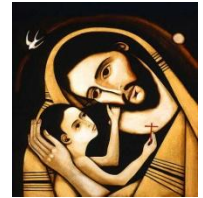


ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, CLYDACH
YSGOL GYNRADD GATHOLIG SAN JOSEFF, CLYDACH
"Together in Christ, Living, Learning and Growing"
"Byw, dysgu a thyfu, gyda'n gilydd yng Nghrist"



Headteacher: Mrs. Mary Mort

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School Website: <http://www.stjosephscatholicps-swanea.co.uk/>

Important Update: Changes to Absence Policy from January 2026

Dear parents/carers,

following a review of attendance patterns, we are required to align our procedures with Swansea Council guidance to ensure consistency and fairness for all families. **Please note the following changes to our school's absence policy, effective from January 2026:**

Holiday requests: We will no longer be issuing holiday request forms. Instead, parents/carers must inform the school in writing—either by letter or email—when a pupil will be absent due to a holiday. It is essential that we know a pupil's whereabouts; if we are unable to confirm this, we are obliged to inform the Education Welfare Officer of a missing pupil.

Authorised absences: Headteachers can only authorise absences in **exceptional circumstances** and for a maximum of **10 school days per year**. If an unavoidable absence is required, the request will need to be put in writing, including specific dates and the reason for the absence.

Please note that unauthorised absences may lead to further action, including fixed penalty notices, in line with national legislation, particularly if it results in the child's attendance dropping below 90%.

Pupils taken off role if away for 4 weeks/20 school days: If 4 weeks/20 school days are missed, or due to be missed, because the pupil is out of county or having an extended holiday to their home country, etc: there is a risk that the pupil could be removed from roll and there is no assurance that there will be a place for them when they return.

Why good attendance matters:

Regular attendance is vital for your child's learning, progress and wellbeing. Children who attend school consistently achieve better academic results, develop stronger friendships, and build the skills they need for future success. Even a few days of missed learning can make it harder for your child to keep up and feel confident. Punctuality is also vital; when learners arrive late at school can be very disruptive for the child, the teacher, and the other children in the class.

If you have any questions or need clarification, please contact the school office.

Thank you for your continued support in promoting excellent attendance.

Kind regards,

M. Mort

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