YSGOL GYNRADD
A MEITHRIN
PONTNEWYDD

Bryn Celyn Road
Pontnewydd
Cwmbran
Torfaen NP44 1JW
Ffôn: 01633 483307
Rhif ffacs: 01633 864483

Pennaeth: **Ann-Marie Maloney** - Cadeirydd y Llywodraethwyr: **Steven Evans**

7th September 2026

Annwyl parents/carers,

Please find attached with this letter information from Torfaen regarding their 'Not in, miss out' and 'Strive for 95+%' scheme promoting the importance of good school attendance along with our Request for Term Time Leave form and our Attendance Policy for your reference.

Your child's teacher will be discussing attendance for your child with you at the parent/carer consultations in October. Your child's attendance is monitored and tracked throughout the year and if there are any cause for concerns we will contact you.

Illness

We understand that children get ill and if they do need time off school as they're too unwell to attend please notify the office on the morning of their absence no later than 9.30am with a brief description of the nature of the illness. There an answerphone facility for you to be able to do this or you can use the text system, email or Dojo the School Office directly. **Please do not use Dojo to message the class teacher for this.**

Medical Appointments

If your child needs to have a medical appointment please try to arrange it outside of school hours if possible. If this is not possible please consider if you're able to send your child before and/or after the appointment so they miss as little school as possible.

Late Arrival

Please ensure your child arrives at school on time so they are not missing out on any school time. The vast majority of pupils are here on time which is excellent but there are a few who are often late which impacts not just their education but the education of others in their class with the disruption when they arrive. If your child will be late please notify the office of when we can expect to see them and let them know if they need a lunch ordered with the canteen.

E-boss: head.pontnewyddprimary@torfaen.gov.uk
Gwefan: www.pontnewyddprimaryschool.co.uk

Junior pupils must report to the office when they arrive and Foundation Phase pupils to their class teacher.

Holidays

We request that where possible holidays are taken during the school holidays and not in term time as a week or fortnight out of school will have a big effect on your child's education for that academic year. Where attendance for the last 12 months is over 95% or in very exceptional circumstances, holidays will be granted as an authorised absence. Please ensure you put in a 'Request for Term Time Leave' form in plenty of advance before your holiday. There is one attached with this letter and it can also be found on the website under 'Forms' or paper copies are available from the school office. If your holiday request is not granted the absence will be marked as 'unauthorised'. This means, in line with our Attendance Policy and Torfaen's policy, a 'Fixed Penalty Notice' fine could be issued by the Education Welfare Officer and Torfaen's legal team. You can find out more about this in our Attendance Policy which is included with this letter and a copy of which is available on our website under 'School Policies'.

Absence Without Reason

Please be aware if we cannot get a response from you with regards to why your child is absent from school we have to report to the Education Welfare Officer after three days (or two days if before a weekend). This is for safeguarding reasons; we need to be aware of where your child is and if they are safe. We will try texting, calling and emailing you before we do this. Persistent absence without reason can result in warnings and 'Fixed Penalty Notice' fines from Torfaen also.

Celebrating

We love to celebrate good attendance and each week the class with the best attendance is announced in assembly and there will be notification on our newsletter. That class get extra play in the following week. Pupils with over 95% attendance in a term are entered into a prize draw to win high street vouchers. We also celebrate with termly certificates.

I also would like to extend my thanks to all the parents and carers who consistently work hard to ensure their child's attendance at school is good.

Yn gywir,

K.Strong

Mrs K. Strong
Leader for Attendance

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