



Ysgol Clywedog

Be the best you can be

Ready, Respectful, Responsible

Attendance Policy

Date Policy formally approved by Governing Body/Committee:	
Date Policy becomes effective:	Autumn 2023
Review Date(s):	Autumn 2025
Issue No:	4
Is this Local Authority or School Policy	Local Authority
Is this a statutory or recommended policy/document	
Is this a new or a revised policy	
Signed (Headteacher/School)	
Signed (Chair of Governing Body / Chair of Committee)	

1. Introduction

At Ysgol Clywedog we recognise that regular school attendance is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents and carers to ensure a good attendance is maintained. We expect every student on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. We will endeavour to offer support when barriers to attendance or learning have been identified and aim to safeguard your child in line with Keeping Children Safe in Education 2020.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students and we use a variety of rewards to promote good attendance and punctuality. We encourage children to attend and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of a positive attitude towards school and learning. Poor attendance can seriously affect each child's:

- Academic Attainment and progress in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and to work alongside others

Wrexham County Council and Headteachers, in partnership with parents and carers, have a duty to promote full attendance at school under legislation and 'safeguarding' law.

2. Aims and Objectives

The aims and objectives of this policy are:

- To emphasise the importance of and encourage students maximum attendance, punctuality to enable them to take full advantage of their educational opportunities.
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties (teachers, parents/carers) the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To stress the need for home and the school to work in close partnership to achieve high attendance and punctuality.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;

- Promote effective partnership with external agencies and follow Wrexham County Council standard approaches in managing attendance issues.

3. Why Regular Attendance is so important:

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is parents' or carers' legal responsibility. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding

A child may be at risk of harm if he or she does not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for every child encompasses: -

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend Ysgol Clywedog on a regular basis will be considered as a safeguarding matter.

Promoting regular attendance and helping to create a pattern of regular attendance is everybody's responsibility, parents, students and all members of school staff.

To help us all to focus on this we will:

- Give all parents and carers details on their child's attendance via school progress reporting methods
- Report to parents and carers if their child's attendance becomes a cause for concern
- Celebrate good attendance by rewarding individual and class achievements whilst staying compliant with GDPR legislation

4. Statutory Duty

Schools are responsible for recording students' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all : students of compulsory school age who are on the school's admission roll. The school utilises a central administrative system – SIMS for this purpose.

The information below is an extract from the DfE attendance guidance and is adhered to by our school:

'Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census'.

Students at our school move between subjects, rooms and teachers throughout the day and therefore a register is taken at the start of every lesson on SIMS. This is vital to ensuring rigorous safeguarding and intervention in the case of non-attendance to lessons.

5. Marking the Register

No student should be marked present unless actually in the room when the register is called or unless they have been given permission to be absent by the registering teacher.

Morning Form Time Registration:

A student should be marked present on SIMS as /

If a student is late, mark as L and record on sims the minutes late .

Morning registration should close by 9:00am every day.

If a student is not present mark as N

When a student misses registration and their parent/ guardian has provided adequate or medical evidence to the Attendance Officer she will authorise the absence on sims.

Afternoon Registration in lesson:

A student should be marked present on sims as 2

If a student arrives late, mark as present with a 2 and record minutes late on SIMS.

Afternoon registration should close at 2:10pm

Any red flag on SIMS, notifies teaching staff if a student is elsewhere with staff.

0 should be recorded on sims if a student is known to be truanting.

Please refer to the behaviour policy for codes 0, 2 and 3 that can be used on SIMS in lesson time.

Removal of students from class registers should only be undertaken when authorised by the Deputy Headteacher, in charge of admissions.

The status of the register

The school's register is a legal document and under The Education (pupil registration) (Wales) regulations 2010 the school is required to keep an accurate record of attendance. Registers need to be marked twice a day, once in the morning and once in the afternoon.

Registers may be needed in a court of law if deemed appropriate.

Schools Information Management System (SIMS) is used in all schools across WCBC to record all pupils' attendance.

By the end of the school week the school's overall attendance registers will be completed and an overall attendance figure will be calculated by the school.

6. The Law Relating to Attendance

The Education Act 1996 places a legal obligation on:

- the local authority to provide and enforce attendance.
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable: -

(a) to age, ability, and aptitude and

(b) to any special educational needs, they may have either by regular attendance at school or otherwise'

Section 444 of the Education Act 1996 makes it a criminal offence for a parent to fail to secure their child's attendance at the school at which they are registered, where that absence is not authorised by the school.

Section 576 of the Education Act 1996 defines 'parent' as all natural (biological)parents, whether they are married or not; Any person who, although not a natural parent, has parental responsibility for a child or young person; Any person, who, although not a natural parent, has care of a child or young person

The Law Relating to Safeguarding Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and students under the age of 18.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices (FPN). A code of conduct has been agreed by Wrexham County Borough Council on the issuing of the FPN which allows Head Teachers to apply for a £60 FPN when they have recorded:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the North Wales Police or other partners during school hours without a justified reason and where absence is recorded as unauthorised.
- Parents/carers failing to engage with school/Educational social worker but where prosecution has not been instigated.

The Head Teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Education Lead (Formerly Education Social Worker Team Manager) for the local authority. The Education Lead will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs before issuing a FPN of £60.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If payment is not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the WCBC website www.wrexham.gov.uk.

