

**OLDCASTLE
PRIMARY SCHOOL**

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step



Oldcastle Primary School Attendance Policy

Version	September 2024
Date	19th June 2024

Mission statement

Oldcastle Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will provide an environment where all pupils feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and wellbeing of all children.

The school will follow the All Wales Child Safeguarding procedures and local protocols in relation to specific and identifiable wellbeing issues that prevent a child from accessing education, or where there are safeguarding concerns.

For a pupil to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and our school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government. For information relating to this legislation and guidance, see Appendix 2.

The legislation makes provision for a school day which is to be divided into two sessions with a lunch break in the middle and to be available for 190 days in any school year.

The school will review its systems for improving attendance on an annual basis to ensure that it is achieving its set goals and targets as identified by the Governors, local authority, Central South Consortium and the Welsh Government.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets, as set by the local authority.

1. Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents, carers and pupils.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them, both now and in the future.

We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual pupils and assist in overcoming any barriers that may be preventing the expected level of attendance. These strategies may be school-based, or may be implemented jointly with other partners to ensure the most appropriate support for the individual and their family. These expectations and potential consequences of not meeting the expectations will be regularly communicated to parents throughout the academic year in various ways such as text messages, the school website, newsletters and at parents' evenings.

The school Family Engagement Officer will work with families who require support around school attendance. Thrive support will be offered for any children finding coming to school difficult, along with our morning 'Croeso' club. Parents struggling with getting their

children to school will also have the opportunity to be supported by school staff and the FEO.

The school informs parents of their child's attendance using the 'Attend to Achieve' letters and promotes the importance of good attendance on the weekly newsletter, class newsletters and parents evenings.

2. School procedures

Any pupil absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the head teacher/ deputy head teacher, or a member of staff acting on their behalf, can authorise absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (N code) and promptly followed up by the school as part of its early intervention and safeguarding strategies. This will be in the form of a text message, telephone call or letter to the parent or carer to enquire about the whereabouts of the pupil. If no reason is given by the end of 10 school days or the reason given is not reasonable, the pupil will be recorded as an unauthorised absence (O code).

The coding for any absences will be in accordance with the guidance provided by the Welsh Government's All Wales Attendance Framework as in Appendix 1.

3. Punctuality

Morning registration will take place at the start of school at 8.55am. The registers will remain open for a maximum of 30 minutes from this start time, in accordance with Welsh Government guidance. Any pupil arriving after this time will be marked as having an unauthorised absence (U code) unless there is an acceptable explanation i.e. school transport was delayed. In addition, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (M code in this instance).

Pupils arriving after the start of school but before the end of the 30-minute registration period will be coded as late (L code).

Afternoon registration will be at 12.25pm (reception), 12.40pm (Year 1), 12.50pm (Year 2), 1.10pm (Year 3 and 4), 1.30pm (Year 5 and 6) and any pupil arriving after this time will be marked as present but late (L code) if they arrive within 30 minutes or an unauthorised absence (U Code) if they arrive more than 30 minutes after the start of the afternoon session.

In the event of five late arrivals, the school will contact the parent by letter (Punctuality Letter 1) to inform them of the impact on their child's attendance and subsequent attainment. Should the pupil continue to arrive late for registration after being issued with this letter, the school will issue a second letter inviting the parent or carer to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate. Following this meeting, if the pupil is late again, or parents and carers did not engage with the first face-to-face meeting, the case will be referred to the Education Welfare Service.

Parents and carers are reminded that the local authority may issue a fixed penalty notice for persistent lateness after the close of the register in accordance with the local authority's Code of Conduct for the Issuing of Fixed penalty Notice for Non-School Attendance, if the number of unauthorised absences or lates (O or U codes) is 10 sessions or greater in the current term.

