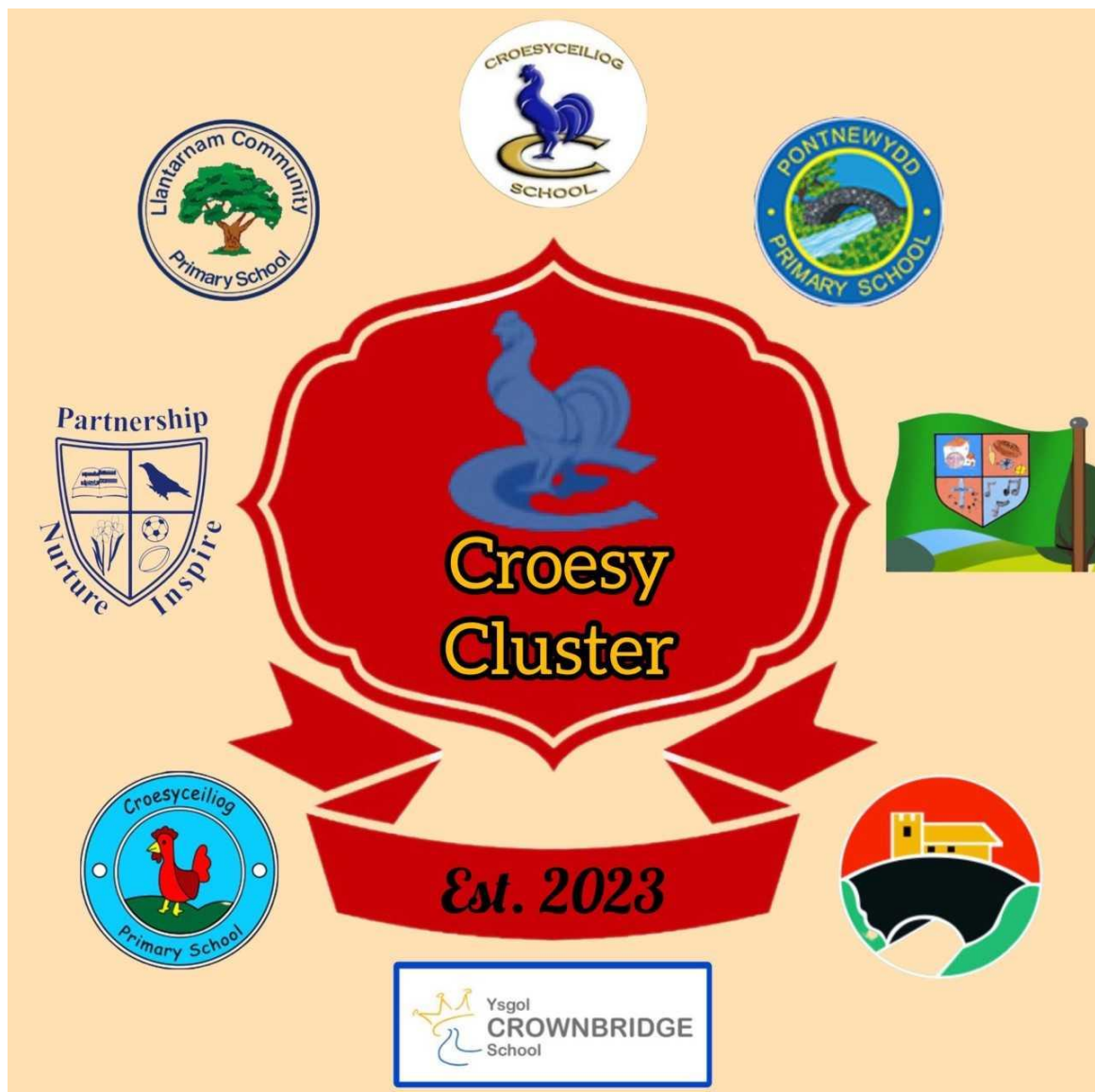


# CROESYCEILIOG CLUSTER

## CLWSTER CROESYCEILIOG

### Attendance Policy/ Polisi Presenoldeb



The Croesyceiliog Cluster Attendance is to be agreed by all schools and Governing Bodies within the cluster.

# CROESYCEILIOG SCHOOL

## Attendance Policy

<b>Author</b>	Croesyceiliog Cluster Schools
<b>Consultees</b>	All staff, students and parents of Croesyceiliog School
<b>Names of school staff responsible for maintaining the policy</b>	Mr A Davies, Mr D Hughes
<b>To be read in conjunction with</b>	Anti-bullying policy, Vulnerable Learners Policy, ALN policy, Safeguarding Policy, Strategic Equality Plan, Acceptable Use Agreement and Education Workforce Council Good Practice Guide Positive Working Relationships
<b>Date policy formally approved by Governing Body</b>	Wednesday 19 <sup>th</sup> April 2023
<b>Review date</b>	
<b>Signed by Headteacher</b>	
<b>Signed by Chair of Governing Body</b>	

## **1. Mission statement**

The Croesyceiliog cluster is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will provide an environment where all students 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 well-being of all children and young people.

The Croesyceiliog cluster will follow the All Wales Child Protection procedures and local protocols in relation to specific and identifiable welfare issues that prevent a child or young student from accessing education, or where there are safeguarding concerns.

For a student 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 students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and this school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government (WG).

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 at least 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 (LA), South East Wales Consortium (SEWC) and the WG.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets.

## **2. Promoting attendance**

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

We will ensure that our students are made aware of the importance of good attendance and how this will benefit them; we will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual learners.

## **3. School procedures**

Any student who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised, an approved educational activity (attendance out of school) or dual registered. Only the Head Teacher or a member of staff acting on their behalf can authorise an absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (code N) and promptly followed up by the school, as part of its early intervention and safeguarding strategies.

The coding for any absences will be in accordance with the guidance provided by the WG.

### **3.1 School Procedures - Daily**

- All registers are taken electronically via SIMS.
- All schools have their own individual registration times.
- In comprehensive school, registers will be taken at registration and at the start of each lesson.

- Staff members taking the register are directed to limit their code usage to a choice of three: / = present, N = absent, L = late.
- In order to ensure consistency and accuracy, all other codes/code changes are issued by the School Attendance Officer (SAO) only. The Senior Attendance Lead (SAL) will make regular checks where appropriate to ensure quality control. Strict adherence to LA code usage guidelines is followed at all times.
- Codes other than / or N are marked with a red flag and additional comments are added to justify the use of the code in question.
- Any missing marks (-) default to an N code until further enquiries are made.
- Students who are over 30 minutes late are issued a U code and consequently lose their mark for the session. Where students are under 30 minutes late an L code is issued which counts as present.
- After the AM registration is closed, the SAO initiates the 'first day response system'. This involves notifying parents/carers that their child is absent from school that day and trying to establish reasons for the absence.
- Registers are also scrutinised meticulously to check for internal truancy.

### 3.2 Attendance Code Summary (also Appendix 1)

<b>Code</b>	<b>Meaning</b>	<b>Statistical meaning</b>
/\	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	Student not yet on roll	Not required to attend
#	School closed to all students	Not required to attend

### 3.3 Absence notes

Notes received from parents explaining absence will be kept for an academic year. If there are attendance concerns about the student, that may require further investigation, then the notes should be retained in line with education retention schedule. Parents and carers are aware that only the Head Teacher 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 reasons given for absence.

### 3.4 Punctuality/Lateness

Punctuality is a legal requirement and students must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other students within the class and throughout the school. Those parents of students who are persistently late will be contacted by the school.

The AM/PM registers will remain open for a maximum of 30 minutes, in accordance with WG guidance. Any student arriving after this time will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students arriving after the start of school but before the end of the registration period will be coded as late (L).

All students who are late must sign the 'late book' in school and must enter through the main reception of the school.

Parents and carers are reminded that the LA may issue an FPN for persistent lateness after the close of the register in accordance with the Local Code of Conduct, if in excess of 10 sessions.

A student that is persistently late will be supported via the stepped approach following the Torfaen LA Punctuality Improvement Pathway (Appendix 2).

### 3.5 First day absence

School 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 telephone call or texting service. Once the specific information is received, the register will be amended to reflect the appropriate absence code (Appendix 1).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to child protection/safeguarding services or are looked after (LAC). SAO has a vulnerable student attendance watch list.

The locality children services team will be notified of unexplained absences on the first day absence of a student on the child protection register.

### 3.6 Third day absence

On the third day of absence and if school has not received an adequate explanation from any of the contacts for the students on SIMS, the SAO contacts the school EWO and the EWO will make a welfare phone call or visit the home address if no phone contact can be made (see Appendix 3 for 'EWO Home Visit/Welfare Check Flow Chart'). The absences will remain unauthorised, until an adequate explanation is received.

### 3.7 Continuing and frequent absence

Within the school it is the responsibility of the teachers, and staff linked to attendance such as Leaders of Wellbeing, School Attendance leaders and the SAO to be aware of and bring attention to the Head Teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible, before a referral is made to the Education Welfare Service (EWS). This will involve inviting the parents or carers and the student into school for a meeting.

For unauthorised absences of 10 sessions or more in an academic year (there are two sessions in a day, morning and afternoon) and following a period of monitoring, the school can request that the LA issue an FPN in accordance with the Local Code of Conduct.

### 3.8 Persistent absence

Welsh Government defines persistent absence as students whose absence level is more than 20% (80% attendance). These students will be subject to an action plan to support their return to full attendance.

The action plan will include engagement with relevant agencies that can support the student's attendance and could include the schools Education Welfare Officer (EWO).

### 3.9 Absence related to discrimination

A student'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 student or not talking to them. Some of this bullying may be discriminatory.

It is against the law for a school, governing body or the LA not to take action where this type of bullying takes place between students.

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

### 3.10 Phased returns

Phased returns are employed after extended periods of absence to positively reintegrate absentees into school life.

## **4. Categorisation of absence**

All students 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
- Dual Registration

### 4.1 Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

### 4.2 Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid; only the Head Teacher can authorise an absence.

### 4.3 Leave of absence/holidays in term time

Leave of absence during term time will be discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a student's potential achievement.

Approval of absence for family holidays is entirely at the discretion of the school.

If a parent or carer needs to take a child out of school for a holiday then they must complete the Holiday Notification Form and submit this to the school no less than 4 weeks (not including school holidays) before the start date of the holiday.

