



St Martin's School

Ysgol Martin Sant

Hillside, Caerphilly CF83 1UW

Tel. Ffôn: 029 20 858050

Fax. Ffacs: 029 20 858051

E-mail E-bost: reception@stmartins.caerphilly.sch.uk

Website Safle wê: stmartins.caerphilly.sch.uk

Headteacher Prifathro: Mr. L. Jarvis

20th December 2018

Dear Parent/Carer

St Martin's places great importance on maintaining high levels of attendance and wellbeing and we are committed to helping your child achieve the highest possible standard of both

As such, please be advised that, beginning in January 2019, and in line with Education Welfare Service guidelines, students who show more than 5 days of illness on their attendance record will have any further illnesses categorised as **unauthorised absence** unless proof of illness can be shown to the school.

Proof of illness can include the following:

- A medical appointment card, email or text showing the date and time a doctor's appointment was attended that coincides with the illness (screenshots or photos are acceptable)
- A pharmacy prescribed medication label (on bottle or box of medicine) with child's details and date of prescription
- A prescription from the GP with the child's details and date of prescription
- Medical evidence of your child's condition such as a letter from the GP or dental surgery or from hospital

Unauthorised absences on your child's attendance record can lead to a Fixed Penalty Notice Warning (FPNW) being issued by the school if at least 10 sessions (5 school days) are lost during a rolling 12 week period. These do not need to be consecutive. If no improvement to attendance is made after the FPNW is sent, or no proof is provided, this may result in a fine and referral to the Education Welfare Service. Fines start at £60, increasing to £120 or more if not paid within 28 days.

If you have any concerns about your child's attendance and wish to discuss this with us, please telephone or email the school, or make an appointment to see our Attendance Clerk.

We are always here to support your child, and you, with their wellbeing as well as their educational needs and greatly value your help to achieve this.

Kind regards

Mr L Jarvis
Headteacher

Learning Together, Achieving Forever **Dysgu ynghyd, cyflawni o hyd**

