Medical Appointments:
Hospital appointments during school hours require prior notice with a copy of the appointment letter. Routine GP and dental appointments should be scheduled outside of school hours.

Holidays and Term-Time Leave:
Term-time leave is discouraged due to its impact on learning. Applications for leave must be submitted at least two weeks in advance and ***will now only be approved in exceptional circumstances.***
Unauthorised leave may result in an FPN if combined with persistent absenteeism.

Reporting Absences:
Parents/carers must contact the school by 9:00 am to report an absence, providing a full explanation (e.g., not just "feeling unwell") and the expected return date.
Staff may follow up with questions regarding the child's condition, patterns of absence, or treatments.

How You Can Help:
Ensure your child attends school regularly and on time.
Notify the school immediately about absences, providing detailed reasons.
Avoid booking holidays during term time.
Schedule routine appointments outside of school hours.
Thank you for your cooperation in supporting your child's education and wellbeing. If you have any questions or concerns about attendance, please contact the school office.

Risca Cluster Attendance

Learning to Shine and Work Together in our Community