The school will consider each notification on its own merits and will consider several factors including but not limited to:

- the time of year of the proposed trip;
- length and purpose of the holiday;
- impact on continuity of learning;
- circumstances of the family;
- the overall attendance pattern of the child.

Term time holidays are not generally authorised as students' absence in term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of their under-achievement.

Unauthorised holiday absences may be subject to a Fixed Penalty Notice issued by the local authority.

The Head Teacher may only agree to an extended leave of absence in exceptional circumstances. Examples of exceptional circumstances include:

- Parent working abroad for a fixed, medium term period;
- Family are returning to country of origin;
- Parent returning from active tour of duty.

#### 4.4 Approved educational activity

This covers types of supervised educational activity undertaken off the school site but with the approval of the school and or the LA.

This would include:

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

#### 4.5 Students on the Child Protection Register

Students whose names appear on the Child Protection Register have their attendance monitored daily. Children's Services are informed if a student on the register is away from school for one day unless a suitable reason has been provided.

#### 4.6 Education Other Than At School (EOTAS)

The provision where the student is expected to attend is responsible for accurately recording the student's attendance and chasing up non-attendance.

Arrangements are in place to identify students who are absent from providers of EOTAS, in order that the school where the student is registered can reflect any absences and apply the appropriate code.

#### 4.7 Register checks

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

### **5. Attendance Monitoring**

School attendance is analysed during Record of Consultation (ROC) meetings between the EWO and school staff. Individual school's will set an attendance threshold for students and those students falling below this threshold will be discussed in the ROC meetings.

Croesyceiliog Cluster schools follow the 'Strive: Improving Attendance Pathways' (see Appendix 4) in which a staggered approach is utilised to support students whose attendance is below the agreed threshold for that individual schools.

#### 5.1 EWO referrals

Students whose attendance falls below the individual school's threshold can be referred to the EWO who will take appropriate action which may involve legal action. The school would continue to interface with the EWO via the SAO/attendance leads under these circumstances.

School attendance staff working the EWO have autonomy not to implement, or to delay, the above proceedings on a discretionary basis under exceptional circumstances, eg; family tragedy. This may involve consultation with the SAL.

Whatever the situation, close liaisons between the SAL, SAO, attendance leads, EWO, parents/carers and students is essential.

## 5.2 Attendance Panels

Attendance panels are seen as good practice in schools and involve school governors, member of senior staff, attendance leads, EWO, school nurse parent and on occasions include the student. Whilst the panel's aim is to address the attendance of students, it is not always in the best interest of the student to be out of class.

Parents are invited into school to discuss their child's attendance, with a view for an action plan to be completed and signed which will regularly be reviewed. Letters of invitation will be sent to parents in advance and parents are asked to notify school as to whether they will be attending or not. If they are not available to attend then another letter will be sent.

## 5.2 Fixed Penalty Notices (FPNs)

In some circumstances following the Education (Penalty Notices) (Wales) Regulations 2013 and Welsh Assembly Government guidelines, it may be appropriate that Educational Welfare Service in consultation with the school to issue parents/carers with a Fixed Penalty Notice (FPN). Circumstances when they could be used as follows:

- When a child has a minimum of ten unauthorised sessions recorded during the academic year (these do not need to be consecutive and please note that a school day is divided into two sessions, am and pm);
- In response to persistent late arrival at school i.e. after the registration period. Again this will be when there are at least ten recorded late marks in the current term;
- For unauthorised holiday absence. Parents are advised that taking a family holiday during term time may result in an FPN payment;
- If a parent /carer does not attempt to engage with the school or Local Authority regarding their child's absence;
- If a student regularly comes to the attention of the police during school hours without an acceptable reason, the police authority may request the Local Authority issue an FPN.

Before a Fixed Penalty Notice is issued, parents will receive a written warning outlining the extent of their child's absence and the possibility of them receiving a Penalty Notice if attendance isn't improved. FPNs for unauthorised holidays will not require a written warning.

In addition to Fixed Penalty Notice when the school feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service or to Social Services. A referral might be made when, for example:

- A pattern of irregular attendance has developed;
- Parents/carers have failed to engage in attempts to improve attendance
- A period of entrenched non-attendance has become established;
- There is a lack of parental cooperation in ensuring a child's regular attendance

Croesyceiliog cluster schools will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

## **6. Attendance awards**

Croesyceiliog cluster schools will use an awards system to reward students who have good or improving attendance.

Any reward system must be meaningful to the children. The timing of rewards needs to be taken into account to ensure that the children can make the link between their attendance and any rewards.



## **7. Raising the Profile of Attendance**

Maintaining a high profile with regards to attendance is vital. Of particular importance is reinforcing the link between attendance and achievement. Strategies employed to safeguard this include:

- Attendance as a fixed agenda item in school leadership meetings, cluster meetings and individual school Governors' meetings.
- Awareness of attendance is raised with parents at every available opportunity, eg; interim reports, parents' evenings, banners outside the school.
- Attendance is a frequent feature in assemblies and registration activities.
- A strong emphasis is placed on attendance during the school evaluation and school development planning process.
- Attendance is incorporated into transition planning and the early identification of students in need of extra support.
- Promotion of attendance within students around classrooms and within the school building.

## **8. Attendance targets**

A system for analysing performance towards the targets will be established and the Head Teacher or senior school leader will be responsible for overseeing this work. The school and Governing body will make use of the attendance data available from the SEWC and the LA when setting its targets.

## **9. Roles and responsibilities with regards to attendance**

Attendance is everybody's concern and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

### Role of the Headteacher for each school in the cluster

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body.
- Set attendance targets with the Local Authority, EAS challenge advisors and governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents when a holiday in term time is not authorised.
- Regular attendance reports shared and provided to governors.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures.
- Ensure policy is readily available for stakeholders including on the school, and website.
- To work with the Local Authority and EAS Challenge advisors and to provide a comprehensive plan in terms of attendance.

### The School

- Attendance leads meets the school's EWO to discuss individual student attendance in order to target students.
- The use of the SIMS system which monitors attendance throughout the day.
- First day response – resources and workload permitting, members of the school's support staff email or call parents or carers of absentees. Specifically targeted students, in conjunction with parents and external agencies, are also closely monitored and supported.
- Attendance Panel Meetings with parents – these are held in school and at home and allow for the reasons for poor attendance to be identified and strategies developed to support/encourage regular attendance.
- The school calls on GEMS support to get letters translated into the home language of students with poor attendance issues. Interpreters also accompany the schools EWO on home visits whereby parents do not speak English

### Governing Body

- Approve the policy and amend if necessary.
- Receive reports from the Headteacher on a regular basis.
- Attend meetings as and when required.
- Ensure policy is shared with all relevant stakeholders.
- Lead governor for attendance is appointed.

### Senior Leadership Team

- Work with all staff responsible for attendance and punctuality.
- To look at attendance data on a regular basis, linking in with the school EWO.
- Regularly check registers.
- Ensure all absences are recorded in line with the guidance of codes document including those unauthorised absences and no reasons provided.
- Regular and updated training on attendance for all relevant staff, using the Local Authority school data team.
- Raise issues of those staff not compliant with the completion of registers.
- Discuss any initiatives with all staff.

### Role of School Attendance Officer (or designated person at the school)

- To contact parents on a daily basis to establish reasons for student's absence (First Day response).
- To record absences daily, registers as and when required.
- To 'mop up' missing marks, providing reasons and inputting reasons on the red flag system on SIMS.
- To contact those parents who haven't contacted school, or by telephoning parents individually in order to establish reasons.
- To work closely with EWO and support staff in school.
- To work with SLT closely on attendance.
- To check attendance messages, if necessary on the school's answerphone system.

### Attendance leads (designated person/s at the school)

- Ensure all student absences are recorded, and notes received.
- Work closely with the school's Attendance Officer.
- Work closely with the schools EWO, providing valid attendance data on individual students.
- To attend set and pre-arranged meetings with the EWO.
- Contact parents/guardians of those students who have not attended and not provided reasons for absence on a daily basis.
- Truancy concerns are dealt with.
- To arrange letters and meetings for those parents whose children's attendance poses a concern.
- To monitor patterns of irregular attendance.
- To provide rewards to those students with improved or excellent attendance.

### Class Teachers

- To carry out the statutory role of completing attendance registers each morning and every lesson.
- Ensure absences are accounted for by ways of a note provided by parents.
- To continue to raise the profile of attendance to all students.
- Contact School Attendance Officer with any queries.

### Students

- Attend regularly and on time unless unwell or received an authorised absence.
- Bring to school a note explaining reasons for absence and give to class/form teacher.
- Inform form teacher of planned absences.