4. First day absence – Appendix 7 (BCBC Protocol)

Parents and carers are reminded that they should contact the school by 9:00am if their child is not able to attend school on that day. Parents are encouraged to contact the school using the absence option on the school telephone line 01656 815790 or via email. Parents and carers must state the **full** reason for the child's non-attendance (not just "feeling unwell") and indicate the likely date they will return to school. Parents should be prepared for the members of school staff to ask questions about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving.

If a parent or carer does not contact the school, staff will endeavour to ascertain the specific reason for non-attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a text, phonecall, a home visit from a member of school staff or an Education Welfare Officer. Once the specific information is received, the register will be amended to reflect the appropriate absence code (see Appendix 1 for the types of code). For further information, the 1st Day protocol outlines the information.

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to Children's Services or are looked after (CEC). The local authority's Education Welfare Service will be notified of unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.

Any learners may be subject to a visit from the Education Welfare Service where the school has any concern around attendance, or lack of contact from parents. These visits are intended to offer the right support to overcome any barriers to attending schools.

5. Absence notes and supporting evidence

Notes received from parents explaining the reason for the absence will be kept on file in line with school retention policies. Parents and carers are aware that only the Headteacher or their representative can authorise an absence and that further information such as a letter from a GP or consultant may be required to support the reasons given for absence.

6. Medical and illness absences

The school appreciates that there are times a pupil has to attend a medical appointment during the school day. In these instances, a copy of the hospital appointment letter should be provided to the school **prior** to appointment date to inform the school of the set scheduled time. This, however, does not apply to routine GP or dental appointments, which can and should be arranged for times outside of the school day.

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made.

7. Continuing and frequent absence

Within the school it is the responsibility of the class teacher or attendance officer to be aware of and bring attention to the head teacher/ deputy head teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible. This may involve inviting the parents or carers and the pupil into school for a meeting. However, should this absence persist a referral will be made to the Education Welfare Service when the attendance drops below 92% for the preceding six school weeks.

For unauthorised absences of 10 sessions or more in a school term (there are two sessions in a day, morning and afternoon), the local authority may issue a fixed penalty notice in accordance with the local authority's Code of Conduct.

8. Persistent absence

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 92% attendance).

9. Absence related to discrimination

A pupil's absence from school may be due to bullying, which can take many forms and can be direct (either physical or verbal) or indirect, for example, ignoring a pupil or not talking to them. Some of this bullying may be discriminatory.

As a school, we will monitor and report all discriminatory incidents each term and if the reason for a pupil's absence is related to any of the above issues, we will take action to deal with the situation.

10. Leave of absence/holidays in term time

Leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum. Parents and carers do not have the automatic right to withdraw their children from school for a family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

The school will consider any application for leave of absence; parents and carers must apply in advance for permission for their child to have leave of absence (four weeks minimum notice for a family holiday). Forms to request a leave of absence can be obtained from the school, either in paper copy from the school office or from the school website. The deputy head teacher will consider the request and respond in writing within 5 school days to inform the parent or carer whether the request has been authorised.

Subsequently, a parent or carer can make an informed decision whether they wish to pursue the absence in the knowledge of any potential consequences.

Parents and carers are advised that a fixed penalty notice may be issued by the local authority when permission for a holiday or leave of absence has not been authorised by the school. The local authority's Code of Conduct for Issuing Fixed Penalty Notices can be obtained from the school, the local authority's website or the Education Welfare Service.

Oldcastle has the discretion to authorise term time requests for authorised absence over 95% and up to 10 days. There are a number of factors will be taken into account when deciding whether to authorise term time requests for authorised absence.

Factors include:

- Attendance in the previous academic year
- Number of absences this academic year
- Number of unauthorised late marks this academic year
- EWO involvement
- Each case will be looked at on an individual basis and parents will be informed of this decision..

11. Fixed Penalty Notices for Non-Attendance at School

The school may request the local authority to issue a fixed penalty notice where a parent/carers has failed to secure their child's regular attendance at school. A penalty notice can be requested against one of following criteria:

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive), which may or may not include pupils who are persistently arriving after the close of the registration period (Recommended that registers be kept open for thirty minutes);
2. Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels;
3. Where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence);
4. Where a holiday in term time has been requested but has been unauthorised.

