

Roath Park Primary School Ysgol Gynradd Parc Y Rhath



Attendance and School Leave Policy 2025 - 2028

Date Adopted by Governors	Review Date	Staff Members Involved
November 2025	October 2028	Headteacher / Deputy Headteacher Governing Body

United Nations Rights Respecting School – Gold Award Status

The United Nations Convention on the Rights of the Child underpin the basis of our policies and practices across the school. We are very proud to hold the Gold Award for our commitment to and promotion of children's rights.

The main articles represented in this policy include:

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Article 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

Article 28 (right to education)

Every child has the right to an education.

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Staff Well-being

This policy works in conjunction with our staff Well-being Charter and the Local Authority's School Attendance and Well-being Policy. These are available on our school website or by request.

Introduction

As a school our target figure for this academic year (2025-26) is **96%**

Regular attendance and good punctuality are vital in ensuring that all of our pupils receive the education to which they are entitled. Lack of continuity, a prolonged unauthorised absence or a series of short unauthorised absences soon result in a child falling behind, restricting both academic and social development which may then impact on the child's sense of well-being.

It is the policy of our school to develop a habit of punctuality and regular attendance at school that will be of value to every pupil and help them throughout their life.

While absence cannot always be avoided, it is the avoidable absences that we aim to discourage.

Monitoring Absence

Class teachers will register the children at the start of the morning and afternoon sessions.

Attendance is monitored on a daily basis by the school's Officer Manager. This is then reported to the school's Attendance Leader who is Mr. Lewis Fitzgerald.

Parents / Carers are expected to telephone the School (02920 499549) or email (roathparkprm@cardiff.gov.uk) to give the reason for their child/children being absent from school. We discourage Parents / Carers contacting teachers directly in order to keep all of the information in one central place. Furthermore, our Staff Well-being Charter outlines that staff are only to be contacted between 8.00am and 5.30pm and some illnesses are quite often reported outside of these hours.

The school operates a 'first day response' procedure – a parent or carer will receive a phone call or Schoop message if we do not know the reason for a child being absent from school. On some occasions our School Attendance Officer, Mr. Fitzgerald or Ms. Jane Marker will visit the home of a family to support a child in attending school. This procedure is also followed for Children who are Looked After (CLA) or regular non-attenders.

Permitted reasons (marked as 'authorised' absences)

Illnesses and personal circumstances, being temporarily educated off-site, regular attendance at a dual-educational setting or a set period of time for religious observation. These are all marked accordingly using specific codes on the registration system.

Other absences (marked as 'unauthorised' absences)

Holidays, persistent / unexplained absences.

Where a child has missed a lot of school for a prolonged period of time, the school will investigate and contact parents for a meeting. At Roath Park Primary we work with local primary school to challenge poor attendance and punctuality. A School Attendance Officer is shared amongst the primary schools, whose role is to challenge and support families with regard to attendance and punctuality.

100% attendance throughout the year

In 2021 Senedd Parc y Rhath (RPPS School Senedd) made the decision to incentivise good attendance throughout the school year. This usually involves a visit to a local ice cream parlour and a certificate.

School Leave

Children taking extended leave or holidays during term time.

Parent / Carers who are looking to book a holiday during term-time should contact Mr. Fitzgerald (LFitzgerald@roathparkprm.co.uk) in advance to share details of their travel arrangements.

This should include reasons for travel, dates of travel and an expected return to school date.

As per Cardiff Council policy, travel during term-time is by definition an unauthorised absence.

Prolonged absence

Cardiff Council regulations state that if a pupil is absent for over **20 school days** and hasn't returned from their absence or holiday and is not back in school on day 21 then the regulations permit schools to remove them from the school register.

This will be communicated to the parents in advance of the trip so that the consequences of their non-return are clear and that they may not be re-admitted to school as places may have been re-allocated.

Sanctions

As we are a caring school, we will always seek to resolve matters of poor attendance through effective partnership working with parents, families and carers.

Attendance is the responsibility of Parents / Carers so in the first instance the school will discuss any attendance concerns with the family. The Attendance Leader / Family Engagement Team (families@roathparkprm.co.uk) will also approach the family to ascertain why a pupil's attendance is poor.

Fixed Penalty Notices

As a school we try to avoid Parents / Carers being issued with Fixed Penalty Notices. However, legislation exists which can be used in exceptional circumstances.

Please follow the link below to access information and rules around Fixed Penalty Notices in Cardiff.

[CARDIFF COUNCIL - FIXED PENALTY NOTICES](#)

Governing Body

The school's Governing Body have agreed to abide by Local Authority advice and guidance with all issues to do with attendance and punctuality.