Rights of the Child – UN Convention on the Rights of the Child

Article 28 says that “State Parties recognise the right of children to education and with a view to achieving this right progressively and on the basis of equal opportunity”

Article 29 focuses on the aims of education and says that governments agree that “the education of the child shall be directed to:

- The development of the child's personality, talents and mental and physical abilities to their fullest potential.
- The development of respect for human rights and fundamental freedoms and the principles enshrined in the Charter of the United Nations.
- The development of respect for the child's parents, his or her own cultural identity, language and values, for the national values of the country in which the child is living, the country from which he or she may originate and for civilisations different from his or her own.

- The preparation of the child for responsible life in a free society in the spirit of understanding, peace, tolerance, equality of sexes and friendship among all peoples, ethnic, national and religious groups and persons of indigenous origin.
- The development of respect for the natural environment.

7. Roles and Responsibilities

Class Teacher/Form Tutors:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon in accordance with the Education (Pupil Registration) (Wales) Regulations 2010. The register is a legal document and must be kept accurately.
- Ensure absences are accounted for by checking with the Attendance Officer that parents have informed her of the student's reason for absence .
- Follow up unaccounted reasons for absence and concerns raised to the Head of Year and Assistant Pastoral Leads.
- To continue to raise the profile of attendance to all pupils.
- Mentoring of pupils with low attendance, having regular discussions with the pupils and parents. Highlighting any issues identified with the School's **Heads of Year / Assistant Pastoral leads** and Line manager **Assistant Headteacher responsibility for attendance.**

Pupils:

- Attend regularly and arrive on time to each lesson.
- Inform school staff if there is any issue which may prevent regular or punctual attendance at school.
- To work with school staff and the ESW service to address any issues preventing punctual and regular attendance at school.

Parents:

- Ensure a good home routine is in place to prepare their child for the following school day (for example promoting a good bedtime routine, uniform ready, school bag packed and an early start in the morning including breakfast).
- To ensure their children attend school regularly and punctually.
- To notify the school if their child is unable to attend, on the first day of absence and regularly thereafter. Provide evidence for absences if requested. For example proof of medical appointments, dated

prescriptions or a letter from a recognised medical service explaining periods of absence.

- To work with school and partner agencies to address any issues of irregular attendance of their children.

Attendance Officer

- To record absences and late arrivals.
- To contact parent/carer if a pupil is absent to confirm the reasons for absence if the school have not been informed.
- To send out attendance letters.
- To work closely with Education Social Worker and support staff in school.
- To work closely with Senior leader with responsibility for attendance or Head Teacher and produce reports as required.
- To ensure transfer of CTF of pupils are completed in a timely manner and pupils are not removed from roll unnecessarily. - DATA MANAGER

Education Social Work Service

- To complete visits to families and provide support in accordance with the process documented in the All Wales Attendance Framework.
- To facilitate Attendance Improvement plans.
- To enforce the Local Authority statutory duties in relation to school attendance and taking legal action where appropriate. It is WCBC policy to prosecute all unpaid Fixed Penalty Notices. However the ESW does not take this action lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels until all of these avenues have proved to be ineffective.
- Will provide support and challenge to schools and families through analysing attendance data and targeting resources as appropriate.
- The ESW service has the strategic responsibility for the writing and implementation of policies, operational procedures and codes of conduct in relation to school attendance.
- The ESW team are centrally based and schools referral via the ESW referral form

8. Types of absences

It is important for parents to understand the definition of the different types of absences. Absences may be classed as either unauthorised absence or authorised absence.

The school's Head Teacher is the only person that should decide on whether an absence should be classed in either one of these categories, parents cannot.

Absences may be authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Head Teacher.

Examples of what are classified as unauthorised absence are listed below, however they are not limited: Absences may be unauthorised for the following reasons:

- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the Head Teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.
- Where pupils are on roll at school and also at another education establishment.

Appendix 1 details a breakdown of codes set by Welsh Government.

9. Student Absence

When a student has been absent a telephone call should be made on the first day of absence to the Attendance Officer and each day thereafter. A record of the call must be kept by the school.- NOTED ON THE REGISTER Absence will not be authorised on the first or last day of any half term if medical evidence is not provided. Students having medical or dental appointments must bring a card or note from their parent/carers, which should be authorised by the Attendance officer. Where possible, every effort should be made to arrange appointments outside of core school hours, especially for ongoing treatment. Students who are unwell during the day must report to the Attendance Officer with a pass from their teacher. If students are going home due to illness the attendance - APL's team will need to contact parents/carers directly. Pupils should never contact their parents directly and make arrangements to

be collected or leave site. Absence may not be authorised when pupils and parents/carers make their own arrangements over the phone during the school day.

10. Absence Procedures; Guidance for Parents:

**TO REPORT A STUDENT ABSENCE, PLEASE CALL 01978 346800 AND
LEAVE AN ANSWERPHONE MESSAGE BY 8AM.**

INCLUDING THE FOLLOWING INFORMATION:

STUDENT'S FULL NAME

YEAR GROUP

FORM GROUP

REASON FOR ABSENCE

EXPECTED DATE OF RETURN.

