Ysgol Pen-y-Bryn
A Foundation School

NUTURING HEALTHY, ETHICAL, CREATIVE, AMBITIOUS LEARNERS.

Attendance Policy
2026 - 2028

This policy has been reviewed and approved by the Governing Body

Signed: _____

Date: October 2026

Review date October 2028

Contents

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- The School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.
- If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and effectively as possible. We will adopt a clearly focused approach aimed at returning the pupils to full attendance at all times.

2. Legislation and guidance

This policy meets the requirements of the All Wales Attendance Framework. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Inclusion and Pupil Support Guidance 27/2006
- Revised behaviour and attendance action plan (2011)
- Welsh Government – All Wales Attendance Analysis Framework (2012)
- National Assembly for Wales' Children and Young People Committee's Inquiry into Behaviour and Attendance in Schools (2013) and Welsh Governments response
- Welsh Governments Guidance on penalty notices for regular non-attendance at school 2013
- National review of behaviour and attendance (NBAR) (2008) and resulting NBAR Action plan
- Education (Pupil Registration) (Wales) Regulations 2010
- Education Act 1996
- Keeping Learners Safe Guidance 2021

3. Roles and responsibilities

3.1 Whole School

A Whole School Attendance Policy is one that requires commitment from all staff employed within the School, together with governors, parents, pupils and the officers of the Local Authority (LA).

A Whole School Approach to attendance relates to a wide range of other school issues including punctuality, behaviour, mental health, emotionally based school refusal, additional learning needs behaviour management, anti-bullying schemes, equal opportunities, rewards and incentives, re-integration of absentees, curricular differentiation, school-home relationships and the role of the Education Social Work Service and Social Inclusion Service (see section 9).

Our school wants to encourage and promote good attendance in as many ways and for as many of our learners as possible, taking into account the balance of appropriate measures to address the needs of those children who find it difficult to attend in certain circumstances e.g. medical issues, young carers, gypsy/traveller families, emotional based school avoidance (EBSA). With this in mind early intervention with learners who experience poor school attendance is vital. We will be vigilant to early indicators and employ a thorough assessment that includes a plan of do and review cycle, placing the child at the heart of the intervention.

Our school has a framework on which to build our individual Whole School Attendance Policy which is highlighted within this policy.

3.2 The Local Authority

Will provide a collaboration of support, guidance, and consultancy to all schools, focusing resources on those schools with the most identifiable needs.

Develop a range of performance indicators and subsequent setting of realistic yet challenging target.

Provision at school level to support individual pupils who experience difficulties in attending school regularly, assessing and working with parents/carers and other agencies to achieve improvement and commitment to the pupils' education (where there is a service level agreement in place).

Provision of assessing and providing/recommending equitable support to parents, balancing assistance with insistence to ensure that all parents meet their legal responsibilities in relation to school attendance.

Development of effective multi–agency working practices at school level in order to facilitate early intervention and sustained and improving levels of attainment of pupils.

Developing the policy and practice for promoting school attendance, Conwy Education Services will recognise the national context and central government priorities and balance this with the need to respond to the local context and particular priorities in Conwy.

Has the responsibility of enabling pupils and parents/carers who experience difficulty in maintaining regular or punctual attendance at school, and to enforce attendance where appropriate through legal proceedings. In Conwy, these tasks are undertaken by the Educational Social Work Service, although other services will regularly offer significant input in the process.

The Local Authority lead officer with responsibility for the development of school attendance policy and practice is the Education Social Work Service Manager, with input as necessary from the Senior Leadership Team.

When a child's attendance falls below certain thresholds it is the Local Authorities responsible to issue warning letters and fixed penalty notices. Fines are paid to Conwy County Borough Council.

3.3 The Governing Body

Ysgol Pen-y-Bryn has nominated governors who are responsible for meeting with key staff to monitor school attendance on a termly basis. This includes reviewing procedures in place for monitoring and improving attendance and lateness. Governors also review and support the development of the school's attendance policy. The Governing Body holds the Headteacher to account for the implementation of this policy. Evidence from these meetings are recorded and feedback shared and minuted at full Governor Body meetings.

