

Richmond Park Community Primary School

Priory Street
Carmarthen
Carmarthenshire
SA31 1NB



Ysgol Gynradd Gymunedol Parc Waundew

Heol Y Prior
Caerfyrddin
Sir Gar
SA31 1NB



@RichmondParkCPS
@YsgolRichmond

Headteacher / Pennaeth: Mrs Helen Luff

Tel: 01267 235 001

Email: admin@richmond.ysgolccc.cymru

www.richmond.amdro.org.uk

Richmond Park School,
Carmarthen



28th September 2021

Dear Parent / Guardian,

Please do not dismiss this letter – it is important – please read it.

When a child is not in school it is our LEGAL DUTY to find out why.

If you do not send a message to us via email, DOJO, or voicemail in the morning we try to find out where they are to ensure that they are safe and that you are aware that they are not in school.

If we cannot find a valid reason as to their absence, we mark them as an UNAUTHORISED ABSENCE.

The Welsh Government also note a late mark without a valid reason as an unauthorised absence.

When a child has a number of these unauthorised absences, we refer them to the EDUCATION WELFARE SERVICE for their team and SCHOOL SOCIAL WORKER to get involved.

Please, please can we urge you to get in touch and let us know where your children are if they are not in school. This saves us time and also ensures your children are safe. It will also help to ensure unnecessary referrals are not made.

Thanking you in anticipation.

Kind regards,

Helen Luff ~ Headteacher