### Parents

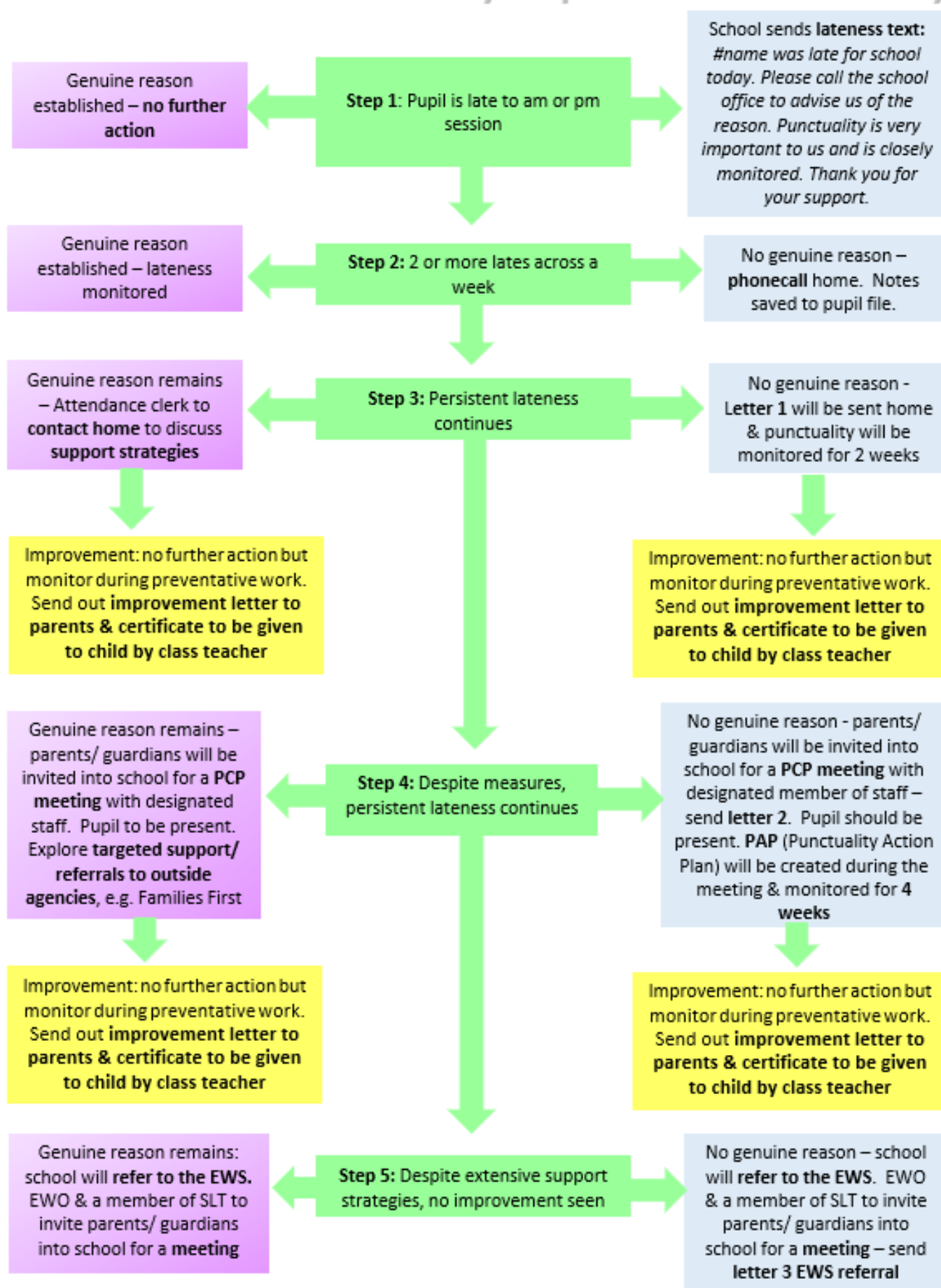
- To ensure their children attend school regularly and punctually.
- To notify the school if their child is unable to attend, on the first day of absence and every day thereafter.

- To keep the school updated on parents/guardians contact details, including mobile numbers and new addresses.
- To work with school and partner agencies to address any issues of irregular attendance of their children.
- To work with their child in relation to homework, not completing homework is not a reason for missing school.

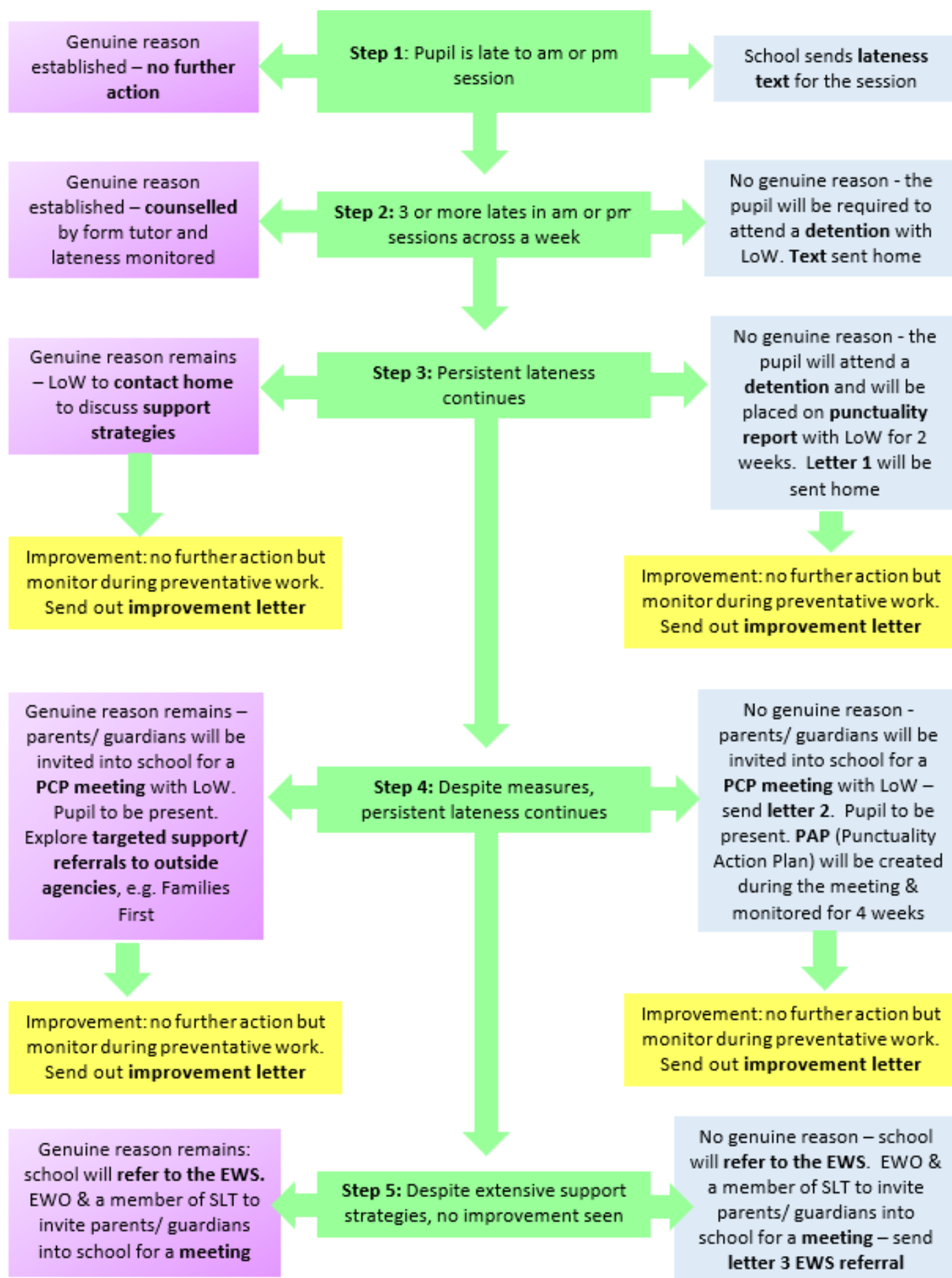
## Appendix 1 : Attendance Code Summary

<b>Code</b>	<b>Meaning</b>	<b>Statistical meaning</b>
/\	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
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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	Student not yet on roll	Not required to attend
#	School closed to all students	Not required to attend

# Torfaen EWS – Punctuality Improvement Pathway



## Appendix 2b: Punctuality Improvement Pathway (Secondary cluster school)



[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: Punctuality to school – student lateness report**

Student name	Year	Late before register closed (sessions)	Late after register closed (sessions)

I would like to advise you that your child’s punctuality to school is a cause for concern. A key part of the Torfaen Strive strategy is keeping you informed of your child’s level of attendance, which includes lateness to school.

**We will be closely monitoring [name of student]’s punctuality over the next two weeks via an attendance report** and if there is no significant improvement we will invite you to attend a meeting in school to develop a Punctuality Action Plan (PAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child attends school on time and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact me on [telephone number] or by email at [email address] if there are any issues or concerns you would like to discuss.

Yours sincerely

[Name]

**Attendance leader**

Cc: School Attendance Officer

<b>Punctuality Report</b> Staff to sign if on time & if not, note minutes late				<b>Week 1</b>	
<b>Student name:</b>				<b>Form:</b>	
Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM registration					
Lesson 1					
Lesson 2					
Lesson 3					
Lesson 4					
Lesson 5					
Parent/ guardian signature					

<b>Punctuality Report</b> Staff to sign if on time & if not, note minutes late				<b>Week 2</b>	
<b>Student name:</b>				<b>Form:</b>	
Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM registration					
Lesson 1					
Lesson 2					
Lesson 3					
Lesson 4					
Lesson 5					
Parent/ guardian signature					



[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: Punctuality to school – Parental Meeting**

Student name	Year	Late before register closed (sessions)	Late after register closed (sessions)
		[Date] to [Date]	

We wrote to you recently about our concerns over [name of student]’s punctuality. We have been closely monitoring and reviewing [name of student]’s attendance via punctuality report and we are becoming increasingly concerned that there appears to be no significant improvement. I am sure you will appreciate that punctuality to school and lessons is an essential element of your child’s education.

Therefore, we would like to invite you to an attendance meeting in school on \_\_\_\_\_ so that we can discuss our concerns and complete a Punctuality Action Plan (PAP) in order to improve lateness. Failure to attend this meeting may result in a referral to the Education Welfare Service.

If you have any questions regarding the above, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Attendance leader**

Cc: School Attendance Officer

### School Steps – Punctuality Action Plan (PAP)

The Punctuality Action Plan (PAP) is introduced to support students when their punctuality remains a cause for concern. Their parents/guardians are invited to contribute to the plan to help secure improvement in a student's punctuality to school.

The Punctuality Action Plan (PAP) should help the school and parents/guardians identify any issues which are preventing the student attending school on time. Once identified, actions will be agreed between the school and parents/guardians to resolve the issues and improve punctuality.

#### Formal Meeting with Parents/Guardians to agree an action plan

*The student may be invited to attend this meeting at the discretion and agreement of the school and/or parents/guardians.*

<b>Student's Name</b>		<b>DoB</b>	DD	MM	Y Y
<b>Address:</b>					
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>			
<b>School Year</b>		<b>Head of Year</b>			

Punctuality Information (To include reasons for lateness)	Date to Date	Lates before reg closed	Lates after reg closed
		%	%
		Sessions	Sessions

Meeting Date		Brief background of punctuality concerns discussed
<b>Present at meeting</b>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul>	

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, transport, family issues)	Action	Action owner (Head of year, Attendance officer, parent/guardian)	Report to Head of Year		Review Date (4 weeks from above meeting date)
					Yes	No	

<b>Parent/Guardian Signature:</b>	
<b>School Signature:</b>	
<b>School Officer Designation</b>	
<b>Date:</b>	

**Four Week Monitoring of Action Plan**

Leader of Wellbeing to monitor Action Plan and punctuality for 4 school weeks from above meeting date.

Name of Student:

School:

Date:

<b>Working</b>	<b>Not working</b>
<b>Important to</b>	<b>Important for</b>
<b>Strengths</b>	<b>Challenges</b>

**Possible Action Plan**

What	Who	When

Drawn up by:

Date:

Cc:

EP	
CD	
schools	
LA	
Parents	
SS	
Camhs	
FF	



[Date]

[  
[Parent/guardian ]  
[Postal address ]  
[ ]

Dear [Name of parent/guardian]

**Re: Lateness – Positive Improvement in punctuality to school**

We wrote to you recently about our concerns over [name of student]'s punctuality to school. We have been closely monitoring and reviewing [name of student]'s lateness and are pleased to inform you that we are encouraged by the recent improvement.