We do not accept notifications via student planners, email or handwritten notes.
**Please note you are required to contact the school each day that your child
is absent.**

Ysgol Clywedog Attendance Officer

11. Medical absences

Where a child is continually absent from school on the grounds of medical reasons, it will be required for the parent to provide medical evidence (e.g. certificate or letter from recognised medical service) to school. This will be initiated by the school and the ESW which will result in the pupil and family receiving the appropriate support to assist and to ensure the pupil is attending school regularly. A referral may be made to the Community Paediatrician for assessment in cases of persistent absences due to illness or medical issues. There may be times where a reintegration / Attendance Improvement Plan may be necessary which will be a partnership agreement between the family, pupil, ESW service and school.

12. Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time, more than 10 days can only be authorised in exceptional circumstances.

The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (See Appendix 2 for model form). IN WRITING FROM PARENT/GUARDIAN AND ADDRESSED TO THE HEADTEACHER

The Head Teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.
- Whether the holiday meets the criteria for an exceptional circumstance and adequate proof has been provided.

13. Criteria for Exceptional Circumstances

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member. Proof may be requested
- Other compassionate circumstances e.g. family illness or family crisis. Proof may be requested.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issues. Evidence must be provided from a qualified professional such as a doctor.
- Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.
- It should be noted that financial considerations are not deemed exceptional circumstances.

14. Sanitary Products At Ysgol Clywedog

We believe that period products should be available for all who need them, when they need them, to access education. Having periods should not be a barrier to education for any learner. We endeavour to ensure all female/non-binary/transgender learners, who have periods, are aware of the availability and cost-free access to period products when they are needed to support attendance at school.

15. Religious Observance

Ysgol Clywedog acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside of school holiday periods or weekends and that this necessitates a consideration of authorised absence or special leave for religious observance (code R). It is reasonable for parents to allow their child not to attend school on a day of religious observance if recognised by the parents' religious body. Parents are requested to give advance notice to the school if they intend their child to be absent. As part of our understanding of religious observance we have available a quiet space off the school library- where students can use it for quiet religious contemplation and prayer. However, in the interests of fulfilling the academic requirements of the school it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Absence more than this will be categorised as unauthorised.

16. Monitoring Attendance

The people responsible for attendance matters in this school are:

Assistant Headteacher

Attendance Officer

ESW

Attendance Support Officers

Pastoral Team Support for Attendance: Heads of Year, Assistant Pastoral Leads

**The names of each individual is available on our school website
www.Clywedog.org**

Student's attendance will be monitored weekly by their Form Tutor using ePraise and our Attendance Grid. During one Form Time every week (Tracker Tuesday) students will be informed of their current attendance figure and will know where they are on the attendance Grid. Students will have the opportunity to discuss any concerns with their Form Tutor. The Form Tutor will then relay these concerns back to year group teams and any necessary support will be put in place. Students whose attendance becomes a concern will be reviewed by the Attendance Team and parents/carers will be notified by letter or over the phone. In certain cases we will write a letter to parents/carers and ask that evidence is provided to justify absences. We may also arrange to meet with parents/carers to discuss attendance. Failure to make an acceptable improvement or where there is an immediate concern further interventions will be considered. We will notify parents/carers if we feel this intervention is needed.

Form Tutors and students will refer to the Attendance Grid in order to monitor and improve attendance for all students. E Praise will be used weekly with all students in order to monitor attendance. The grid is colour coded in order for students and staff to set targets based on improving attendance where appropriate (i.e. less than 100%).

Attendance Grid

GREEN	97%- 100%
AMBER	93%- 96%
RED	below 92%

17. Attendance Rewards

At Clywedog, we like to celebrate excellent attendance. We believe that students should be rewarded for improving their attendance, attending lessons on time and also for achieving good to excellent attendance on a regular basis. Students will be able to 'cash in' reward points from Epraise and spend them in the school shop.

Parents can log onto ePraise to keep track of their child's current attendance figure and achievement points (**an ePraise parent guide is on our school website www.clywedog.org**). Students will have the flexibility to use their achievement points for smaller rewards, more frequently or save them up for greater rewards towards the end of the academic year. Achievement points will reset to zero at the start of every academic year.

18. Punctuality

Punctuality is a legal requirement and pupils must attend on time. A Fixed Penalty Notice or a Prosecution can be sought in cases where persistent lateness after registers have closed are recorded as an unauthorised absence. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the Attendance Team. All pupils who are late must sign in at reception in school or the lateness must be recorded on SIMS by school staff and the pupil must enter through the main doors of the school.

Pupils are noted as minutes late to lesson on sims, Attendance Officer will produce a weekly report for each HOY showing minutes owed due to lateness and pupils receive lunchtime detentions for up to 20 minutes late; over 20 minutes late and consistent offenders - reflection room.

Heads of Year will manage their own year group detentions.

Lates to school- The attendance officer will produce weekly reports for Assistant Pastoral leads. Over 2 lates to school in a week , Assistant Pastoral leads to issue a lunchtime detention.

19. Children Missing Education

Children Missing Education (CME)

Schools have a duty to safeguard all pupils. The Education & Inspections Act 2006, requires the Local Authority to make arrangements to enable them to establish the identities of children residing within WCBC who are not receiving an education. For example these may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence. The duty lies with the Local Authority to investigate further. In the case of transfers between schools, the Common Transfer File will be sent to the forwarding school once they have been notified. For a child to be missed and classed as missing in education, no member of school staff will have seen the young person for 20 days and we have a duty of care to refer them to the CME team.

