

September 2024

Annwyl Parent / Carer,

We wish to share with you that the school will once again this year be issuing Fixed Penalty Notices (FPN), as part of the attendance strategy of Welsh Government and Newport Local Authority.

We feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms all day, every day. We wish to reassure you that we will only issue an FPN as a last resort, as usually issues are resolved with clear home to school communication. However, when there are no underlying reasons for school absence then the FPN process will be followed.

Fixed Penalty Notices may be considered appropriate when:

- **At least 10 sessions (5 school days)** are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least **10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays**; or
- **Persistent late arrival** at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- **Truancy**, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Any attendance related issues should be reported to our Attendance Officer, Mrs Tudge, via Class Charts, using the **Absences** tab. Medical evidence - such as appointment cards or text reminders from the GP/Dentist etc. can be uploaded within the tab using the drop-down menu. Please can we encourage you, whenever possible, to report your child's absence via Class Charts before 8.30 am.

We are aware of the significant impact that good attendance has on attainment and we have always been proud of our attendance figures in Bassaleg School and I would like to take this opportunity to thank parents and carers for their continued support in this matter.

Many thanks in anticipation of your co-operation.

Yr eiddoch yn gywir



Victoria Lambe
Headteacher