



Thursday 16th July 2026

Dear Parents and Carers,

As we prepare to welcome our pupils back for the new school year, I would like to take this opportunity to remind everyone of our expectations regarding **attendance, punctuality, breakfast club arrangements and the collection of pupils.**

Regular attendance and punctuality are essential if children are to make the most of their educational opportunities. We will continue to work closely with families to promote excellent attendance and ensure that every child has the best possible chance to succeed. Our whole-school attendance target for the coming academic year will be shared with parents in September.

Punctuality

School gates open at **8.50am** and registration takes place at **9.00am**.

- Pupils arriving between **9.10am and 9.30am** will be recorded as **Late (L code)**.
- Registers remain open until **9.30am**, in line with Welsh Government guidance.
- Pupils arriving after **9.30am** will be recorded as having an **unauthorised absence (U code)** for the morning session.
- Afternoon registration takes place at **1.00pm**.
- Parents and carers should be aware that the Local Authority may issue a **Fixed Penalty Notice** where there is persistent lateness after the close of the register and the number of unauthorised absences or late marks (O or U codes) reaches **10 sessions or more within a school term**.
- Any pupil arriving after **9.10am** must be accompanied by a responsible adult to the school office via the **Dilwyn Street entrance** and signed into school. After 9.10am, access through the Cross Street gates will not be available.

Attendance

For pupils to achieve their full educational potential, a high level of attendance is vital. We have included answers below to some frequently asked questions regarding attendance.

What should I do if my child is absent from school?

- If your child is unable to attend school, please notify us **before 9.00am** by telephone or via the **My Child at School (MCAS)** app.
- Parents and carers must provide the **full reason** for the absence and indicate, where possible, when their child is expected to return to school.
- School staff may ask further questions regarding the pupil's condition, any patterns of absence and any treatment being received.



- If no reason is provided, or the reason is not considered reasonable, the absence may be recorded as **unauthorised (O code)**.
- Where no contact is received, school staff will attempt to establish the reason for absence. This may include a telephone call, message via MCAS, or a home visit from an Attendance and Wellbeing Officer.
- Any pupil may receive a **Wellbeing Response Visit (WRV)** if there are concerns regarding attendance, wellbeing or a lack of communication from home. These visits are intended to provide support and remove barriers to attendance at an early stage.

What if my child has a medical appointment?

We understand that some appointments must take place during school hours.

- A copy of any **hospital appointment letter** should be provided to the school **before the appointment date**.
- Routine GP and dental appointments should, wherever possible, be arranged **outside of the school day**.

What if my child is regularly unwell?

- If a pupil is repeatedly absent through illness, the school may request medical evidence to confirm that appropriate treatment is being received.
- Evidence may include an appointment card, consultant letter or photograph of prescription medication.
- Without appropriate evidence, future absences may be recorded as unauthorised and a referral may be made to the **Attendance and Wellbeing Service**.
- Where a pattern of absence develops, we will work with families to resolve concerns at the earliest opportunity. This may involve inviting parents or carers into school for a meeting.
- If concerns continue, a referral to the Attendance and Wellbeing Service may be made.
- For **10 or more unauthorised sessions** within a school term, the Local Authority may issue a Fixed Penalty Notice in accordance with the RCT Code of Conduct.
- Welsh Government defines **persistent absence** as attendance below **90%**. Pupils whose attendance falls below this level may be referred to the Attendance and Wellbeing Service for additional support. Where agreed support plans are not engaged with, legal action could be considered by the Local Authority.

Can I take my child out of school for a holiday?

- Leave of absence during term time can have a significant impact on learning.
- Parents and carers do not have an automatic right to remove a child from school for a family holiday.
- Requests for leave of absence must be submitted **in advance**, with at least **four weeks' notice** for holiday requests.
- Request forms are available from the school office.
- The Headteacher will consider each request individually and respond in writing within **five school days**.



- As a matter of routine, holidays will not be authorised where a pupil's attendance is below the school's attendance target.
- Parents and carers should be aware that the Local Authority may issue a Fixed Penalty Notice where leave of absence has not been authorised by the school.

Breakfast Club

All pupils are eligible to attend Breakfast Club.

- Applications can be made online through the **RCTCBC website**.
- Breakfast Club operates from **8.10am to 8.30am**.
- Pupils cannot be admitted **before 8.10am** or **after 8.30am**.
- Please note that school gates will be closed:
 - before **8.10am**, and
 - between **8.30am** and **8.50am**.

The school is unable to supervise pupils during these times.

Collection Arrangements

To ensure the safety of all pupils, please note the following arrangements:

Nursery to Year 2

- Pupils must be brought to the gate in the morning and collected by a responsible adult at the end of the school day.
- This may be a person aged **16 years or over**, provided the school has been informed in advance.
- If someone unfamiliar to staff is collecting a child, parents and carers must notify the school beforehand.

Years 3 to 6

- Pupils may walk home independently if parents or carers have provided written permission using the form that will be distributed in September.
- Pupils attending after-school clubs during the **Autumn and Spring terms** must be collected by a responsible person aged **16 or over** due to the earlier darkness.
- During the **Summer term**, pupils may leave after-school clubs unaccompanied if written parental permission has been provided.

Emergency School Closures

- In the event of an emergency closure during the school day, all pupils must be collected by a responsible adult aged **16 or over**.



Penrhiwceibr PRIMARY SCHOOL

Positive, Polite and Safe

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- Pupils in Years 3–6 may leave school independently if written permission is received from a parent or carer.
- However, the school reserves the right to require collection by an adult where circumstances make this necessary, for example during severe weather conditions.

Thank you for your continued support in helping us maintain high standards of attendance, punctuality and pupil safety. By working together, we can ensure that every child is given the best possible opportunity to thrive and succeed throughout the school year.

Yours sincerely,

Mrs L. Tudge
Headteacher
Penrhiwceibr Primary School