Pupils should not be removed from the school register until the pupil has been admitted to another school/ PRU or until the CME document has been completed and recorded by the LA.

For further information either email cme@wrexham.gov.uk or visit www.wrexham.gov.uk (CME document).

20. Wrexham Attendance Procedure

1st day calling process followed to obtain a reason for absence
(Phone call/ Text/Email).

Follow up telephone call.
If no response

No reason provided, letter sent home to request a reason for absence. (Appendix 3)

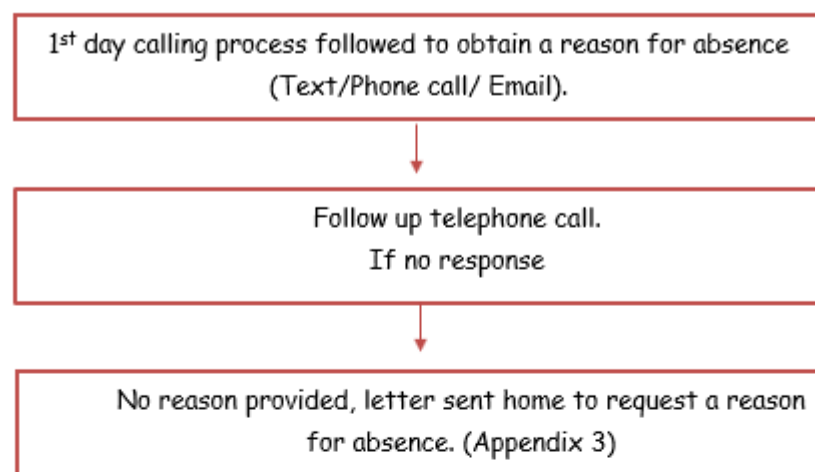
- Once a pupil hits **10 sessions** absence whether authorised or unauthorised **Attendance Letter 1** to be sent (appendix 4).
- Once a pupil hits **16 sessions** absence whether authorised or unauthorised **Attendance letter 2** to be sent (appendix 5).
- Once a pupil hits **22 sessions** absence authorised or unauthorised a **phone call** is made to the parent/carer by a member of school staff to discuss the attendance concerns. This should be Head of Year or person with responsibility for attendance in school. Record of conversation is kept (appendix 6).
- Once a pupil hits **26 sessions** absence whether authorised or unauthorised **Attendance letter 3** to be sent. This requests medical proof for all future absences to be authorised (appendix 7).
- Once a pupils hits **26 sessions Unauthorised** absence, a letter is sent arranging a meeting with the parent/carer, School representative and Education Social Worker for an attendance meeting to take place (appendix 8). Referral to ESW made to attend meeting (appendix 11).

Consideration to be given to attendance improvement strategies, including the introduction of an Attendance Improvement Plan.

- If attendance continues to deteriorate, consideration to be given to implementing legal action – FPN or Prosecution depending on attendance history, level of absence and past compliance.