3.4 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Authorises the issuing of Fixed Penalty Notice (FPN) warning letters and FPN's by the Local Authority.
- Agrees to any applications made by the LA in respect of Education Supervision Orders.
- Ensures accurate signed attendance certificates and data for any parental prosecutions.
- Obliged under the Education Pupil registration (Wales) Regulation 2010 to notify the LA of pupil absence.
- Ensures there are established processes and procedures in place to improve attendance and enough time is allocated to allow staff to deal with the complexities of non-school attendance related matters.

3.5 School office staff

The school office staff including our attendance officer are expected to take calls from parents about absence and share with teachers to record it on the school system.

- Monitors attendance data across the school and at an individual pupil level.
- Reports concerns about attendance to the headteacher.
- Works with Eirias Education Welfare Officer officer to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the headteacher when the threshold for a fixed penalty notice warning letter has been reached (ten unauthorised absences in a term) and monitors pupil attendance following the issuing of the fixed penalty warning letter.

3.6 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS.

3.7 Parents / Carers

- Parents/carers are responsible for ensuring that their child attends the School regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents/carers are responsible for informing the school by letter, telephone, or a personal visit of the reason for any absence on the first morning of that absence by 9.15am.
- Parents/Carers can expect the school to keep them fully informed of their child's progress.
- Parents/Carers to be aware of letters from school which the child brings home.
- Parents/Carers to attend Parents evening and other events.
- Parents/Carers to ensure that their child completes his/her homework and has a good school routine.
- Parents/carers to avoid booking holidays during term time, unless it is regarded by the headteacher as exceptional circumstances.
- Contact the school promptly if they have any concerns that their child is reluctant to attend school, and work with the school to address any issues at an early stage.

3.8 Learners

- Learners will ensure that they attend school regularly and on time.
- Learners will attend all lessons punctually.
- Learners will be listened to and respected.
- Learners will have individual records of attendance/punctuality acknowledged by the school.
- Learners will be treated as individuals and their voice heard when addressing issues of non-school attendance and a plan of action to support them implemented.

3.9 Education Welfare Officer

Conwy's Education Social Work (ESW) team will support the school and families in exceptional cases of pupil absence. Legal action to enforce School attendance can only be taken by the Local Authority with the ESW evidence presented in court.

The ESW team has a dual role as a provider of a service and as a mediator between home and School. Where the procedures at Ysgol Pen-y-Bryn have not resulted in an improvement in a pupil's attendance a referral to the ESW team will be made. A referral to the ESW team will occur if:

- The school has concerns about a child's absences
- A pattern of irregular attendance is either continuing or worsening (sporadic days or blocks of absence)

- Parents do not accept their responsibilities for ensuring the child attends school and are refusing to discuss ways of improving attendance with the school
- Condoned unjustified absence is increasingly a problem
- The parents ask for excessive authorised absence

3.10 Children's services

Referrals are made to children's services when designated safeguarding officers have concerns regarding a child's absent from school.

Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent – the attendance officer will record leaves of absence on SIMS to inform the teacher prior

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for copy of the Welsh Government attendance codes.

- No pupil is marked present unless they are in the room unless s/he has been seen by the registering teacher.
- No spaces are left open in the register.
- Registers are kept **open until 9.15am for KS2 and 9.25am for Foundation Phase.** After those times parents have to provide an explanation to authorise their absence.
- Pupils arriving before the register are closed are marked as late but counted as present.
- Pupils who arrive after registers are closed but provide an adequate explanation are counted as an authorised absence.
- Pupils arriving after the register is closed and fail to provide an adequate explanation will be marked as an unauthorised absence.
- Pupils arriving after registration (8.45am KS2 and Year R, 1 and 2, 8.55am Nursery) MUST sign in at the school office and provide a reason for being late, which will be recorded. Failure to do so will result in an unauthorised absence and pose a risk to themselves in the event of a fire. A list of pupils will be kept in the office for the Attendance Officer.
- First day absence Teachers or Teaching Assistants to inform office immediately of any absences in class. Contact will then be made to parents in order to ascertain the reason for absence on that day, either by phone or using the 'Group Call' text system.