To comply with [The Education \(Penalty Notices\) \(Wales\) Regulations 2013](#), Oldcastle School will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

Each pupil's absence will be considered on its own merits and if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is significantly low, a referral to the Education Welfare Service may be considered as an alternative to requesting a penalty notice.

12. Reintegration

The school will welcome back all pupils on return from a long term absence. This will include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

If the pupil has been absent for a considerable period of time, a reintegration plan will be introduced tailored to the needs of the individual.

13. Roles and responsibilities

Oldcastle School is aware that ensuring regular school attendance is a demanding area of work that depends on establishing and utilising close working relationships between parents, pupils, schools, the local authority and other professionals who work with children.

A key part of any successful working relationship is a clear understanding of each person's role and responsibilities, and as such the following sets out to clarify the roles and responsibilities for those people engaged with tackling absence issues.

13.1 The Parent/Carer

Under section 7 of the Education Act 1996, the parent/carers is responsible for ensuring that their child of compulsory school age receives efficient full-time education that is suitable to their child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school, alternative provision or by elective home education (the parent can choose to provide education for their child).

A pupil's punctuality is also a legal requirement and parents/carers of a pupil who is persistently late (after the close of the register) can also face legal proceedings. Sometimes, there are situations at home that may make it difficult for a pupil to arrive on time and as such due consideration is given to any help or assistance a family may need in these circumstances.

13.2 The School

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day; at the **start** of the morning session and once during the afternoon session. The accuracy of the register is important in order to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 92% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 92% or below over a six week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised).

Miss Hodgson, Deputy head teacher will be responsible for the strategic management of attendance across the school. They will scrutinise the data on a weekly basis, monitor

trends and patterns across cohort of pupils, and evaluate interventions for their impact and effectiveness and direct resources for the best possible outcome.

The Admin team and Family Engagement Officer will be responsible for the daily operation duties of the attendance team. They will ensure that all registers, both session and lesson, are completed on a daily basis and if not will escalate this to the Attendance Lead for action. They will undertake the 'first day response' (**refer to protocol in appendix 7**) on each morning for those pupils whose families have not made contact. They will collate the supporting evidence, and chase any outstanding forms, absence notes, holiday request forms etc. The officers will compile the data in preparation for analysis by the Attendance Lead, form tutors and heads of year (**~~delete where appropriate~~**), and make the referrals to the Education Welfare Service via the EW1a form embedded within SIMS.

In order to request a fixed penalty notice, the school will monitor the individual attendance patterns of their pupils. If trends are identified that match the criteria stated in the local authority's Code of Conduct, a school has the opportunity to make a formal request to the local authority to issue a penalty notice.

13.3 The Education Welfare Service (EWS)

The principal function of the Education Welfare Service is to improve attendance in all schools and alternative education provisions across the local authority by supporting pupils and their families to overcome their barriers to engagement.

The service provides support to schools, pupils and their families to ensure regular attendance and address any difficulties relating to absenteeism. The Education Welfare Service works collaboratively with a range of support services and agencies and provides an essential link between home and school to ensure that pupils benefit from the educational opportunities available to them.

The service acts on behalf of the authority in its statutory enforcement capacity and is responsible for a number of related duties that include:

- the regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones;
- to investigate, locate and track children who are referred as "Children Missing from Education";
- to oversee the education needs of vulnerable pupils e.g. Gypsy Traveller families;
- to work in partnership with the Police in the arrangement and coordination of formal truancy operations in accordance with Crime and Disorder legislation.

13.4 The Police

The Police take a fundamental role in Truancy Sweep initiatives. Police officers should be made aware of categories of children who may have a justifiable cause to be out and about during school hours, especially home-educated children and excluded pupils. The police should also be made aware of other relevant information such as school hours,

school holidays, training days, and whether the area is frequented by children from other areas with different school holidays.