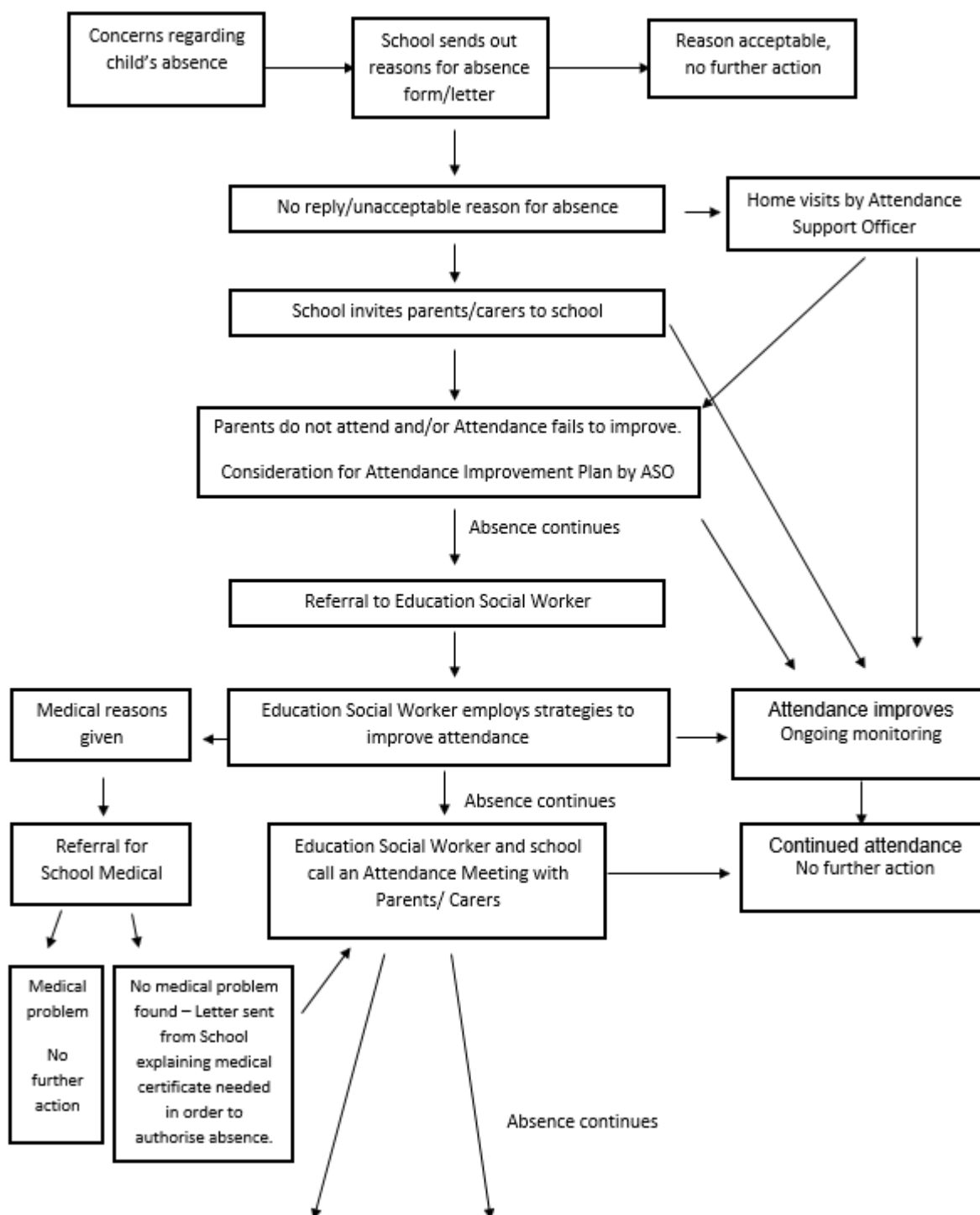
21. Procedures for Non-Attendance

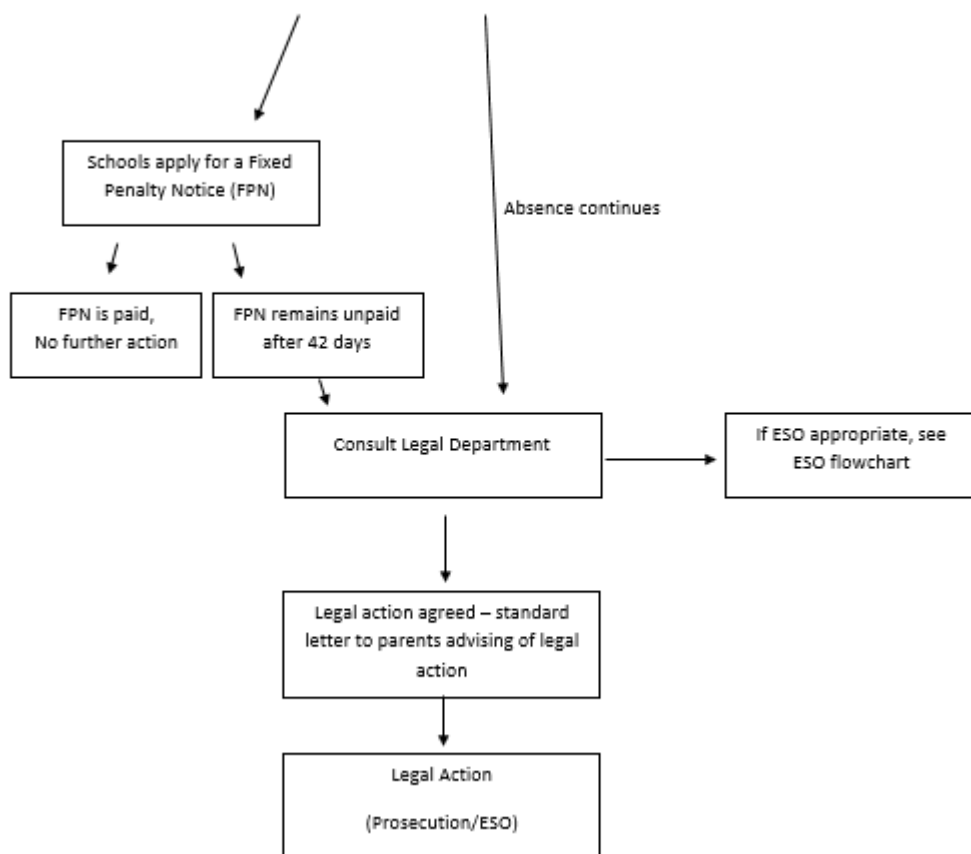
Wrexham Attendance Procedure:



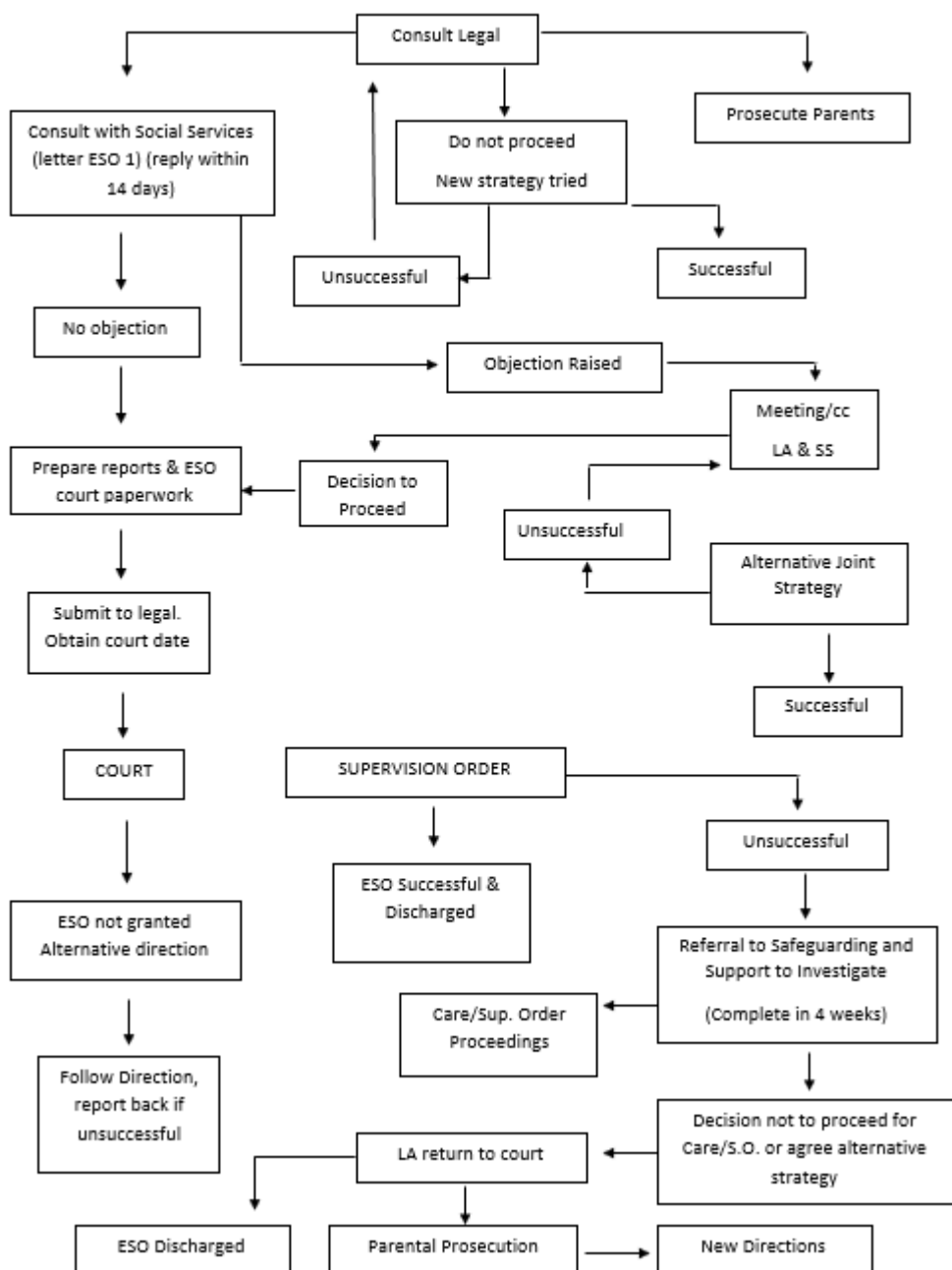
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Procedures for Non-Attendance