4.2 Unplanned absence

The learner's parent/carer must notify the school on the first day of an unplanned absence by 9.15am or as soon as practically possible (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Where absence is authorised, the school will remain vigilant to emerging patterns of non-attendance and seek to address reasons as a priority.

4.3 Planned absence

At Ysgol Pen-y-Bryn holidays taken in term time are not condoned. School does not have to agree to authorise an absence for family holidays. Parents must make a strong case for taking pupils out of school for holidays. The headteacher will consider a child's current attendance score and any previous holiday requests in the academic year. School may contact parents for further discussions regarding the request. Approval of a holiday request is at the headteachers discretion however, a school can only authorise a maximum of 10 days absence for holiday in an academic year (Welsh Government October 2023; Belonging, engaging and participating. A summary of guidance for schools to improve attendance). Please note all term times absence requests should be completed in writing and will not be accepted verbally. Forms are available from the office as well as the school website.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Junior children must arrive in school between 8.35am and 8.45am on each school day.
Infant children must arrive in school between 8.45am and 8.55am on each school day.
Any child arriving after these times must enter the school through the main reception to sign in and explain their reason for lateness.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

A learners punctuality for school is a legal requirement (Inclusion & Pupil Support Welsh Government Circular 47/2006) and the parents/carers of a pupil who is persistently late after registration closes are guilty of an offence under the Education Act 1996 and could be prosecuted in the Magistrates Court, or issued with a Fixed Penalty Notice for the unauthorised absences.

A careful balance needs to be struck between being too punitive and too accepting of a pupil's lateness. Once the reasons for lateness have been established, the school, parents and pupils need to work in partnership to resolve difficulties. Where the home situation makes it difficult for the pupil to arrive on time,

the school may need to refer the case to the Education Social Work Service or Social Services for further investigation.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent / carer to ascertain the reason. Initial contact is by text to report child's absence. If there is no reply a phone call is made to ascertain the reason for the absence and ensure the learner is safe.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Whole school weekly attendance is shared in the weekly newsletter. Halfway through the academic year all parents are informed in writing of their child's attendance score which is rated red, amber or green. The end of year report to parents includes their child's final attendance score for the academic year. Late letters are sent home for any child arriving after the call of register on a number of occasions.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to learners during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

5.2 Authorised

This is an absence from school for a reasons such as sickness, days of religious observance, exceptional family circumstances (e.g. bereavement) which is explained by a letter and where the explanation is accepted by the school. Valid reasons for **authorised absence** include:

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

When authorising an absence school will consider:

It is a legal requirement that registered pupils of compulsory school age attend school regularly and punctually. The United Nations convention on the rights of the children article 28 states children and young people have the right to an education no matter who they are. The Education Act 1996 states parents and carers must make sure their children have an "efficient and suitable" education that meets their needs.

Only the school has the right to agree to a pupil's absence for family holidays in term time.

Please see appendix 2 Welsh Government flow chart.

5.3 Unauthorised

Any absence from school where the explanation for that absence is not accepted by the school e.g. for **shopping, oversleeping, looking after siblings** or **unexplained weekend holidays** will be deemed unauthorised.
All absences must be explained by the parent/carer and will be recorded on the school's attendance system (SIMS) Ysgol Pen y Bryn will then decide whether to authorise the absence or not. **If there is no reason provided the**

absence will be treated as unauthorised. Unauthorised absence is deemed as truancy and may result in the involvement of the EWO and could ultimately lead to the prosecution of parents or the issuing of a fixed penalty Notice (see appendix 3 – Welsh Government flow chart).

- Where absence is authorised, school will remain vigilant to emerging patterns of poor and non-authorised.

5.4 Reducing persistent absence

If a concern is raised regarding a child's absences the Attendance Officer will discuss this with the parent and if appropriate arrange a meeting with the headteacher. A target attendance level will be agreed and it will be closely monitored (see appendix 4)

See appendix 2 and 3 for Welsh Government flow-chart of trigger points which will be used by the school in cases of authorised and/or unauthorised absence.