We will continue to monitor [name of student]'s lateness to ensure [his/her] improvement is maintained.

I would welcome and appreciate if you could continue your support and thank you for your effort to date.

If you have any questions regarding [name of student]'s punctuality, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Attendance leader/Head Teacher**

Cc: Head teacher  
School Attendance Officer

Appendix 3: EWO Home Visit/Welfare Check Flow Chart

EWO Home Visit/ Welfare Check Flow Chart

School requests a welfare check for a pupil after **using all contact details** on Sims including using email and text messaging services and speaking to any agencies involved with the pupil. Where possible this needs to be **by 11am** to give the EWO time to liaise with other services.

NB – It is best practice schools to check and update contact details termly



Is it a **3 day no contact** welfare check for a pupil where school cannot establish contact? (Or a **1 day** no contact if a pupil is CP or there are safeguarding concerns?)



Yes



No



The EWO will use all known contact details and in the event of failing to establish



School needs to arrange for school staff to conduct the welfare check/ home visit & put

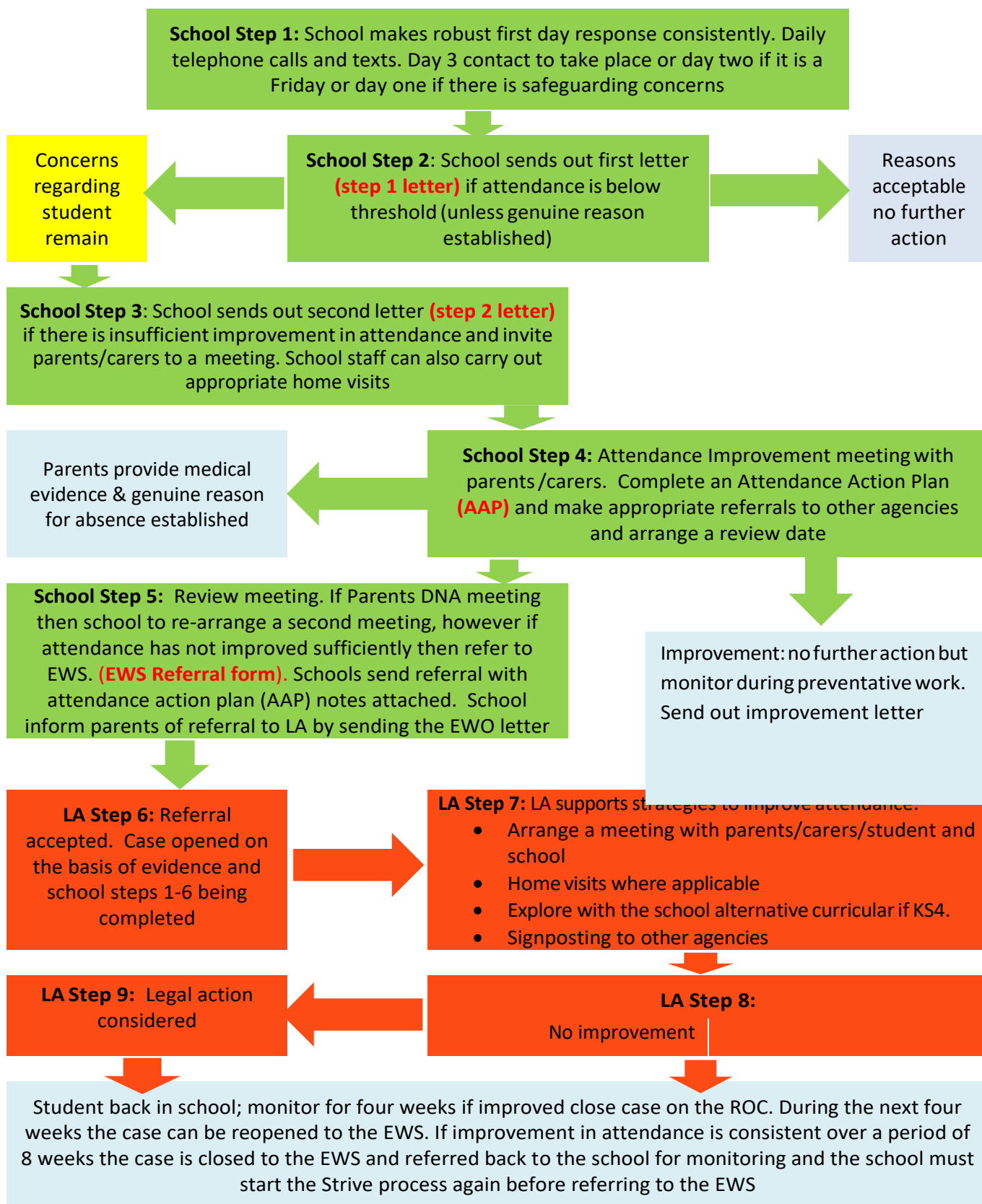
Long-term absence:

In the case of long-term absence, school have a duty of care to ensure the child is seen every 10 days and to develop a plan to ensure that this is taking place. Visits by outside agencies can be considered a part of this monitoring process and this must be tracked by school.

If a child is absent from school for 10 days or more due to illness, school should ask for medical evidence or be provided with permission from the parent or guardian to contact the child's GP. These absences can be consecutive or accumulative.



## Traffic Lights Attendance Scheme – Improving Attendance Pathways



	Stage of Process	Attendance and Time triggers
<b>Steps to be taken</b>	Schools need to consider the proportion of authorised and un-authorised attendance when make decisions on following steps	
<b>School Step 1</b>	School to carry out first day response (Phone call and text)	Daily
<b>School Step 2</b>	School sends out <b>letter 1</b> if attendance is below the threshold	<ul style="list-style-type: none"> <li>Below threshold current academic year with at least 2 weeks attendance at the start of the academic year.</li> </ul>
<b>School Step 3</b>	School sends out <b>letter 2</b> if there is insufficient improvement in attendance and inviting parents/carers to a meeting	No improvement 4 weeks after <b>letter 1</b>
<b>School Step 4</b>	<b>Attendance Improvement Meeting (letter 2 meeting)</b> . Complete Attendance Action Plan (AAP)	Review meeting to be arranged within a 4 week period. This meeting can be brought forward if concerns remain high
<b>School Step 5</b>	Referral and discussion with EWS for investigation if no improvement following school Attendance Improvement Meeting.	Discuss with EWS. 4 weeks after Attendance improvement meeting if no improvement.

## Triggers and Timeline – Local Authority Steps

Steps to be taken	Stage of Process	Attendance and Time triggers
<b>LA Step 6</b>	Referral accepted open case based on evidence School Step 1-6	Response by EWS officer within 7 working days of referral
<b>LA Step 7</b>	EWS supports strategies to improve attendance EWS to arrange a meeting & send letter to parents	Following meeting monitor for four weeks, carry out any relevant investigations and referrals to outside agencies.
<b>LA Step 8</b>	No improvement- referral to EWO Flowchart.	Consider punitive measures
<b>LA Step 9</b>	Legal action <ul style="list-style-type: none"> <li>• First Warning</li> <li>• Final Warning</li> </ul>	Review First Warning after 4 weeks. <ul style="list-style-type: none"> <li>• Continued support to improve attendance</li> <li>• Submission to Legal</li> </ul>

## Guidance and Paperwork - School Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
<b>School Step 1</b>	School carry out First day response. Telephone calls consistently and text, email, parent communication platform		Record of phone conversation. Red flag on SIMS everyday
<b>School Step 2</b>	School sends out letter 1 if attendance is a cause for concern (unless genuine reason established)	<b>First letter</b>	
<b>School Step 3</b>	School sends out letter 2 if there is no improvement in attendance and invite parents/carers to a meeting	<b>Second letter</b>	
<b>School Step 4</b>	Parents/Carers attend a meeting - Attendance Action Plan to be completed  Review meeting to be arranged. If parents do not attend rearrange meeting	<b>Attendance Action Plan (AAP)</b>	
<b>School Step 5</b>	Referral discussion with EWS (school to continue working in partnership)	<b>Referral to EWS with AAP attached</b>	Information needed for referral: school actions, copies of letters & AAP

## Guidance and Paperwork - LA Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
<b>LA Step 6</b>	Referral accepted. Open case on the basis of evidence provided by school	EWS Referral Form with copies of letters & AAP attached	
<b>LA Step 7</b>	EWS supports school strategies to improve attendance		Evidence: AAP (updated by school) and ROC
<b>LA Step 8</b>	No improvement- Referral to EWO Flowchart		Information needed: evidence of school steps, evidence of EWS steps & student attendance
<b>LA Step 9</b>	Legal action considered		
<b>LA Step 10+</b>	After legal action	After legal action letter sent to parent/carers	

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School attendance concerns**

Student name	Year	Attendance (%)

I would like to advise you that your child’s school attendance is a cause for concern. A key part of the Torfaen Strive strategy is keeping you informed of your child’s level of attendance.

We will be closely monitoring [name of student]’s attendance over the next four weeks and if there is no significant improvement a meeting will be arranged to develop an Attendance Action Plan (AAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child attends school and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact your child’s school on [telephone number] or by email at [email address] to raise or discuss any issues or concerns you may have.

Yours sincerely

[Name]

**Headteacher**

Cc: (School name)  
 School Attendance Officer

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Positive Improvement in Attendance**

Student name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of student]’s school attendance. We have been closely monitoring and reviewing [name of student]’s attendance and are pleased to inform you that we are encouraged by the recent improvement in your child’s level of attendance.

We will continue to monitor [name of student]’s attendance to ensure [his/her] improvement is maintained.

I would welcome and appreciate if you could continue your support and thank you for your effort to date.

If you have any questions regarding [name of student]’s attendance, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Head Teacher**

Cc: (School name)  
 School Attendance Officer

[Date]

[  
[Parent/guardian ]  
[Postal address ]  
[ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Parental Meeting**

Student name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of student]’s school attendance. We have been closely monitoring and reviewing [name of student]’s attendance and we are becoming increasingly concerned that there appears to be no significant improvement. I am sure you will appreciate that regular attendance is essential for your child’s education and is also a legal requirement.

