



Friday 9th October 2026

Dear Parents/Carers

In March 2025, our Governing Body made the decision to adopt the Local Authority's Attendance Policy. We follow Torfaen's Strive Attendance Framework and liaise regularly with the Education Welfare Service. The Governing Body have taken this measure to fall in line with other schools in the Local Authority and to ensure a consistent approach to raising attendance levels across the authority. The school's attendance target is 95% and the local authority are continuing to drive the 'Strive for 95+' initiative through their #notinmissout campaign.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. All holidays during term time will be classed as unauthorised. (See table below).

Unauthorised absences may be referred to the Education Welfare Officer, and consideration made to issuing a Fixed Penalty Notices (FPN), as part of Welsh Government and Torfaen County Borough Council's attendance strategy.

Whilst we will continue to reward pupils for 100% attendance, we will also be sending out Stage 1 and Stage 2 letters where there are concerns about your child's attendance. We will also invite parents in to school to attend 'Attendance Improvement Meetings' if our concerns continue.

Days off school add up to lost learning					
175 non-School Days a year			175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments		
365 DAYS IN EACH YEAR	190 SCHOOL DAYS IN EACH YEAR	10 days absence	Learning time lost 19 days absence	Learning time lost	Learning time lost
	180/190 DAYS USED FOR LEARNING EACH YEAR	171/190 DAYS USED FOR LEARNING EACH YEAR	29 days absence Half a term missed	38 days absence	47 days absence
	190 days for your child's education		161/190 DAYS USED FOR LEARNING EACH YEAR	152/190 DAYS USED FOR LEARNING EACH YEAR	143/190 DAYS USED FOR LEARNING EACH YEAR
	GOOD 100% -----95% Best chance of success Gets your child off to a flying start		WORRYING 90% -----85% LESS chance of success Makes it harder to make progress		SERIOUS CONCERN 80% -----75% Not fair on your child Court Action!

Please refer to our Attendance Policy, Torfaen's Strive Attendance Framework and TCBC's Fixed Penalty Notice Policy for further details. Both of these can be found in the policy section of our website:

<https://www.henllyschurchinwalesschool.co.uk>

If you have any concerns or queries, please do not hesitate to make an appointment to discuss this further.

Kind regards

P. C. Minto

Mrs. Philippa C. Minto