5.5 Legal sanctions

In cases of unauthorised absences the school will work in partnership with the local authority and may fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police, in Conwy these are issued by Education Services.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Under Section 136 of the Education Act, 1996, *(Ref.3),* parents of children of compulsory school age are required to ensure that their children receive suitable full-time education, whether by regular school attendance or otherwise. In most cases, children become registered pupils at a school. Parents/carers therefore hold the prime responsibility for ensuring that their children attend school regularly and punctually, and that they are ready and able to learn both physically and emotionally. It is also parents' responsibility to inform schools of a child's absence as soon as possible and to provide further information as required as previously cited. For the purposes of education legislation the definition of parent/carer is set out in Section 576 of the Education Act 1996. 'Parent means all natural parents/carers, whether they are married or not; it includes any person who although not a parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person, and any person who although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

5.6 Reintegration

The school will welcome back all pupils on return from an absence.

If the pupil has been absent for a considerable period of time, a reintegration plan will be introduced tailored to the needs of the individual. This will include ensuring that the pupil is offered help to catch up on missed work and offered to be brought up to date on any information that has been passed to the other pupils.

6. Strategies for promoting attendance

The school's commitment to achieving high levels of attendance is achieved by the following strategies;

- Leaners are to be constantly reminded of the importance and value of good attendance and punctuality.
- All staff are aware of correct registration codes for late arrivals which are consistently utilised
- We ensure that the classroom experience is positive and enriching
- All staff are trained on the appropriate use of registration codes – this training should be undertaken regularly
- The curriculum will be monitored and developed flexibly to meet the needs of all learners in line with the Curriculum for Wales.
- Use the 12 pedagogical principles to engage all learners.
- Attendance statistics will be collected and used to inform pastoral and curriculum practices and identify patterns of absence and problem areas.
- The teacher will promptly investigate all issues that may lead to pupil absence.
- Identify pupils at risk of poor attendance before they transfer to another class, group or school and devise ways of supporting them.
- Include attendance targets in the induction programme for all new staff and in particular for newly qualified teachers.
- Discuss attendance with all learners
- Parents will be kept regularly and fully informed of all concerns around attendance and punctuality.
- The school will contact parents of learners whose attendance is a cause for concern.
- The school has set out clear guidelines regarding authorising holidays during term time.
- Engage School Council/pupils views regarding the importance of regular attendance and how this can be improved
- Strengthen links with outside agencies for example the Education Welfare Service that assist in supporting families
- Comply with pupil registration regulations with families that withdraw pupils to educate at home, and when removing pupils from the school roll
- Evaluate strategies to improve attendance in a robust manner and evaluate their effectiveness
- Work closely with the governing body of the school and provide updates in governor meetings relating to attendance.
- Ensure all schools staff are alert to and trained on identifying issues around bullying, safeguarding and the needs of vulnerable groups (i.e. Young Carers, Looked after Children, Gypsy Travellers, Safeguarding issues including those pupils on the Child Protection Register, or Children in Need of Support)
- Utilising Education Services School Attendance Self Evaluation AuditTool that looks at areas such as; Strategic Management, The Attendance Policy, Managing Attendance, Collection and Analysis of Data, Communication and Safeguarding.
- Work in collaboration with cluster schools to share successful practises.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence goes above 10 days, the school may contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer a member of Conwy's education social work service will be utilised to support school and home.

Pupil-level absence data will be collected each term and published at national and local authority level through the Welsh Government's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the Governing Body.

Ysgol Pen-y-Bryn collects and stores attendance data by:

- Tracking the attendance of individual pupils
- Identifying whether or not there are particular groups of children whose absences may be a cause for concern

- Monitoring and evaluating those children identified as being in need of intervention and support

Appendix 5 – letters to be used

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Welsh Government is updated, and as a minimum every two years by the headteacher and nominated governors. At every review, the policy will be approved by the full governing board.

Our school hold a great deal of information about attendance which will be used for strategic planning and effective liaison with the Education Social Work Service to manage attendance issues more effectively. We use weekly sampling of data for specific sessions which are helpful in highlighting regular patterns of non-attendance and may reveal for example, an association with certain subjects, teachers or teaching groups. Such analysis can draw attention to the deterioration or improvement in the attendance of individual learners and helps us to target intervention more selectively and help establish the causes of absence before they become entrenched.