Therefore, we would like to invite you to an attendance meeting at school on \_\_\_\_\_ so that we may find a way forward in this matter.

If you have any questions regarding the above, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Headteacher**

Cc: (School name)  
School Attendance Officer



## School Steps - Attendance Action Plan (AAP)

The Attendance Action Plan (AAP) is introduced to support students when their attendance drops below 90%. Their parents / guardians are invited to contribute to the plan to help secure improvement in student attendance in school.

The Attendance Action Plan (AAP) should help the school and parents/guardians identify any issues which are preventing the student attending school. Once identified, action will be agreed between the school and parents/guardians to resolve the issues and improve attendance.

### Formal Meeting with Parents/Guardians

**Meeting with parents once student has dropped below 90% attendance to agree action plan.** *The student may be invited to attend this meeting at the discretion and agreement of the school and/or parents/guardians.*

<b>Student's Name</b>	<b>DoB</b>	DD	MM	YY
<b>Address:</b>				
<b>Home Tel No:</b>			<b>Mobile Tel No:</b>	
<b>School Year</b>		<b>Headteacher</b>		

<b>Attendance Information</b> (Brief details on student attendance record over time (%/time))	<b>Date to Date or ½ term period</b>	<b>Attendance %</b>
		[%]
		[%]
		[%]

<b>Meeting Date</b>		<b>Brief background of attendance concerns discussed</b>
<b>Present at meeting</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Headteacher, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

<b>Parent/Guardian Signature:</b>	
<b>School Signature:</b>	
<b>School Officer Designation</b>	
<b>Date:</b>	

**Four Week Monitoring of Action Plan 1**

Attendance Officer to monitor Action Plan and attendance for 4 school weeks from above meeting date.

# School Steps - Attendance Action Plan (AAP)

## Review meeting with Parent/Guardian

Review meeting with parent/guardian.

*The student may be invited to attend this meeting at the discretion and agreement of the school and/or parent/guardian.*

**If no improvement at this stage it should be made clear to parent/guardian that any further absence will not be authorised without supporting medical evidence.**

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY
<b>Address:</b>					
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>			
<b>School Year</b>		<b>Headteacher</b>			

<b>Meeting Date</b>		<b>Discuss and review impact of actions agreed in Action Plan 1. Draft Action Plan 2 with parent/guardian</b>
<b>Present at meeting</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Headteacher, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

<b>Parent/Guardian Signature:</b>	
<b>School Signature:</b>	
<b>School Officer Designation</b>	
<b>Date:</b>	

**Four Week Monitoring of Updated Action Plan 2**

Attendance Officer to monitor updated Action Plan 2 and student attendance for 4 school weeks from above meeting date. If no improvement refer to EWS.

**Increased monitoring – Home visits/phone conversations/regular check-ups with student.**

# School Steps - Attendance Action Tracker

**Introduction.** Any issues identified from the Attendance Action Plan (AAP) preventing a student attending school should be investigated. The Headteacher /Attendance Officer (AO) may refer the issue(s) identified to members of staff within the school for investigation.

Start Date:

<b>Student's Name</b>	<b>DoB</b>	<b>DD</b>	<b>MM</b>	<b>YY</b>	<b>M</b>	<b>F</b>
-----------------------	------------	-----------	-----------	-----------	----------	----------

*Please tick*

<b>School:</b>	<b>Year Group:</b>
----------------	--------------------

<b>Headteacher/Attendance Officer (CAO)</b>
---

<b>Issue(s) preventing student attending school: <i>List issues identified in Attendance Action Plan (AAP)</i></b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--	--

<b>Referred to: Name - for investigation of issue(s)</b>	<b>Date:</b>	
--	--------------	--

<b>Action/Result of investigation by staff member: <i>Briefly detail action/result of investigation of issue(s) identified above</i></b>	
--	--

<b>Please return to Headteacher/ Attendance Officer (AO) following completion of investigation.</b>	
---	--

<b>Completion date of investigation:</b>	
--	--

<b>If you have any queries relating to the Attendance Action Tracker, please contact the Schools Headteacher/ Attendance Officer.</b>	
---	--

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Case referral to Torfaen Council’s Education Welfare Service (EWS)**

Student Name	Year	% Attendance

We are disappointed to inform you that the school will be referring its concerns regarding [name of student]’s attendance to the Torfaen Council’s Education Welfare Service (EWS).

The school has implemented an Attendance Action Plan (AAP) to support [name of student] with the aim of improving [his/her] attendance. Unfortunately, we have not seen the necessary improvement in attendance required.

I must highlight that any person who has the care of a child or who has parental responsibility is responsible for ensuring good attendance. Failure to do so can result in prosecution.

*"If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his parent is guilty of an offence". under s.444(1) Education Act 1996.*

An Education Welfare Officer (EWO) from the Education Welfare Service (EWS) will contact you in due course.

Yours sincerely

[Name]

**Title\_**

Cc: Headteacher  
 School Attendance Officer  
 Education Welfare Officer

## Request for intervention for those students whose attendance is below threshold

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY	M	F
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*Please tick*

<b>School:</b>		<b>Year Group:</b>	
----------------	--	--------------------	--

<b>Full name of parent / carer:</b>			
<b>Address:</b>			
<b>Home Tel No:</b>		<b>Work Tel No:</b>	
<b>Others with Parental Responsibility</b>			
<b>Relationship to Student</b>			

Does the student come under a specific vulnerable group	If yes, please specify
Yes	No
Details:	

<b>Have referrals been made to other agencies. If yes, please provide full details</b>	
--	--

ALN status	
<b>Provide details</b>	

<b>Current Attendance Rate</b>	<b>% attendance</b>		<b>Unauthorised</b>
<b>Registration Certificate attached</b>	Yes		

Action taken by School	Date	Response/Outcome
<b>First Day Response</b>		
<b>PCP meeting has taken place if no provide details</b>		
<b>Letters to parent / guardian (copies attached)</b>		
<b>School Meetings (copies attached) AAP</b>		

<b>Please confirm that the parents/guardians have been informed of this referral to the EWS: (please tick)</b>	
--	--

<b>Are there any issues regarding worker safety that should be taken into account in planning a response?</b>
---

Reason for Referral and Any Other Relevant Information:

Referred  
By:

Title:

Date:

### School Level Action

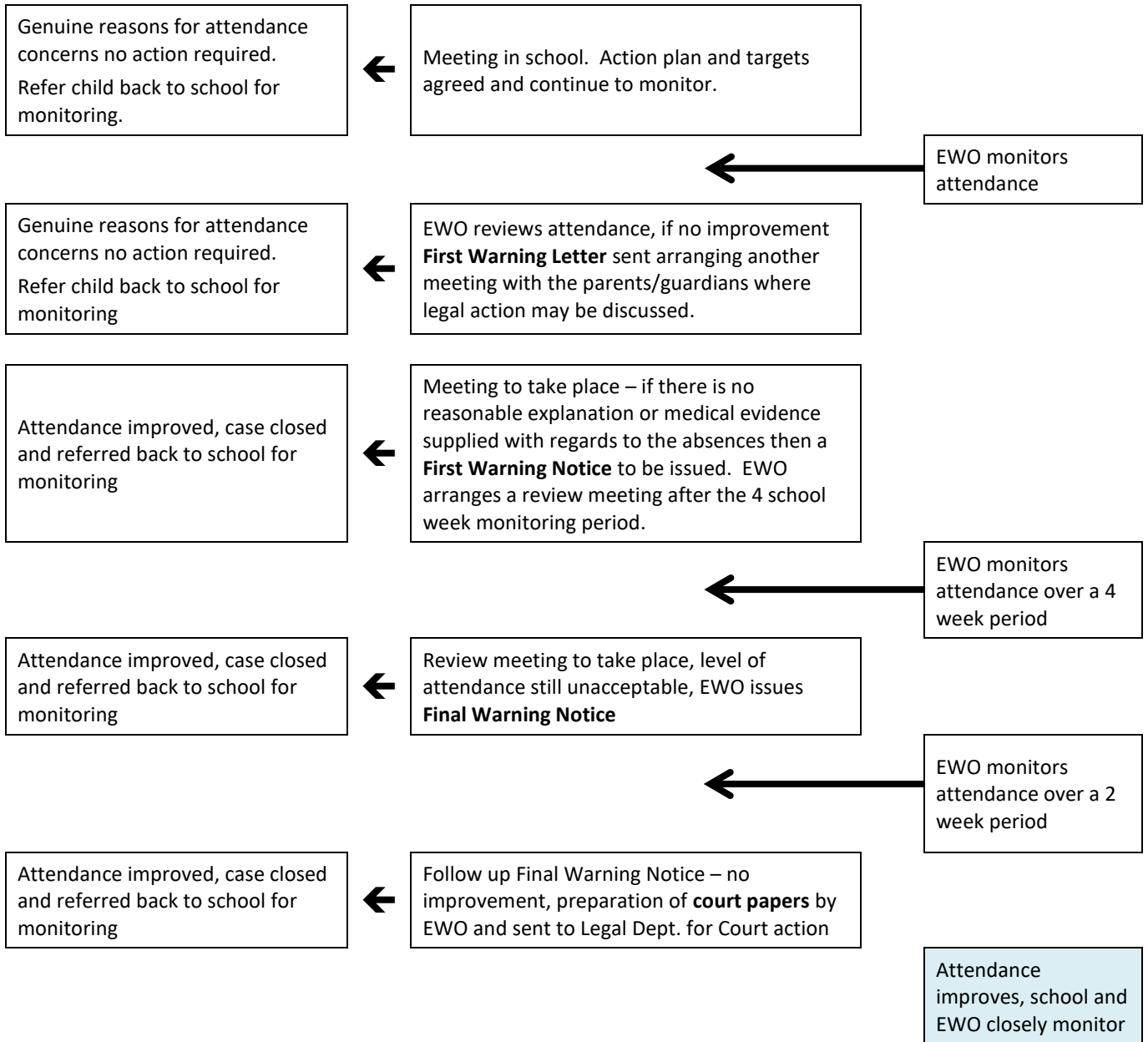
Identify children with attendance that gives cause for concern, then:

1. First day contact
2. Letter to parent/guardian
3. Meeting in school
4. Telephone conversation
5. Action plan and targets agreed with parents to improve child's attendance



# Referral to EWS

EWO contacts parents via letter, telephone call, home visit to arrange a meeting in school



Parent/Guardian of

Dear

**Re: School Attendance of (child's name) at ..... school**

Further to your appearance at ..... Magistrates Court at ..... a.m./p.m. on .....to answer a summons in regard to Section 444 (1) / Section 444 (1a) of the Education Act 1996.