The police should be given names and known movement patterns of children known to be persistent non-attendees and, where appropriate their address.

It is recommended in the 'All Wales Attendance Framework' that the police officers operating the power to approach young people do so in uniform (due to child safeguarding concerns) and where practicable are accompanied by an education representative such as an EWO, who will be able to check the school status of the young person concerned.

Where appropriate the British Transport Police are brought into discussions in respect of problems, involving pupils congregating on the rail network.

During Truancy Sweeps there may be occasional cases in which suspected truants refuse to comply. In such cases, if the police officer has reasonable grounds for believing that the child or young person is absent from school without authority, the power under section 16 and section 8 will enable the officer to use such reasonable force as is necessary in the circumstances. Similarly, once the child is returned to the Designated Central Location or School where the suspected truants refuse to comply, the police officer has reasonable grounds for believing that the child or young person is absent from school without authority, the power under section 117 of the Police and Criminal Evidence Act 1984 enables an officer to use such reasonable force as is necessary in the circumstances.

As part of the local authority's Code of Conduct for tackling non-attendance at school, Police are able to request an FPN be issued to a pupil's family if they are found in a public place during school hours (truanting).

14. Attendance initiatives

The school and local authority will work closely together to raise the awareness of school attendance, promote good attendance and tackle unauthorised absence.

The school will use the Family Engagement Officer and Thrive practitioners to work with any pupils/ families who need support around attendance.

The school will work with the Education Welfare Service to undertake local authority initiatives such as the Wellbeing Response Visits, Meet and Greet sessions and target groups.

15. Categorisation of Absence

All pupils who are on role but not present in the school must be recorded within one of these categories.

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Authorised absence

These codes are for those sessions where pupils are away from school for a reason that is deemed to be valid. Evidence may be requested to support the reason given (e.g. medical evidence, appointment cards, etc.)

Unauthorised absence

These codes are for those sessions where pupils were absent and no reason has been provided or whose absence is deemed to be without valid reason.

Approved educational activity

These codes cover types of supervised educational activity undertaken off the school site but with the approval of the school and/or the LA, where the session has been supervised by an approved tutor.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education at another venue
- Education arranged by the Child and Adolescent Mental Health Service (CAMHS)

16. Dual Registration

Pupils who attend another school or unit will be dually registered at both venues. The enrolment status within the management information system (MIS) indicates the main place of education and which the subsidiary is. An example would be a pupil registered at this school but attending EOTAS provision or a pupil referral unit for certain days each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

The school or provision where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. School will liaise with the other education provider on a daily basis in order to identify pupils who are absent for the session and mark the register accordingly.

17. Retention of records

Computer registers are preserved as electronic back-ups copies. Attendance regulations stipulate that attendance records should be retained for at least three years; however it is good practice to extend this period in line with the education record retention schedule.

18. Register checks

The local authority will formally check the school registers on a termly basis to ensure there is compliance with the national legislation. It should be noted that registers are legal documents and it is an offence not to maintain accurate records.

19. Attendance targets

A system for analysing performance towards the targets has been established and the head teacher is responsible for overseeing this work. The school and Governing body will make use of the attendance data available from the Consortium and the local authority when reviewing its targets and analysis of the outcomes in comparison with similar schools from across the region.

The head teacher will present the attendance data in each of the termly reports to the Governing body for the figures to be scrutinised against the attainment data. The Governors will have the opportunity to challenge the data alongside the practices for managing attendance, in order to tackle the overall absence rates across the school and within specific cohorts of learners.

The school has set an attendance figure of 95% and we strive to reach this target weekly.

20. Strategic Action Plan

The school will produce an action plan to show how the school will set about achieving its attendance targets. This will include the school's aims for its vulnerable groups of learners, how it intends to close the gaps between the FSM and non FSM pupils' attendance, the operational management of attendance, the strategic management of attendance including the evaluation of impact of interventions etc.