The school will audit its attendance data to record key actions and areas for improvement. The audit forms part of the work of the LA to address areas identified within the School Improvement Plan and the support it will receive in this process. Computer registers are preserved as electronic back-ups copies. Attendance regulations stipulate that attendance records should be retained for at least three years.

9. Links with other policies, procedures and protocols

This policy links to the following documents:

- School Child Protection and Safeguarding Policy
- School Behaviour Policy
- School Anti Bullying Policy
- School Attendance Procedure
- School Attendance Policy: Coronavirus Addendum
- LA Attendance Protocol
- EBSA protocol
- Additional Learning Needs
- Equal opportunities
- Elective Home Educating
- Looked After Children
- Children Missing Education

9.1 - CHILDREN MISSING EDUCATION

All agencies have a clear role to play in helping to trace children who go missing from schools in Conwy or who go missing from schools from other authorities, and who may have moved into Conwy.

Parents/carers can support the smooth transition of their children's education provision between Conwy and other Local Authorities, where a move is required for any reason, by notifying the child's registered school.

Schools are expected to follow corresponding procedures in relation to those learners who are removed from school by their parents without a named-school destination being provided and confirmed and following the CME (children missing education) procedures.

9.2 - SAFEGUARDING

We take safeguarding as paramount in our school. Please see separate safeguarding policy. There is a clear link with safeguarding and attendance which requires us to know where our learners are at any time during the school day. This therefore requires accurate recording of attendance registers, communication from parents and outside providers to clarify where any non-attenders may be. We will follow robust safeguarding processes in ensuring this takes places and responding to any advice, support, guidance and recording

mechanisms as necessary.

9.3 ELECTIVE HOME EDUCATION (EHE)

Parents or carers have the primary responsibility for ensuring that their child receives a suitable education and some choose to discharge this duty by electing to home educate.

Schools must ensure that they receive the request to home educate in writing from the parents or a person with parental responsibility. On receipt of this notification, a copy must be sent by the school to the local Authority within 10 working days. If a child has a Statement of Special Educational Needs they cannot be removed from the school roll without the consent of the Local Authority Statementing Officer.

Parents will need to provide evidence to the Local Authority as to how the propose to undertake EHE.

For further information please refer to Conwy Education Services guidance on educating your child at home.

9.4 BULLYING/ANTIBULLYING STRATEGIES

Many learners do not attend because they are afraid of bullying or behaviour which may frighten or alarm them. Our school will consider this possibility when investigating individual cases of poor attendance and will promptly address the problem by adopting procedures and practices in a whole-school approach to bullying following the Welsh Governments Rights, Respect, Equality Guidance.