You were found guilty of the offence and that the Magistrates imposed £ ..... fine with an additional £ ..... Costs and you will hear from the court direct in regard to payment of fine / costs etc.

It is important now at this stage that (child's name) remaining statutory schooling is considered and I would like to invite you to a meeting in school with the Head of Year Mr/Mrs ..... and myself on the ..... at ..... a.m./p.m. to discuss how (child's name) can be supported to return to school and to ensure his/her regular attendance.

To avoid further legal action being taken I cannot emphasize enough the importance of you attending this meeting.

In the meantime, your child's attendance will be closely monitored. It is vital he / she attends regularly. I have enclosed a copy of his/her attendance certificate for your information.

Yours

## Fixed Penalty Notice Advisory Letter for Schools

[Date]

[  
[Parent/guardian ]  
[Postal address ]  
[ ]

Dear [Name of parent/guardian]

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY
-----------------------	--	------------	----	----	----

<b>School:</b>		<b>Year Group:</b>	
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I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least 10 sessions (5 school days) of unauthorised absence so far this current academic year.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered student at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school will be closely monitoring your child's attendance from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority, however, should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely,

Head Teacher

**Fixed Penalty Notice - Unauthorised Holiday Checklist**

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY	<b>M</b>		<b>F</b>	
-----------------------	--	------------	----	----	----	----------	--	----------	--

1. Who has parental responsibility over the student? Please name the person who has day to day care if different	
<b>Parental Responsibility</b>	<b>Day to Day care</b>

2. Has the period of absence meant the student has missed at least 10 school sessions?	<b>Yes</b>		<b>No</b>	
--	------------	--	-----------	--

3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice?	<b>Yes</b>		<b>No</b>	
If yes, please give details:				

4. Was a request made to the school by the parent for holiday leave during the period you wish to issue a Fixed Penalty Notice for?	<b>Yes</b>		<b>No</b>	
If 'yes' what was the reason for refusal? <i>Please attach copies of the correspondence exchanged.</i>				
If 'no' please explain why an unauthorised holiday is suspected.				

5. What is the student's attendance history?
--

6. Does the student have any Special Educational Needs (SEN) and is s/he maintained on a Statement of SEN?
--

7. Does the student have a Disability under the Equality Act 2010?	<b>Yes</b>		<b>No</b>	
--	------------	--	-----------	--

8. What is known of the student's personal circumstances?
---

9. Are there any exceptional circumstances that the Council should be aware of?

10. Has the student had a previous holiday or long period of absence in the academic year the unauthorised holiday was taken in?

11. Has parent been in contact with the school in relation to the absence?	Yes		No	
--	-----	--	----	--

12. Has SEWC's Code of Conduct been considered?	Yes		No	
---	-----	--	----	--

**Form completed by**

<b>Name</b>		<b>Title:</b>		<b>Date:</b>	
-------------	--	---------------	--	--------------	--

**Fixed Penalty Notice Request - Unauthorised Holiday Absence**

<b>Registered student at:</b>		<b>School</b>
-------------------------------	--	---------------

**Student's Information**

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY	M	F
<b>Address:</b>							
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>					

**Parent/Carer's Information**

<b>Full name of parent/carers:</b>			
<b>Address</b> <i>(if different from above):</i>			
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>	
<b>Relationship to Student</b>			

<b>Full name of parent/carers:</b>			
<b>Address</b> <i>(if different from above):</i>			
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>	
<b>Relationship to Student</b>			

**Dates of Absence:**

The above-named student was absent from school on the following dates and are recorded in the school register as unauthorised. (Please attach a registration certificate showing the period)


**Declaration**

I am the Head teacher/Acting Head Teacher of the School named. I certify that this holiday request has been

considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

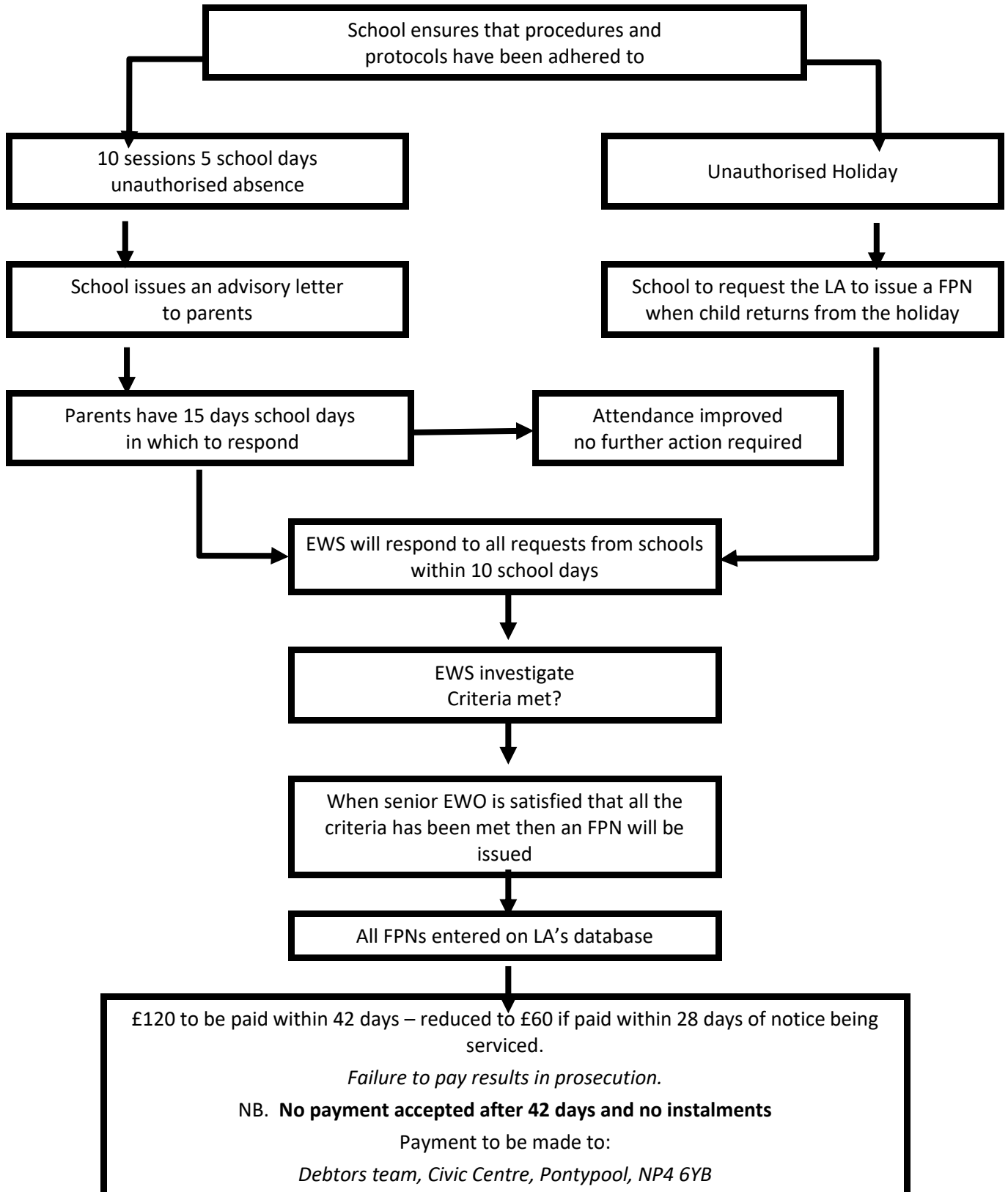
Did the parents request authorisation prior to holiday	Yes		No	
--	-----	--	----	--

Did the school response in writing to decline authorisation of holiday	Yes		No	
--	-----	--	----	--

**Please attach copies of all correspondence.**

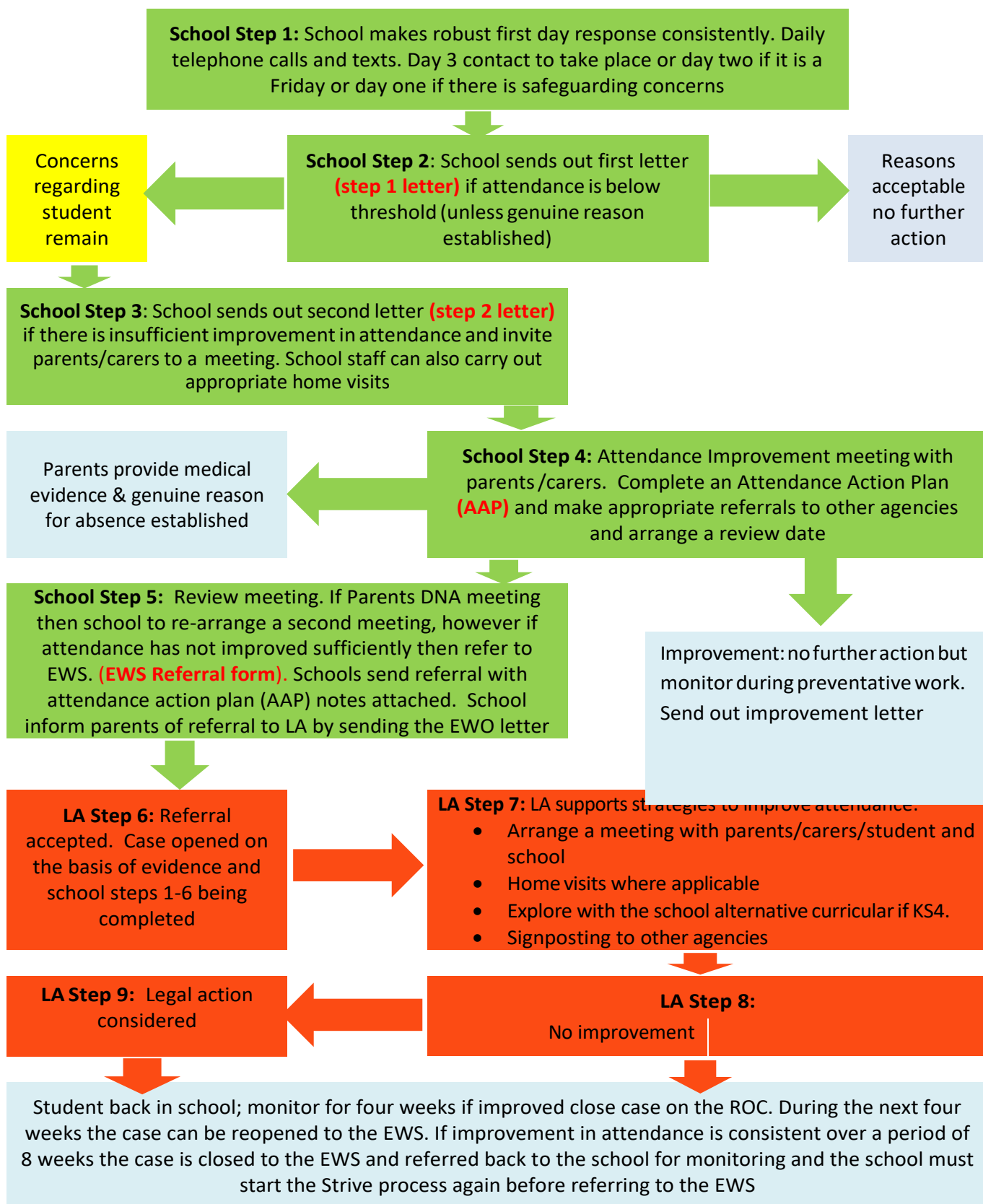
<b>Name</b>		<b>Signature</b>		<b>Date:</b>	
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## Fixed Penalty Notice





