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2 September 2025

Dear Parents and Carers,

Re: Importance of good attendance and key policy changes 2025-26

At Ysgol Bro Taf, we are committed to providing the best possible education for your child, and we know that excellent attendance is crucial to achieving this. Every day counts when it comes to learning, and regular school attendance lays the foundation for both academic success and positive well-being. Attendance is a whole school priority at Ysgol Bro Taf, this letter outlines systems that will be in place throughout 2025-26 to promote positive school attendance but also highlights some key changes which you need to be aware of moving into this academic year.

Why is attendance important? Children who attend school regularly are more likely to achieve well, develop positive friendships, and gain important life skills. Even short periods of absence can have a significant impact on a child's progress and confidence in school.

Every child should be aiming for attendance above 95%. Attendance information will be sent out regularly via 'Bromcom', please ensure you are using the Bromcom app and you are receiving notifications.

Key Changes to the School Attendance Policy

To help ensure every child has the best chance to succeed, we would like to inform you of several important changes to our attendance procedures:

1. **Term-time holidays** will not be authorised, unless for exceptional circumstances. In these cases, requests will be reviewed on an individual basis.

If a family chooses to take a child out of school for a holiday and the child's attendance is below 86% on the first day of the holiday, a Fixed Penalty Notice (FPN) will be issued.

2. **Illness and Sickness:** If your child is unwell and unable to attend school, it is essential that you inform the school as early as possible on the first day of absence. This can now be done through the MCAS app. More details on this can be found on the school website in the section labelled 'Attendance'.

As a school we understand that illness will happen from time to time, however it is imperative that all illness is reported to ensure attendance can be authorised. If your child's attendance drops below 86% or it is your child's fourth or more bout of illness, medical evidence will be required. If this is not provided the attendance will be coded as unauthorised.

Headteacher: Mr Mark Thomas

Albion Community Campus, Cilfynydd, Pontypridd, RCT CF37 4SF



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The use of Fixed Penalty Notices (FPN'S). The school will issue an **FPN if your child has more than 10 days of unauthorised absence**. This includes absences due to holidays, sickness without medical evidence (as outlined above), or unexplained absences.

Monitoring of attendance:

The school will be **closely monitoring all pupils whose attendance falls below 90%**.

- These pupils will be classed as **'persistently absent'** and their attendance will be recorded as **'amber'**.
- This level of absence has a serious impact on learning and requires **urgent attention**.
- If attendance drops **below 86%**, the school may refer the case to the **Local Authority's Attendance and Well-Being Service** for further support and intervention.

In Summary

- Term-time holidays are not permitted and may result in an FPN.
- Medical evidence is required for repeated or extended illness-related absences.
- More than 10 days of unauthorised absence = risk of an FPN.
- Attendance below 90% is a serious concern; below 86% may lead to a referral to the LA.

We thank you for your ongoing support in helping us maintain high standards of attendance. If you have any questions or would like support with improving your child's attendance, please do not hesitate to contact your child's Head of Year, details outlined below:

- Lower School: Miss Amy Chard (Deputy Head of Lower School)
- Year 7: Miss Emmi Cronin
- Year 8: Miss Abigail Bayliss
- Year 9: Mr Owen Daniel
- Year 10: Mr Josh Baker
- Year 11: Mr Jordan Jones

Thank you for your ongoing support.

Mrs Kayleigh Oliver
Deputy Headteacher

Headteacher: Mr Mark Thomas

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