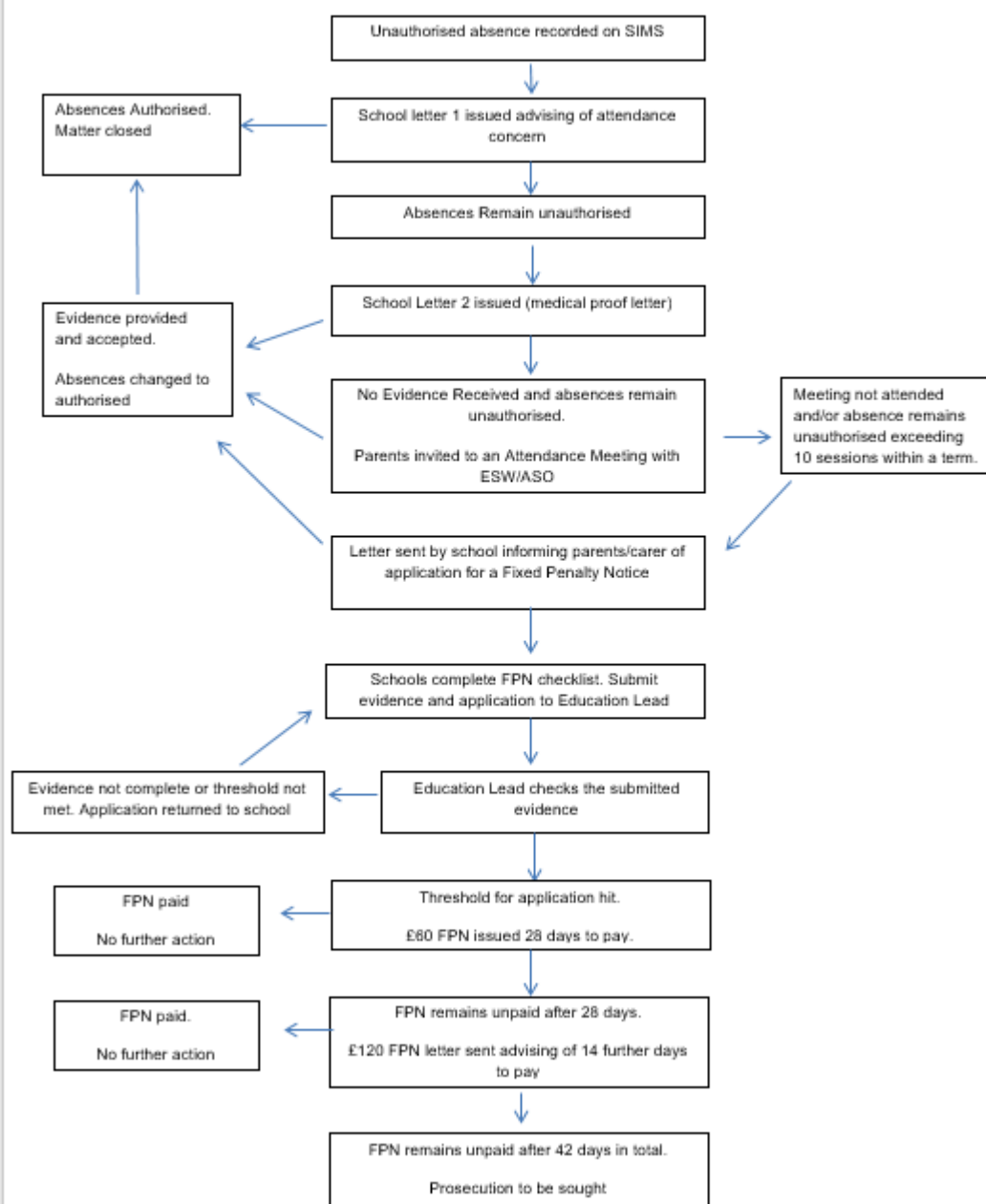




Application for Education Supervision Order (ESO)



Flowchart -Fixed Penalty Notice.



Appendix 1

Code	Meaning	Statistical meaning
/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances(not covered by another code)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence

M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence(no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
X	Un-timetabled sessions for non-compulsory school age	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend

Code Meaning Statistical category

Appendix 2

Holiday in term time request

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	DOB	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including 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 Head Teacher will use his/her discretion in making the decision based on my child's circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian: _____

Section B

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence

.....
.....
.....

Reasons for authorising

.....
.....
.....

The Head Teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate. |

Signed

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

«date of printing»

«addressee»

«address block»

Dear Parent / Guardian,

«chosen forename» «chosen surname» - «date of birth»

According to our records, «chosen_forename» has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the «he_she» is unable to attend school. Unfortunately we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible or alternatively call the school on SCHOOLS PHONE NUMBER or email on XXXXX. Any absence that has not been explained within two weeks will be categorised as an Unauthorised Absence.

Yours sincerely,

School Attendance Officer

Please complete this slip and return to the School Attendance Officer as soon as possible.

«forename» «surname» - «date of birth»

Dates of unexplained absence:

«dyddiadau absenoldeb heb eglurhad»

Explanation for the above dates of unexplained absence:

--

Parent/Carer Signature _____ Date _____

Appendix 4 – Letter 1

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

I am aware that «chosen_forename» has been absent recently and I am becoming concerned about «chosen_forename»'s attendance, and felt that I should draw your attention to it as soon as possible.

The attendance level is «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be reasons why this is occurring and if you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to see you.

Otherwise I hope to see an improvement in «chosen_forename» «chosen_surname»'s attendance.

Yours sincerely

Head Teacher

Appendix 5 – Letter 2

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

Further to my previous letter regarding «chosen_forename» attendance I have noticed that further absences have occurred. I am becoming concerned about «chosen_forename»'s attendance, and felt that I should draw your attention to it as soon as possible.

The attendance level is only «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be reasons why this is occurring and if you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to discuss this matter with you.

In the meantime, I hope to see an improvement in «chosen_forename» «chosen_surname»'s attendance.

Yours sincerely

Head Teacher

Appendix 6 – Record of conversation

Pupil Name: Staff Member:
Attendance: School:
Date:

Record of conversation including issues identified.

Outcome and advice given:

Appendix 7 – Letter 3 Medical Proof

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»,

Re: «chosen_forename» «chosen_surname» «year_reg»

I am writing to you regarding «chosen_forename» as I have concerns about «his/her» non-attendance at school which continues to deteriorate despite two previous letters.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil's absence has been supported by a Doctor or suitably qualified medical professional. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as an **unauthorised** absence.

Should you wish to discuss any of the points raised in this correspondence you may contact me on the number at the top of the letter between the hours of 9am and 4pm.

I look forward to hearing from you.

Yours sincerely,

Head Teacher

Appendix 8 – Meeting letter

«salutation»

«address_block»

«date_of_printing»

Ask for/Go forward am –

Direct Dial/Rhif Union -

Dear «salutation»,

E-mail/E-bost –

Re: «chosen_forename» «chosen_surname» «year_reg»

I am writing to you regarding «chosen_forename» as I continue to have concerns about «his_her» non-attendance at school. A meeting to discuss these concerns will take place at ~~xxxxxxx~~ on at

The Law states that parents must ensure that their children receive appropriate full-time education according to their age, ability and aptitude. This means that whilst your child is registered at school, you have a responsibility to make sure that they attend regularly and on time.

