



Rhos y Fedwen Primary School

Ysgol Gynradd Rhos y Fedwen

*Rhos y Fedwen Primary School
Honeyfield Road
Rassau
Ebbw Vale
NP23 5TA
Friday 20th March 2026
Telephone : 01495 364840*

Dear Parents and Carers,

We have reviewed our attendance monitoring procedures to ensure they are clear, consistent, and supportive for families.

A clearer monitoring system

We are moving to a half-termly monitoring cycle which will give families a realistic timeframe to show improvement in their child's attendance.

Attendance will now be reviewed within the defined monitoring period of a half term. This will mean that the pathway of support offered to improve attendance will be clearer.

Records of Absence

We will continue to authorise absences in accordance with policy, including the provision of reasonable explanations or proof of short-term illnesses. However, all absences from 13.04.26—authorised and unauthorised—will contribute to the overall attendance percentage used during the monitoring cycles. This reflects the reality that frequent short-term absences still impact learning and our expectation that children with many common ailments can still attend school.

We are adopting a clearer system for reporting absences. Parents must inform the school of the reason for an absence on the day it occurs. Evidence may be provided within that same week. Reasons provided after this point will not be accepted and will be recorded as unauthorised.

What happens at stage 3/Letter 3

If a family reaches Letter 3, no further absences will be marked as 'authorised' unless supported by appropriate evidence. At this stage families will be asked to arrange an appointment with the school within 5 days to discuss their child's attendance. If the parent does not attend within 5 days, an FPN will be issued.

Empowering Learners to Achieve and Flourish Together

Grymuso Dysgwyr i Gyflawni a Ffynnu Gyda 'i Gilydd

Ready, Respectful, Safe

Honeyfield Road, Rassau, Ebbw Vale, Blaenau Gwent, NP23 5TA

T: 01495 364840





Rhos y Fedwen Primary School

Ysgol Gynradd Rhos y Fedwen

From now on, we will:

- Monitor attendance across each half term with all parents of learners with attendance **below 90%** receiving letter 1, 2 or 3 progressively, as part of the AIM attendance monitoring pathway.
- Send attendance letters in the final week of the half term to all learners whose attendance has fallen **below 90% during that period**.
- Ensure all learners are monitored within the same timeframe, making the system fairer.
- Continue to request evidence for medical appointments and longer-term illness where appropriate.
- Accept absence reasons provided before, on the day of, and evidence within the week of the absence.
- Not accept reasons for absence after the week of absence has occurred.
- Base attendance letters on total attendance figures during the monitoring cycle, not just unauthorised absences as this reflects the reality that frequent short-term absences still impact learning and children with many common ailments can still attend school.
- Ensure the NHS' **'Is my child too ill for school?'** Website and information about common ailments is available on the school's website.
- Support Blaenau Gwent to issue Fixed Penalty Fines if parents/carers fail to arrange a meeting with the school to discuss attendance once letter 3 has been received or attendance has not improved.

Thank you for your continued support in helping us improve attendance and ensure every learner has the best possible chance to succeed. #NIMO

Yours sincerely

C. Bishop

Mr Bishop
Deputy Headteacher

Empowering Learners to Achieve and Flourish Together

Grymuso Dysgwyr i Gyflawni a Ffynnu Gyda 'i Gilydd

Ready, Respectful, Safe

Honeyfield Road, Rassau, Ebbw Vale, Blaenau Gwent, NP23 5TA

T: 01495 364840