9.5 CHILDREN LOOKED AFTER

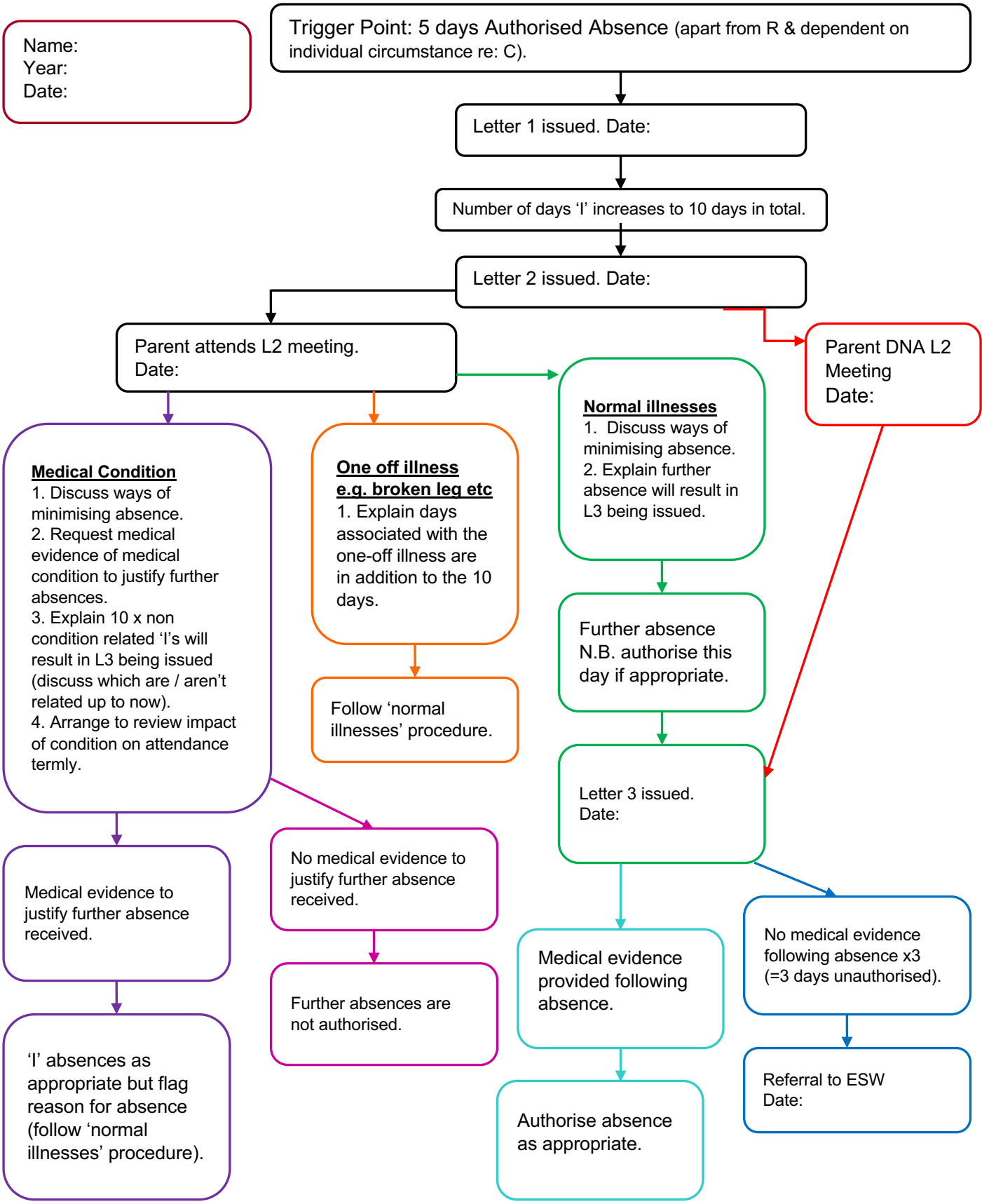
Our School alongside the Local Authority is committed to securing the best possible educational outcomes for 'Children Looked After'. It believes that regular, punctual, uninterrupted attendance at school is vital to help ensure that Children Looked After are able to make the most of the educational opportunities which are available to them.