**Appendix 4b: Strive – Improving Attendance Pathways (Secondary cluster school)**



**Triggers and Timeline - School Steps**

Stage of Process	Attendance and Time triggers
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<b>Steps to be taken</b>	Schools need to consider the proportion of authorised and un-authorised attendance when make decisions on following steps	
<b>School Step 1</b>	School to carry out first day response (Phone call and text)	Daily
<b>School Step 2</b>	School sends out <b>letter 1</b> if attendance is below the threshold	<ul style="list-style-type: none"> <li>Below threshold current academic year with at least 2 weeks attendance at the start of the academic year.</li> </ul>
<b>School Step 3</b>	School sends out <b>letter 2</b> if there is insufficient improvement in attendance and inviting parents/carers to a meeting	No improvement 2 weeks after <b>letter 1</b>
<b>School Step 4</b>	<b>Attendance Improvement Meeting (letter 2 meeting)</b> . Complete Attendance Action Plan (AAP)	Review meeting to be arranged within a 4 week period. This meeting can be brought forward if concerns remain high
<b>School Step 5</b>	Referral and discussion with EWS for investigation if no improvement following school Attendance Improvement Meeting.	Discuss with EWS. 4 weeks after Attendance improvement meeting if no improvement.

## Triggers and Timeline – Local Authority Steps

Steps to be taken	Stage of Process	Attendance and Time triggers
<b>LA Step 6</b>	Referral accepted open case based on evidence School Step 1-6	Response by EWS officer within 7 working days of referral
<b>LA Step 7</b>	EWS supports strategies to improve attendance EWS to arrange a meeting & send letter to parents	Following meeting monitor for four weeks, carry out any relevant investigations and referrals to outside agencies.
<b>LA Step 8</b>	No improvement- referral to EWO Flowchart.	Consider punitive measures
<b>LA Step 9</b>	Legal action <ul style="list-style-type: none"> <li>• First Warning</li> <li>• Final Warning</li> </ul>	Review First Warning after 4 weeks. <ul style="list-style-type: none"> <li>• Continued support to improve attendance</li> <li>• Submission to Legal</li> </ul>

## Guidance and Paperwork - School Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
<b>School Step 1</b>	School carry out First day response. Telephone calls consistently and text, email, parent communication platform		Record of phone conversation. Red flag on SIMS everyday
<b>School Step 2</b>	School sends out letter 1 if attendance is a cause for concern (unless genuine reason established)	<b>First letter</b>	
<b>School Step 3</b>	School sends out letter 2 if there is no improvement in attendance and invite parents/carers to a meeting	<b>Second letter</b>	
<b>School Step 4</b>	Parents/Carers attend a meeting - Attendance Action Plan to be completed  Review meeting to be arranged. If parents do not attend rearrange meeting	<b>Attendance Action Plan (AAP)</b>	
<b>School Step 5</b>	Referral discussion with EWS (school to continue working in partnership)	<b>Referral to EWS with AAP attached</b>	Information needed for referral: school actions, copies of letters & AAP

## Guidance and Paperwork - LA Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
<b>LA Step 6</b>	Referral accepted. Open case on the basis of evidence provided by school	EWS Referral Form with copies of letters & AAP attached	
<b>LA Step 7</b>	EWS supports school strategies to improve attendance		Evidence: AAP (updated by school) and ROC
<b>LA Step 8</b>	No improvement- Referral to EWO Flowchart		Information needed: evidence of school steps, evidence of EWS steps & student attendance
<b>LA Step 9</b>	Legal action considered		
<b>LA Step 10+</b>	After legal action	After legal action letter sent to parent/carers	

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School attendance concerns**

Student name	Year	Attendance (%)

I would like to advise you that your child’s school attendance is a cause for concern. A key part of the Torfaen Strive strategy is keeping you informed of your child’s level of attendance.

We will be closely monitoring [name of student]’s attendance over the next two weeks and if there is no significant improvement a meeting will be arranged to develop an Attendance Action Plan (AAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child attends school and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact your child’s school on [telephone number] or by email at [email address] to raise or discuss any issues or concerns you may have.

Yours sincerely

[Name]

**Headteacher**

Cc: Head of Year  
 School Attendance Officer

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Positive Improvement in Attendance**

Student name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of student]’s school attendance. We have been closely monitoring and reviewing [name of student]’s attendance and are pleased to inform you that we are encouraged by the recent improvement in your child’s level of attendance.

We will continue to monitor [name of student]’s attendance to ensure [his/her] improvement is maintained.

I would welcome and appreciate if you could continue your support and thank you for your effort to date.

If you have any questions regarding [name of student]’s attendance, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Head of Year/Head Teacher**

Cc: Head teacher  
 School Attendance Officer

[Date]

[  
 [Parent/guardian ]  
 [Postal address ]  
 [ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Parental Meeting**

Student name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of student]’s school attendance. We have been closely monitoring and reviewing [name of student]’s attendance and we are becoming increasingly concerned that there appears to be no significant improvement. I am sure you will appreciate that regular attendance is essential for your child’s education and is also a legal requirement.

Therefore, we would like to invite you to an attendance meeting at school on \_\_\_\_\_ so that we can discuss our concerns and complete a school action plan in order to improve attendance. Failure to attend this meeting may result in a referral to the Education Welfare Service.

If you have any questions regarding the above, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

**Title \_**

Cc: Head teacher  
 School Attendance Officer



## School Steps - Attendance Action Plan (AAP)

The Attendance Action Plan (AAP) is introduced to support students when their attendance drops below 90%. Their parent / guardian are invited to contribute to the plan to help secure improvement in student attendance in school.

The Attendance Action Plan (AAP) should help the school and parent/guardian identify any issues which are preventing the student attending school. Once identified, action will be agreed between the school and parent/guardian to resolve the issues and improve attendance.

### Formal Meeting with Parent/Guardian

**Meeting with parents once student has dropped below 90% attendance to agree action plan.** *The student may be invited to attend this meeting at the discretion and agreement of the school and/or parent/guardian.*

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY
<b>Address:</b>					
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>			
<b>School Year</b>		<b>Head of Year</b>			

Attendance Information (Brief details on student attendance record over time (%/time))	Date to Date or ½ term period	Attendance %
		[%]
		[%]
		[%]

Meeting Date		Brief background of attendance concerns discussed
<b>Present at meeting</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Head of year, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

<b>Parent/Guardian Signature:</b>	
<b>School Signature:</b>	
<b>School Officer Designation</b>	
<b>Date:</b>	

**Four Week Monitoring of Action Plan 1**

Attendance Officer to monitor Action Plan and attendance for 4 school weeks from above meeting date.

# School Steps - Attendance Action Plan (AAP)

## Review meeting with Parent/Guardian

Review meeting with parent/guardian.

*The student may be invited to attend this meeting at the discretion and agreement of the school and/or parent/guardian.*

**If no improvement at this stage it should be made clear to parent/guardian that any further absence will not be authorised without supporting medical evidence.**

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY
<b>Address:</b>					
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>			
<b>School Year</b>		<b>Head of Year</b>			

<b>Meeting Date</b>		<b>Discuss and review impact of actions agreed in Action Plan 1. Draft Action Plan 2 with parent/guardian</b>
<b>Present at meeting</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Head of year, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

<b>Parent/Guardian Signature:</b>	
<b>School Signature:</b>	
<b>School Officer Designation</b>	
<b>Date:</b>	

**Four Week Monitoring of Updated Action Plan 2**

Attendance Officer to monitor updated Action Plan 2 and student attendance for 4 school weeks from above meeting date. If no improvement refer to EWS.

**Increased monitoring – Home visits/phone conversations/regular check-ups with student.**

# School Steps - Attendance Action Tracker

**Introduction.** Any issues identified from the Attendance Action Plan (AAP) preventing a student attending school should be investigated. The Head of Year (HOY)/Attendance Officer (AO) may refer the issue(s) identified to members of staff within the school for investigation.

Start Date:

<b>Student's Name</b>		<b>DoB</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Please tick*

<b>School:</b>		<b>Year Group:</b>	
<b>HOY/Attendance Officer (CAO)</b>			

<p><b>Issue(s) preventing student attending school:</b> <i>List issues identified in Attendance Action Plan (AAP)</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>Referred to: Name - for investigation of issue(s)</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"><b>Date:</b></td> </tr> </table>		<b>Date:</b>
	<b>Date:</b>		
<p><b>Action/Result of investigation by staff member:</b> <i>Briefly detail action/result of investigation of issue(s) identified above</i></p>	<div style="border: 1px solid black; height: 100px;"></div>		
<p><b>Please return to Head of Year (HOY)/ Attendance Officer (AO) following completion of investigation.</b></p>	<div style="border: 1px solid black; height: 30px;"></div>		
<p><b>Completion date of investigation:</b></p>	<div style="border: 1px solid black; height: 30px;"></div>		
<p>If you have any queries relating to the Attendance Action Tracker, please contact the Schools Head of Year/Attendance Officer.</p>	<div style="border: 1px solid black; height: 50px;"></div>		

[Date]

[  
[Parent/guardian ]  
[Postal address ]  
[ ]

Dear [Name of parent/guardian]

**Re: School Attendance – Case referral to Torfaen Council’s Education Welfare Service (EWS)**

Student Name	Year	% Attendance

We are disappointed to inform you that the school will be referring its concerns regarding [name of student]’s attendance to the Torfaen Council’s Education Welfare Service (EWS).

