

West Monmouth School

Ysgol Gorllewin Mynwy



Believe Achieve Succeed Credu Cyflawni Llwyddo

WMS - a caring School

Headteacher/Prifathrawes: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date: 4th of September, 2026

Dear Parent/ Carer,

We would like to thank all the pupils who regularly attend school on time for registration and to each lesson. We want to remind all parents of our procedures regarding punctuality at West Monmouth School.

At West Monmouth School registration starts at 8:25am every day. Pupils who arrive late are greatly disadvantaged because they miss starting the day with their peers and picking up important messages. Lost learning time due to lateness is obviously something that we want to avoid, to give every pupil the best opportunity to succeed. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. **Pupils should at school for 08:20am in order to be in registration for 08:25am every morning.**

In order for parents to be informed of their child's lateness to school, we will be sending out a daily message to parents to inform them. Pupils will also be expected to attend a Red Card detention at breaktime if arriving between 08:25am and 08:45am. Any pupil who arrives after 08:45am will be required to attend an after-school detention that day within the Ready to Learn room from 3:00pm – 3:30pm.

We are required to monitor pupil punctuality and attendance. Lateness, after the registers close at 09:15am, is classified as an unauthorised absence, and therefore will be coded using a U code. This means that your child will be marked with an unauthorised absence for that morning. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service and/or trigger Fixed Penalty Notice procedures.

We recognise that there may be rare occasions when a pupil is unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when your child will arrive. If you have any appointments arranged for your child, please contact HarryS4@torfaenschools.wales to inform us. If you have any concerns regarding the punctuality or attendance of your child, please contact your child's Head of Learning.

Term Time Holidays

Holidays during term time is strongly discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a pupil's potential achievement and overall attendance.

West Monmouth School, Pontypool NP4 5YG

Ysgol Gorllewin Mynwy, Pontypwl NP4 5YG

Tele/Ffon: 01495 767430

Email/Ebost: Head.WestMonmouthSchool@torfaen.gov.uk

Website: www.westmonmouthschool.com

Twitter: @wms1898



The Headteacher may authorise holidays at their discretion and will only agree to authorise the absence under very exceptional circumstances; parents and carers must apply in advance for permission via completion of the following form - [West Monmouth School Absence Request Form](#) which is also available via the school website through the following link: www.westmonmouthschool.org.uk/Attendance. **If the holiday is not granted by the Headteacher, the parent/carers may be issued with a Fixed Penalty Notice via the Education Welfare Service.**

Examples of exceptional circumstances include:

- Parent working abroad for a fixed, medium-term period;
- Family are returning to country of origin;
- Parent returning from active tour of duty.

Local Authority Introduction of Fixed Penalty Notice

All schools share the Welsh Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly. **Torfaen will now be exercising this power and we, as a school, will be asking them to issue Fixed Penalty Notices as outlined in the information below:**

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incurs a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during a term. These do not need to be consecutive.
- At least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays.
- Persistent late arrival at school after the register has closed (recorded as a U code) during a 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.

Support and guidance regarding attendance is available from school or the Local Authority, however should you have any specific queries in relation to this letter, please contact me on the above telephone number/email address below BraggC8@torfaenschools.wales.

Yours sincerely,



Mr C. Bragg

Assistant Headteacher

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