

Attendance

Newsletter



Autumn Term 1 – September 2026



A New Year. A Fresh Start.

A very warm welcome back to all of our returning families, and a special welcome to everyone joining our school community for the first time.

September brings new teachers, new classrooms, new friendships and new opportunities. Attending school every day in these first weeks helps children settle quickly, build confidence and establish positive routines for the year ahead.

Let's give every child the best possible start.

“ Good attendance is essential to giving children the best possible start in life. ”
(Welsh Government, 2025)

BACK TO SCHOOL!

New Beginnings

New Friends

New Opportunities



WELCOME TO OUR NEW FAMILIES

Starting a new school can be exciting, but it can also feel a little daunting.

During the first few weeks, we will help children settle into routines, build friendships, get to know their teachers and feel safe, welcome and confident in school.

If you need support, please let us know.



STARTING STRONG

The first few weeks help set the tone for the year.

Children who attend regularly are more likely to settle quickly, feel confident, build friendships and keep up with learning from the very beginning.

Let's give every child the best possible start.



5 HABITS FOR A GREAT START

- 1 Prepare school bags the night before.
- 2 Arrive on time every day.
- 3 Keep morning routines calm and consistent.
- 4 Contact school early if you need support.
- 5 Only keep your child home when they are genuinely too unwell to attend – check the NHS 'Is my child too ill for school?' guide if you're unsure.



EVERYONE STARTS IN TIER 1 – A FRESH START

Every child starts the new school year in Tier 1 of our Inclusive Attendance Approach.

This gives every child and family a fresh start and the opportunity to build positive attendance habits from day one.

Many children remain in Tier 1 throughout the year.

If attendance becomes difficult, we will work with families to understand any barriers and provide the right support as early as possible.



A fresh start for every child

DID YOU KNOW?

Early absence can be a strong indicator of persistent absence later in the year.

60%

of pupils who miss a day in the first week go on to become persistently absent.

We will act early and offer support if your child:

- ✓ has 3 separate spells of absence before half term;
- ✓ misses 5 or more days before half term; or
- ✓ was persistently absent last school year.

This doesn't mean you're in trouble. It helps us spot difficulties early, understand any barriers and offer support before attendance becomes a bigger concern.



OUR ATTENDANCE GOAL

95%+ ATTENDANCE



Every day in school helps children to learn, build friendships, develop school community.

Together, let's make every day count.

NEED SUPPORT?

Worried about your child's attendance?

Not sure how to improve attendance or punctuality?

Any barriers making coming to school difficult?

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

✉ scott.normanstephenson@cardiff.gov.uk

☎ 07812 433151





TIER 1 – LOW RISK OF PERSISTENT ABSENCE

0–9 DAYS MISSED

Universal Attendance Offer –
What every child and family can expect,
every day.

- ✓ Warm welcomes and positive relationships
- ✓ Clear routines and high expectations
- ✓ A safe, inclusive environment where children feel they belong
- ✓ Engaging learning that encourages participation and success
- ✓ Prompt support when attendance concerns emerge
- ✓ Attendance monitored as part of our safeguarding responsibility

★ Most pupils remain within Tier 1 support.



TIER 2 – AT RISK OF PERSISTENT ABSENCE

10–18 DAYS MISSED

- ✓ Contact home
- ✓ Issue a support questionnaire to understand barriers to attendance
- ✓ Identify what is helping and what is making attendance difficult
- ✓ Agree support where needed
- ✓ School Attendance Officer involved



Working Together to Improve Attendance

The questionnaire helps us understand factors such as illness, anxiety, friendships, routines, transport, wellbeing and family circumstances so we can provide the right support early.



TIER 3 – PERSISTENT ABSENCE

19+ DAYS MISSED

(Approximately 10% of the school year)

- ✓ Hold attendance review meetings
- ✓ Create an attendance support plan
- ✓ Involve specialist services where appropriate
- ✓ Support continues throughout
- ✓ School Attendance Officer involved



Working Together to Improve Attendance

A review questionnaire helps us understand what is working, what barriers remain and what further help is needed.

MENU OF SUPPORT OFFERED

Support is tailored to each child and family's needs.



Meetings with
school staff



Attendance
support plan



Emotional wellbeing
& anxiety support



Morning routines
support



Breakfast club



Visual timetables
& routines



Named trusted
adult



Transport
support



Support with
learning



Referral to Family
Gateway



School nurse
support



Multi-agency
support



We will always listen, understand and work together to remove barriers and improve attendance.



There are 190 school days this year.

Every day matters because:

- ★ 190 opportunities to learn.
- ★ 190 opportunities to make friends.
- ★ 190 opportunities to build confidence.
- ★ 190 opportunities to discover something new.

Let's make every one count.

FIXED PENALTY NOTICES (FPNs)

The two routes



FPNs are issued by the Local Authority through the Education Welfare Service based on the information that schools are required to report.

FPN AMOUNTS (PER CHILD)

£60

if paid within
28 days

£120

if paid within
42 days



ROUTE 1: TERM-TIME HOLIDAY (UNAUTHORISED)

Applies to holidays of 5 or more days only.

Was attendance 92% or above on the date the pupil returned to school?

YES

✓ No FPN issued
Schools will continue to monitor attendance.

NO

✗ Attendance below 92% on the date the pupil returned to school

✗ Education Welfare Service issues FPN

ROUTE 2: UNAUTHORISED ABSENCE & LATENESS

Examples: No reason provided • Reason not accepted • Evidence not provided • Arriving more than 30 minutes late (after register closes)

3 UNAUTHORISED DAYS
SUPPORT & AWARENESS LETTER

5 UNAUTHORISED DAYS
(NO UNAUTHORISED SESSIONS)

OR
10 UNAUTHORISED LATE MARKS (U CODES)
Referral to Education Welfare Service

FORMAL WARNING LETTER ISSUED
15 SCHOOL DAY MONITORING PERIOD
No further unauthorised absences permitted.

DECISION AT THE END PERIOD

✓ NO FURTHER UNAUTHORISED ABSENCE
No FPN issued

✗ UNAUTHORISED ABSENCE CONTINUES DURING MONITORING PERIOD
FPN issued



We value
every child



We build positive
relationships



We have high
expectations



We act early



We celebrate
progress and success