The school has implemented an Attendance Action Plan (AAP) to support [name of student] with the aim of improving [his/her] attendance. Unfortunately, we have not seen the necessary improvement in attendance required.

I must highlight that any person who has the care of a child or who has parental responsibility is responsible for ensuring good attendance. Failure to do so can result in prosecution.

*"If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his parent is guilty of an offence". under s.444(1) Education Act 1996.*

An Education Welfare Officer (EWO) from the Education Welfare Service (EWS) will contact you in due course.

Yours sincerely

[Name]

**Title\_**

Cc: Head of Year  
School Attendance Officer  
Education Welfare Officer

## Request for intervention for those students whose attendance is below threshold

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY	<b>M</b>		<b>F</b>	
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*Please tick*

<b>School:</b>	<b>Year Group:</b>
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<b>Full name of parent / carer:</b>			
<b>Address:</b>			
<b>Home Tel No:</b>		<b>Work Tel No:</b>	
<b>Others with Parental Responsibility</b>			
<b>Relationship to Student</b>			

Does the student come under a specific vulnerable group		If yes, please specify	
Yes		No	
		<b>Details:</b>	

<b>Have referrals been made to other agencies. If yes, please provide full details</b>	
--	--

ALN status	
<b>Provide details</b>	

<b>Current Attendance Rate</b>	<b>% attendance</b>		<b>Unauthorised</b>	
<b>Registration Certificate attached</b>	Yes			

Action taken by School	Date	Response/Outcome
<b>First Day Response</b>		
<b>PCP meeting has taken place if no provide details</b>		
<b>Letters to parent / guardian (copies attached)</b>		
<b>School Meetings (copies attached) AAP</b>		

<b>Please confirm that the parents/guardians have been informed of this referral to the EWS: (please tick)</b>	
--	--

<b>Are there any issues regarding worker safety that should be taken into account in planning a response?</b>
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Reason for Referral and Any Other Relevant Information:

Referred  
By:

Title:

Date:

### School Level Action

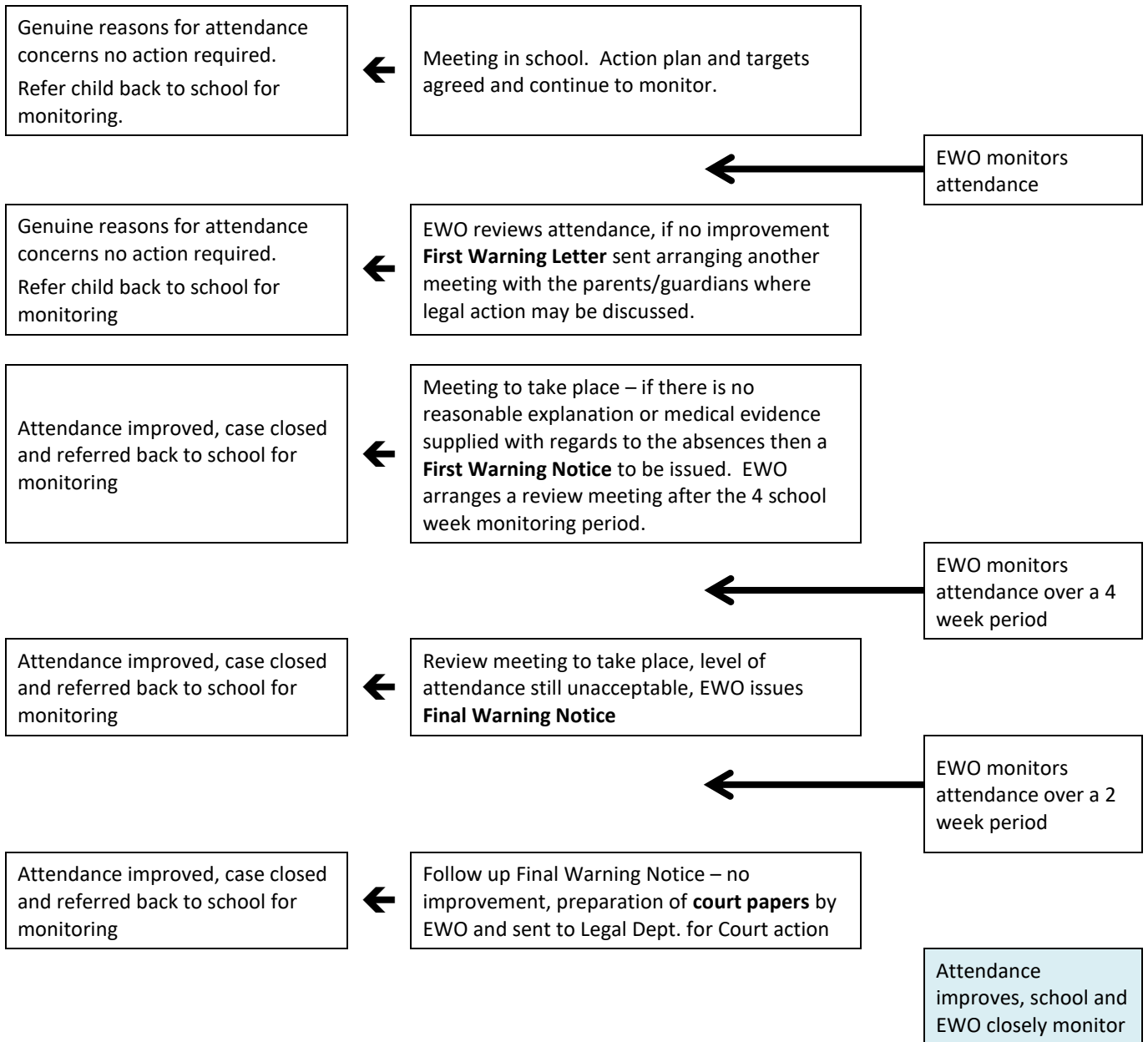
Identify children with attendance that gives cause for concern, then:

6. First day contact
7. Letter to parent/guardian
8. Meeting in school
9. Telephone conversation
10. Action plan and targets agreed with parents to improve child's attendance



# Referral to EWS

EWO contacts parents via letter, telephone call, home visit to arrange a meeting in school



Parent/Guardian of

Dear

**Re: School Attendance of (child's name) at ..... school**

Further to your appearance at ..... Magistrates Court at ..... a.m./p.m. on .....to answer a summons in regard to Section 444 (1) / Section 444 (1a) of the Education Act 1996.

You were found guilty of the offence and that the Magistrates imposed £ .... fine with an additional £ ..... Costs and you will hear from the court direct in regard to payment of fine / costs etc.

It is important now at this stage that (child's name) remaining statutory schooling is considered and I would like to invite you to a meeting in school with the Head of Year Mr/Mrs ..... and myself on the ..... at ..... a.m./p.m. to discuss how (child's name) can be supported to return to school and to ensure his/her regular attendance.

To avoid further legal action being taken I cannot emphasize enough the importance of you attending this meeting.

In the meantime, your child's attendance will be closely monitored. It is vital he / she attends regularly. I have enclosed a copy of his/her attendance certificate for your information.

Yours

## Fixed Penalty Notice Advisory Letter for Schools

[Date]

[  
[Parent/guardian ]  
[Postal address ]  
[ ]

Dear [Name of parent/guardian]

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY
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<b>School:</b>		<b>Year Group:</b>	
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I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least 10 sessions (5 school days) of unauthorised absence so far this current academic year.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered student at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school will be closely monitoring your child's attendance from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority, however, should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely,

Head Teacher

**Fixed Penalty Notice - Unauthorised Holiday Checklist**

<b>Student's Name</b>		<b>DoB</b>	DD	MM	YY	M		F	
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1. Who has parental responsibility over the student? Please name the person who has day to day care if different	
<b>Parental Responsibility</b>	<b>Day to Day care</b>

2. Has the period of absence meant the student has missed at least 10 school sessions?	<b>Yes</b>		<b>No</b>	
--	------------	--	-----------	--

3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice?	<b>Yes</b>		<b>No</b>	
If yes please give details:				

4. Was a request made to the school by the parent for holiday leave during the period you wish to issue a Fixed Penalty Notice for?	<b>Yes</b>		<b>No</b>	
If 'yes' what was the reason for refusal? <i>Please attach copies of the correspondence exchanged.</i>				
If 'no' please explain why an unauthorised holiday is suspected.				

5. What is the student's attendance history?
--

6. Does the student have any Special Educational Needs (SEN) and is s/he maintained on a Statement of SEN?
--

7. Does the student have a Disability under the Equality Act 2010?	<b>Yes</b>		<b>No</b>	
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8. What is known of the student's personal circumstances?
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9. Are there any exceptional circumstances that the Council should be aware of?

10. Has the student had a previous holiday or long period of absence in the academic year the unauthorised holiday was taken in?

11. Has parent been in contact with the school in relation to the absence?	Yes		No	
--	-----	--	----	--

12. Has SEWC's Code of Conduct been considered?	Yes		No	
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**Form completed by**

<b>Name</b>		<b>Title:</b>		<b>Date:</b>	
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**Fixed Penalty Notice Request - Unauthorised Holiday Absence**

<b>Registered student at:</b>		<b>School</b>
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**Student's Information**

<b>Student's Name</b>		<b>D.o.B</b>	DD	MM	YY	M	F
<b>Address:</b>							
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>					

**Parent/Carer's Information**

<b>Full name of parent/carers:</b>			
<b>Address</b> <i>(if different from above):</i>			
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>	
<b>Relationship to Student</b>			

<b>Full name of parent/carers:</b>			
<b>Address</b> <i>(if different from above):</i>			
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>	
<b>Relationship to Student</b>			

**Dates of Absence:**

The above-named student was absent from school on the following dates and are recorded in the school register as unauthorised. (Please attach a registration certificate showing the period)


**Declaration**

I am the Head teacher/Acting Head Teacher of the School named. I certify that this holiday request has been

considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

Did the parents request authorisation prior to holiday	Yes		No	
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Did the school response in writing to decline authorisation of holiday	Yes		No	
--	-----	--	----	--

**Please attach copies of all correspondence.**

<b>Name</b>		<b>Signature</b>		<b>Date:</b>	
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## Fixed Penalty Notice

