**

- Collaborate closely with the school on creating and implementing highly specialised interventions
- Continue to communicate with the school.
- Take an active role in the multi-agency effort.

**Role of External Agencies**

- Offer specialised assessments and services for students with complex needs.
- Provide intensive training and consultation.
- Take an active part in the multi-agency effort with the school and other external partners.



GADEWCH I NI ROI PRESENOLDEB

**NÔLARY TRYWYDD IAWN**

LET'S GET ATTENDANCE **BACK ON TRACK**

#PobDyddYnBwysig  
[www.caerdydd.gov.uk/presenolddebynyrysgol](http://www.caerdydd.gov.uk/presenolddebynyrysgol)

**#EveryDayMatters**  
[www.cardiff.gov.uk/schoolattendance](http://www.cardiff.gov.uk/schoolattendance)