



Dewstow Primary and Nursery School,
Woodland View, Caldicot, NP26 4HD
Tel: 01291 636360

www.dewstowprimary.org.uk
Dew.Primary@monmouthshireschools.wales

Headteacher Liz Bain
Deputy Headteacher Mr Nicholas
Assistant Headteacher Mrs King

Together we learn, together we grow

Friday 19th September 2025

Dear Parents/Carers,
Annwyl Rhieni,

Attendance

At Dewstow Primary School we make every effort to ensure that all our pupils understand the importance of good school attendance and punctuality. Both factors are crucial to enable children to achieve their full potential. We also recognise the part that parents/carers can play in supporting their child to establish good habits regarding attendance and timekeeping.

Last year, we achieved our target of 92.5%. **This year our attendance target is 93%.** This is a realistic target, but we all need to work together to ensure that the children are in school every day.

Our School Education Welfare Officer (EWO) is Ms Rachael Worrada. The EWO will continue to monitor your child's attendance throughout the year. I would be grateful if you could continue to work with us and ensure that your child is in school on a daily basis and on time.

What to do if your child is absent or late:

If your child is absent from school, please phone the school by 9.15am to inform the school office that your child is unwell and please state the reason for absence. All schools must record why the children are absent from school. If we do not hear from you, Mrs Godbold or Mrs Watkins will contact you requesting the reason why your child is absent. If your child is absent from school on Day 2, and subsequent days, you must inform school of the reason again. If you do not contact us, Mrs Godbold or Mrs Watkins will contact you on the second day of absence. It is important that we Safeguard all children in our care.

Please ensure that your child is in school on time. A register is taken at the beginning of each morning and afternoon. Lessons start at 08.50am. Learners arriving late should be taken to the school office. Children do not like to walk into their plazas late and they are also missing valuable teaching input.



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If your child leaves school throughout the school day, all parents/carers must sign their child out of school. This is for fire regulations, which we must comply with as a school.

90% attendance sounds good, but this means that your child misses:

- one half day each week
- nearly four weeks every school year
- over one school year in a school career.

Rewards:

We like to encourage and praise children who attend school regularly. There are opportunities for our children to win many certificates through celebrating good punctuality and attendance.

We do this through:

100% termly certificates

96% and over termly certificates.

In our weekly Celebration Assembly, the class with the best attendance receives the school attendance cup, stickers, and certificate for the week.

Appointments:

Please try to arrange routine appointments to be taken outside school hours.

Unauthorised absences will be pursued by the school and the EWO. Please make every effort to send your child to school. If your child is unwell when they are in school, we will contact you for you to collect your child.



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Punctuality:

Punctuality is very important.

- 5 minutes late every day = 3 days lost per year
- 10 minutes late every day = 6 days lost per year
- 15 minutes late every day = 10 days lost per year
- 20 minutes late every day = 13 days lost per year
- 30 minutes late every day = 19 days lost per year

100% Attendance	0 weeks of learning missed	Best chance of success -Well done.
95% Attendance	1 week 4 days of learning missed	Good chance of success -Well done.
*90% Attendance	3 weeks 4 days of learning missed	Poor attendance - We are worried
85% Attendance	5 weeks 3 days of learning missed	Poor attendance - We are worried
80% Attendance	7 weeks 3 days of learning missed	Very poor attendance - We are seriously concerned.
75% Attendance	9 weeks 1 day of learning missed	Very poor attendance - We are seriously concerned.

In summary:

Parents/carers can do a great deal to support regular and punctual attendance of their children.

- Attend, when possible, parents' evening and other school events;
- Ensure that your child completes his/her homework;
- Goes to bed at an appropriate time;
- Ensure that your child only misses school for reasons which are unavoidable or justified, such as an illness;
- Always notify the school as soon as possible - preferably on the first morning of any absence;
- Talk to school if you are concerned that your child may be reluctant to go to school.



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Should you have any concerns regarding attendance, please do not hesitate to contact me.

Yours sincerely

Liz Bain
Headteacher/Pennaeth