This action plan will be reviewed on an annual basis and will be used to inform the School Improvement Plan.

APPENDIX 1

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

APPENDIX 2

Legislation and guidance

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude
- (b) to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes, the term parent means natural parents and includes any person who has parental responsibility or has day to day care of the child.

Section 444 1, 1(a) and (ZA) contains the details of when an offence is committed if a child fails to attend school or alternative provision arranged by the Local Authority.

The Education (Penalty Notices) (Wales) Regulations 2013 set out the framework for the operation of the Fixed Penalty Notice scheme.

The Equalities Act 2010 (Statutory Duties) (Wales) Regulations 2011

Registers and Admission

- The Education (Pupil Registration) (Wales) Regulations 2010
- The Education (School Day and School Year) (Wales) (Amendment) Regulations 2006

Attendance targets

- The Education (School Performance and Unauthorised Absence Targets) (Wales) (Amendment) Regulations 2006.

Guidance documents relating to attendance

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

Code Use for Common Courses and Activities

EXCEPTIONS	Code	SIMS Notes Field Exemplar
Music Exams	B	Music Exam. Letter provided & copied
Speech & Language Therapy	B	SALT Letter provided & Copied
Asthma Clinic	M	Asthma Clinic. Appointment card copied
Physiotherapy	M	Physiotherapy Appointment card copied
Sporting Tours	C	Tour (E.g. Rugby) and date. Evidence copied
Football Academy (With classroom learning)	B	E.g. Cardiff Academy with classroom. Letter copied
Football Academy (Without Classroom learning)	C	E.g. Swansea Academy. Letter copied
Club & National Competitions	P	Activity / Competition, Place and Date. Letter copied
Overseas Trips through Competitions	P	Activity / Competition, Place and Date. Letter copied
Travelling Time to Competitions (With letter from the Club)	C	Travelling to (Place Name) for competition. Letter copied
E-learning where there is an agreed package with the L.A	B	E-learning. Evidence Letter copied.
Child Performance	C	Child Performance. Evidence with L.A.

*** Any evidence provided to support code usage must be retained by the school**

APPENDIX 3

Attend to Achieve Letter (Purple Example)

Parents / Carer of «chosen_forename» «chosen_surname» «reg»
«address_block»

Dear Parent / Carer

I am delighted to inform you that «chosen_forename» «chosen_surname» has achieved **100%** attendance for the first half of the autumn term.

Possible Learning Missed – Autumn Term Total possible days in school 75 days / 150 sessions (this does not include inset days)		
Purple	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
Green	99%	Missing 2 days / 4 sessions of school
	98%	
	97%	
Amber	96%	Missing approximately 5 days / 10 sessions of school
	95%	
	93%	
Red	92% and below	Missing 6 days / 12 sessions or more

This is an excellent achievement and will give your child the optimum opportunity to succeed to their full potential. Your child will be given a 100% attendance certificate to thank them for their commitment to school.

Once again, many congratulations.

Yours Sincerely

Headteacher

APPENDIX 3

Attend to Achieve Letter (Green Example)

Parents / Carer of «chosen_forename» «chosen_surname» «reg»

Dear Parent / Carer

Congratulations, «chosen_forename» «chosen_surname» has a current attendance percentage of «percentage_attendance»%

		Possible Learning Missed – Autumn Term Total possible days in school 75 days / 150 sessions (this does not include inset days)
Purple	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
Green	99% 98% 97%	Missing 2 days / 4 sessions of school
Amber	96% 95% 93%	Missing approximately 5 days / 10 sessions of school
Red	92% and below	Missing 6 days / 12 sessions or more

It is really pleasing to write to inform you that your child has an attendance percentage of 97% or above. This is an amazing achievement. Please share this news with your child and thank them for achieving 97%+ attendance.

Should you require any further information regarding your child's attendance, or you require further clarification of this letter please do not hesitate to contact the school.

