30/9/2020

 Dear Parent(s) Carers and Guardians,

As you may be aware the Welsh Government needs data on a regular basis to understand overall attendance patterns and to identify the characteristics of pupils who are not attending school. I am therefore writing to you to inform you that all schools in Pembrokeshire have been asked to ensure that all parents and carers are made aware of this new data collection.

The following data will now be collected for the purpose of this project:

* + Unique Pupil Number (UPN)
	+ Forename
	+ Middle name(s)
	+ Surname
	+ Gender
	+ DOB
	+ Home postcode
	+ Ethnic background
	+ Eligibility for free school meals
	+ Additional learning needs
	+ English as an additional language
	+ Attendance code for each half day session

The privacy notice attached will provide further information on how the data will be used in the new process. Please note any reference to ‘we’ in the attached privacy notice refers to Welsh Government and not an individual school.

Regards/Cofion

Steven Richards-Downes

Director for Education

Cyfarwyddwr Addysg