



School Attendance

As your child is due to start Reception at Rhiwbeina Primary School in September 2022 we wish to emphasise the importance of attending school regularly.

Our school attendance target is **97%**, which plays a vital part in achieving our aims for all our children.

Our School Attendance and Wellbeing Officer, Mrs Claire Jefferis, works with Rhiwbeina Primary School in conjunction with Whitchurch High School and the other partner Primary Schools to raise the awareness of attendance issues, and engage with the families of those children whose attendance needs to improve.

Here are some key points relating to attendance that will help with your child's attainment in Rhiwbeina Primary School: -

The school day - Rhiwbeina Primary School starts at 8.55am. Please make every effort to ensure that your child arrives on time to minimise disruption for your child, the rest of the class and the teacher. The school day for Foundation Phase ends at 15.30pm, and for Key Stage 2 15.35pm. Please ensure that you collect your children promptly at the close of school day to avoid unnecessary upset for them.

Absence from school – Please use our Absence-line (02920 623732) to report the reason for your child's absence on his or her first day away from school and each day thereafter if necessary. In the case of illness, please be specific (eg: sickness, chickenpox, covid), so that the class teacher can be made aware of any possible infections or implications.

If we are not notified of the reason for your child's absence, he or she will be marked as 'unauthorised absence', and please note that Fixed Penalty Notice fines may be issued to parents whose children have been marked unauthorised absent for five or more days in any term.

Health and Dental appointments - Where possible, please make routine medical or dental appointments outside school hours as arriving late or collecting children early interrupts the teaching process. If you do need to collect your child early, please notify the class teacher of the appointment in writing or provide a copy of the appointment card/letter.



Holidays during term time –

- Parents **do not** have the right to take their children out of school for a holiday during term time.
- Parents have to put a **request in writing** for permission to the Head Teacher **in advance** of an authorised absence if required, and the Head Teacher has the discretion over whether to approve the request or not.
- **Only requests considered by the Head Teacher to be in exceptional circumstances may be approved.**
- Schools are open to pupils on 190 days of the year which leaves 175 days for holidays and visiting family.

Please be aware the Local Authority has Fixed Penalty Fines for unauthorised holidays, non-attendance and punctuality across all Cardiff Schools, these fines will be issued by the Education Welfare Service.

Below is a table showing the national guidelines for attendance: -

Your Child's Attendance	National Guidelines
100% - 95%	Optimum chance to achieve well. Your child is taking full advantage of every learning opportunity.
94.99% - 90%	Satisfactory, although your child may have to spend time catching up with work they have missed.
Below 90%	Cause for concern: - <ol style="list-style-type: none">1. Your child may be at risk of underachieving.2. Your child may need extra support from you to help catch up with missed work.3. Your child may be missing out on a broad and balanced education.

WHITCHURCH HIGH SCHOOL

Penlline Road, Whitchurch, Cardiff CF14 2XJ

Headteacher **Mark Powell**

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We hope you will find this information useful and that you will continue to work with us to further improve attendance at Rhiwbeina Primary School. If you have any questions regarding any of this information please contact Mrs Jefferis, contact details below.

Mrs Carol Harry
Headteacher

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