This letter is part of the school's procedures for raising learner attendance and aims to keep you informed of your child's attendance for the first term.

Yours Sincerely

Headteacher

APPENDIX 3

Attend to Achieve Letter (Amber Example)

Parents / Carer of «chosen_forename» «chosen_surname» «reg»
«address_block»

Dear Parent / Carer

«chosen_forename» «chosen_surname» has a current attendance percentage of
«percentage_attendance»%

		Possible Learning Missed – Autumn Term Total possible days in school 75 days / 150 sessions (this does not include inset days)
Purple	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
Green	99%	Missing 2 day / 4 sessions of school.
	98%	
	97%	
Amber	96% 95% 93%	Missing approximately 5 days / 10 sessions of school
Red	92% and below	Missing 6 days / 12 sessions or more.

I write to inform you that your child has an attendance percentage between 93% and 96%. If your child attends school regularly for the remainder of the year, they will likely move up into the green category.

Should you require any further information regarding your child's attendance, or you require further clarification of this letter, please do not hesitate to contact the school.

This letter is part of the school's procedures for raising learner attendance and aims to keep you informed of your child's attendance for the first term.

Yours Sincerely

Headteacher

APPENDIX 3

Attend to Achieve Letter (Red Example)

Parents / Carer of «chosen_forename» «chosen_surname» «reg»

Dear Parent / Carer

«chosen_forename» «chosen_surname» has a current attendance percentage of «percentage_attendance»%

		Possible Learning Missed – Autumn Term Total possible days in school 75 days / 150 sessions (this does not include inset days)
Purple	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
Green	99%	Missing 2 days / 4 sessions of school
	98%	
	97%	
Amber	96%	Missing approximately 5 days / 10 sessions of school
	95%	
	93%	
Red	92% and below	Missing 6 days / 12 sessions or more

As your child has an attendance percentage within the red category, please ensure that your child attends school regularly for the remainder of the year. If you have taken a holiday in term time, this might result in your child falling into the red category.

If we need to meet with you to discuss your child's attendance, the school's family engagement officer/Headteacher/Attendance lead will contact you to make an appointment.

However, if you require further information regarding your child's attendance or further clarification of this letter, please do not hesitate to contact the school.

This letter is part of the school's procedures to raise learner attendance and aims to keep you informed of your child's attendance for the first term.

Yours Sincerely

Headteacher

APPENDIX 4

Letter 1 – Attendance

Attendance Letter 1

«date_of_printing»

Dear Parent/Carer

LETTER 1

Pupils name: «chosen_forename» «chosen_surname»

Attendance: «percentage_attendance»%

Re: School Attendance

As a school we work closely with parents and carers regarding attendance and punctuality. To ensure that every pupil achieves the best possible outcome and reaches their full educational potential we strive to improve and encourage attendance for all of our pupils.

School attendance is compulsory and a legal requirement, and it is important that your child attends school regularly. We appreciate that pupils may be unwell from time to time, and there can be exceptional circumstances for absence, however persistent absence is proven to have significant impact on a child's progress. As a parent/carers, we ask that you fulfil your statutory responsibility and inform the school why your child is absent on the first day and every day after that.

If your child's attendance does not improve, I will contact you again to arrange a meeting with myself and our Family Engagement Officer to discuss the issues and put a plan in place for improvement. Our Family Engagement Officer can also assist with support for families and pupils who are struggling with school attendance. Our Attendance Policy is available to view on the school's website should you require further clarification.

If there is anything we can do to support you or your child, or you would like to discuss this matter further, please do not hesitate to contact me.

Alternatively, you may wish to gain further voluntary support from the Early Help Service. If so, please get in touch with them via:

Email - earlyhelp@bridgend.gov.uk Telephone – 01656 815420

Thank you for your co-operation.