Where a pupil of compulsory school age fails to attend school regularly, the Local Education Authority can prosecute a parent unless the parent can demonstrate that:-

- the pupil was absent with leave granted by the school
- the pupil was ill or prevented from attending by some unavoidable cause
- the absence occurred on a day set aside for religious observance
- the nearest appropriate school with available places is beyond the prescribed walking distance and no transport has been provided by the LEA. (The limits for walking distance are 2 miles for children under 8 and 3 miles for children aged 8 and over).

Failure to ensure regular attendance in such a case is a criminal offence that carries a maximum penalty of a fine of £1,000 per parent, per child, or, in more serious cases, a fine of up to £2,500 per parent, per child and/or up to 3 months imprisonment.

Alternatively a Fixed Penalty Notice can be issued by the Local Authority to address persistent unauthorised absence. If paid within 28 days the fine is £60. If paid after 28 days but within 42 days the fine is £120. If the penalty is not paid in full by the 43rd day then legal action can result.

The Education Support Service wishes to support you to bring about an improvement in your child's attendance, without the need to take legal action against you.

If this date is inconvenient please contact the school on XXXXXXX to arrange a mutually convenient date.

I look forward to meeting you.

Yours sincerely,

Head Teacher

Appendix 9

PARENTAL MEETING FORM

Ysgol Clywedog expects all students to follow and all parents/carers to support the school's standards and expectations, as outlined in the school's policies and ethos.

Student name:	(insert a screen shot of students basic details including: parental responsibility, contact number, address, DOB, behaviour, achievement and exclusions)				
Parent/Carer Name:					
Attendance: Lates: Time late: Lesson attendance:	(screen shot attendance)				
Attendees and Role				Date & Time:	
ALN Register	Y/N	Current Behaviour Stage:		LAC Status:	

REASON FOR MEETING (e.g. review of PSP, AIP, etc.):							
Please mark (Y/N) the relevant boxes to confirm that a discussion has taken place with parent/carer:							
Well Being		Punctuality		Behaviour		Academic Progress	Attendance

Please mark (Y/N) as appropriate and record the review date (4 weekly).					
		Date Set	Review 1	Review 2	Review 3
General Meeting	Y/N				
Attendance Improvement Plan	Y/N				
ALN Review	Y/N				
Behaviour Stage 1	Y/N				
Behaviour Stage 2 (BIP)	Y/N				

Discussion - What is working?:

1	
2	
3	

Discussion - What is not working?:

1	
2	
3	

Discussion - Student Targets: (SMART and agreed with the student)

1	
2	
3	

*Targets met on a regular basis will result in a reward for consistently good behaviour.
Equally failure to comply with the targets set or failure to report to your key member of staff will result in a sanction.*

Rewards (e.g. continued progress)	Consequence
-----------------------------------	-------------

AGREED INTERVENTIONS/ACTIONS	ACTIONS – STAFF	DEADLINE
The school will:		
The student will:		
The parents will:		
External agencies will:		

Resolution Meeting (if required):

Date & Time of Next Meeting (if required):	Co-Ordinator:
--	---------------

NAME (PRINTED)	SIGNATURE	DATE
Student:		
Parent/Carer:		
Staff Position:		

A copy of the Behaviour Support Contract will be placed in the student's file and a copy given to parents (email).

Notes/any other relevant information e.g. Review of person centred tools completed with the student and impact, interventions and impact, etc.
--

Appendix 10 – End of term absences letter

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

I am aware that «chosen_forename» has been absent recently at the end of the last half term and felt that I should draw your attention to it as soon as possible.

The attendance level is «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be a valid reason why this absence occurred but we as a school are keen to work with both pupils and parents to avoid absences becoming regular, especially at the end of half-terms. There are only 190 school days with 175 non-school days, therefore every day in school is vital.

If you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to see you.

Yours sincerely

Head Teacher

Appendix 11

**Education Social Work Service
Attendance Meeting Referral Form
Electronic Version**

The information contained on this form is confidential to the child, individuals with parental responsibility for the child, and those people professionally involved with the child.

Information on this form will be kept in line with Wrexham's Data Protection Policy.

When completed please send to ESW@wrexham.gov.uk.

Please note incomplete forms will not be processed and will be returned to the referrer.

School: - _____

Name	Date of Birth	Attendance %	Attendance letters 1, 2& 3 sent and phone call attempted? Yes or No

Education Social Work Service
Referral form
Hard Copy version

Please note incomplete forms will not be processed and will be returned to the referrer

Name of pupil: _____ **Date of birth:** _____

Age: _____ **School:** _____

Address: _____

Any known risk at the address: Yes ☐ No ☐ **Details:** _____

Home Telephone: _____

Looked After Child: Yes ☐ No ☐ **Free school meals:** Yes ☐ No ☐

Details of any Additional Learning Needs: _____

Details of any current involvement with Children's Services: _____

Please include name of social worker if known: _____

Names of those with parental responsibility: _____

Name	Relationship to child	Address (if different to above)	Telephone number

Parents' preferred language of communication: _____

PSP in place: Yes ☐ No ☐

Current attendance figure: _____

Number of day's exclusion and reason for exclusion this academic year: _____

Reason for referral: Attendance ☐ Exclusion ☐ Safeguarding/Wellbeing ☐

What is being requested and why?

Referral completed by:

Name:

Designation:

School:

Date:

Contact email:

Contact number:

Outcome (to be completed by office staff)

Referral number:

Allocated to ESW ☐

Further information requested ☐

Advice given – no need for allocation ☐