Yours sincerely

Deputy Headteacher

APPENDIX 5

Letter 1 – Punctuality

Punctuality Letter 1

Date

Dear Parent/Carer

RE: Punctuality «forename» «surname» «reg» «year»

I write to inform you that your child was late to school on the following occasions:

«dates_of_lates_before»

«dates_of_lates_after»

Poor punctuality has a negative effect on learning and is very disruptive to the learning for all pupils. Your child has missed valuable teaching and learning time due to being late.

Should your child not improve their punctuality we will need to meet to discuss the issues and plan for improvement. This may involve a referral to the Education Welfare Service.

Please ensure your child arrives at school before the start of first lesson which is at 09:00 prompt.

Please get in touch with the school if you require any further information or support.

Alternatively, you may wish to gain further voluntary support from the Early Help Service. If so, please get in touch with them via:

Email: earlyhelp@bridgend.gov.uk

Telephone: 01656 815420

I would be most grateful of your support and co-operation with this matter.

Yours sincerely,

Headteacher

APPENDIX 6

Letter 2 – Attendance & Punctuality

Attendance Letter 2 – Inform and Support

Date

Dear Parent/Carer

Pupil's name:

Attendance: %

Number of lates (L) before 09:30:

Number of lates (U) after 09:30:

Following the letter I sent to you on _____ (***enter date – DELETE once input***), I continue to be concerned by your child(ren)'s attendance/punctuality (***Delete and leave the appropriate type of concern***). Therefore, I would like to meet with you so that we can discuss the overall nature of absences and find ways that, as a school, we can support, _____ (***name of child(ren) – DELETE once input***).

Date of Inform and Support Meeting: _____

Time of Inform and Support Meeting: _____

If the meeting date and time are not convenient, please get in touch with _____ (name of relevant school personnel) to arrange a mutually convenient time to meet via:

Telephone:

Email:

If you are unwilling to engage in this meeting, I will need to refer the attendance concerns to the Education Welfare Service (EWS), so that they can offer their support.

I look forward to meeting you to identify ways to improve your child's attendance.

Thank you for your co-operation.

Yours sincerely,

Headteacher

APPENDIX 7

First Day Response Protocol

At Oldcastle Primary school, for safeguarding reasons, we follow up on all unexplained and unexpected absences promptly. The process we follow is outlined below:-

Step 1-

Registers at 9.00 am, any pupil after (L code), and registers close by 9.10 am.

Again in the afternoon.

If a pupil arrives more than 30 minutes late (U code),

(Responsibility- Class Teacher/ Adult leading the class for the session/Office)

Class teachers to inform the office/DSL after the register if a CP/ vulnerable child is absent.



Step 2-

After registers are taken, an absence list is generated.

(Responsibility- Administration Assistant/ FEO/ Administration Team)



Step 3-

Double-check the list with the register

(Responsibility- Administration Assistant/ FEO/ Administration Team)



Step 4-

At 10/10.30 am we text everyone until we receive a response.

(Responsibility- Administration Assistant/ FEO/ Administration Team)



Once contact is made - STOP First Day Protocol

Step 5-

We call the contact list at least twice (1 call/ 1 text).

(Responsibility- Administration Assistant/ FEO to discuss and arrange call if no response from text))



First Day Response Protocol - For pupils not on the Child Protection register.	First Day Response Protocol - For pupils on the <u>Child Protection</u> register.
Step 6 A 1.30pm a call will be made. If no reply at all from anyone on the contact list for the child we consider if the child is at risk:- (If the child is on the CP register then see the protocol opposite and notify the DSP) (Responsibility- Administration Assistant/ FEO/ Administration Team) 	Step A The school's DSL (or Deputy in their absence) <u>will telephone and email</u> the nominated social worker, the relevant Safeguarding Business Support team, the school's Education Welfare Officer (EWO) and submit an EW1a and Early Help Hub main email inbox regarding the child's absence. If the school is unable to speak to the allocated social worker, they should request advice from the duty worker (Step A- The school's Designated Safeguard Lead (DSL)) 
Step 7- If no contact is made with the family (not CP register) then contact is to be made with the EWS by lunchtime on Day 3 for a welfare sighting'/ contact check to take place). (Responsibility- Senior Administration Assistant/ FEO/ Deputy Head)	Step B- A plan should be formulated between the school, social worker, EWS to ensure parents have been spoken to and a reason provided for the absence. Communication throughout the course of the school day should continue between professionals to ensure that the reason for the absence is gained and a plan for sighting the child is made. (Step B- The school's Designated Safeguard Lead (DSL)) 
	Step C- If no professional can gain contact with parents to establish a reason for the absence the EWS may conduct an unscheduled home visit to determine if the pupil is safe and well. (Step C- The school's Designated Safeguard Lead (DSL)) 

APPENDIX 8

EW1a – referral document for schools to access the Education Welfare Service Education Welfare Service Referral

School			
Name of referrer			
Pupil name		Year	
DOB		Gender	
Address		Postcode	
Name of parent / carer:		Parent/carers telephone number	
Parent/carers address (if different from pupil)		% attendance at time of referral	
Reason for referral			
Are there any known risks relating to any person connected with this referral? i.e. safety issues, for person visiting the address			Yes ☐ No ☐
If yes, please give details:			

Current circumstances			
Child Protection Register	☐	Care and Support	☐
Young Carer	☐	Youth Justice Service	☐
Care Experienced Children	☐	Parent in prison:	☐
Additional Learning Needs (ALN)	☐	Health Issues (mental and/or physical):	☐
Any other known or potential vulnerabilities (e.g. free school meals, service child, gypsy, roma or traveller etc.)			

Other agencies involved		
Agency		Name/contact details:
Child and Adolescent Mental Health Service	☐	
Early Help (Family Support Worker, Family Engagement Officer, Wellbeing Worker, Lead Worker, School Based Counsellor etc.)	☐	
Other agencies:	☐	

School actions

Letters sent to parents / carers	
Date	Letter Type

Meetings with parents / carers	
Date	Reason for meeting & actions agreed

Fixed Penalty Notices requested by the school in current and previous academic year	
Date	Reason

Attached documentation	
Medical evidence/letters if illness is preventing school attendance	☐

Signed: (School Staff/ Designation) Date:

IMPORTANT: Confidentiality should be observed. This referral may be shown to the Parent/Carer and could be used as evidence if court action is taken.

APPENDIX 9



Holiday in term time request

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.

All Wales Attendance Framework (2011)

Section A

To be completed by the Parent/Carer at least 4 weeks in advance.

Name(s) of Child(ren)	Year Group	Class Teacher	Mobile Contact Telephone Number
1.			
2.			
3.			
4.			

Holiday dates: (including the possibility of late flight arrivals if possible)

From: _____ to: _____

Destination: _____

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised, and the headteacher will use his/her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website)

'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.'

All Wales Attendance Framework (2011)

Parent/Carer: _____

Relationship to Child: _____

Date: _____

Section B

To be completed by the deputy head teacher within at least 1 week from the request.

Reasons for Unauthorising

Reason for Unauthorising	Tick - applicable
1. Previous academic year's attendance – see attached certificate	
2. Number of absences this academic year	
3. Number of unauthorised late marks this academic year	
4. Previous involvement with EWO	
5. Other	

Explanation for the reason being other:

Reasons for authorising

Reason for authorising	Tick - applicable
1. Previous/current academic year's attendance – see attached certificate	
2. Compassionate reasons	
3. Other	

Total amount of sessions/days authorised/unauthorised

	Sessions	Days
Total Authorised		
Total Unauthorised		
Total Number of Sessions / Days Requested		

I, as deputy headteacher, authorise/unauthorise (* delete) the following holiday request for the reasons specified above.

Please see the attached attendance registration certificate.

Signed : _____

Deputy Headteacher

A copy will be retained on file for our records.

APPENDIX 10
Bridgend County Borough Council's Attendance Flowchart (school-level)