Appendix 1: Attendance codes

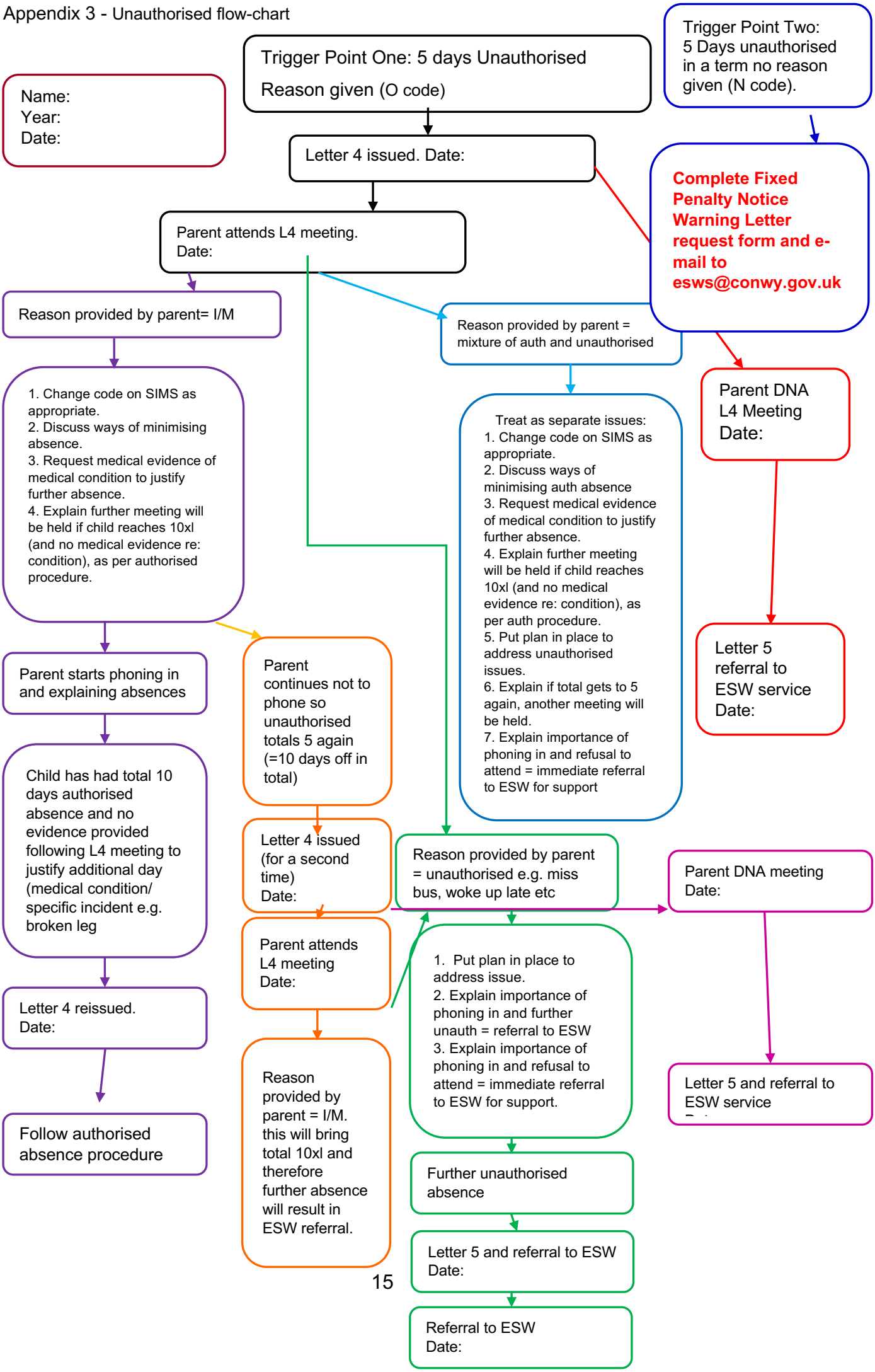
Code	Meaning	Statistical category
Λ	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
B1	Pupil in receipt of online learning provided by a Local Authority	approved educational activity
B2	Pupil in receipt of online learning provided by the school	approved educational activity
D1	Dual registered (pupil attending other educational setting)	Not required to attend
P1	Approved sporting activity	approved educational activity
P2	Approved performance	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work Experience (not work based training)	approved educational activity
C1	Other authorised circumstances (not covered by another appropriate code/description)	authorised absence
C2	Absence due to paid performance	authorised absence
C3	Pupil who is flexi schooled	authorised absence
C4	Pupil who is on a part-time timetable	authorised absence
F	Agreed extended family holiday	authorised absence
H	Agreed family holiday	authorised absence
I1	Physical Illness	authorised absence
I2	Non-physical Illness	authorised absence
M	Medical or dental appointment	authorised absence
S	Study Leave	authorised absence
E	Excluded but no alternative provision made	authorised absence
R	Day set aside exclusively for religious observance	authorised absence
T	Traveller absence	authorised absence
N	No reason for the absence provided yet	unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	unauthorised absence

U Late and arrived after the register closed	unauthorised absence
X Untimetabled sessions for non-compulsory school- age pupils	not required to attend
Y1 Partial and forced closure	not required to attend
Y2 Whole-school closure	not required to attend
Z Pupil not on roll yet	not required to attend
# School closed to all pupils	not required to attend

Appendix 2 – Authorised flow-chart



Appendix 3 - Unauthorised flow-chart



Appendix 4

Attendance Support Plan (ASP)

Date of meeting	Name	Date of Birth	
School	Year group/class	Attendance %	Punctuality
What are the specific issues impacting upon school attendance in each of the following areas?			
School	Home	Community	
Strengths			
Record actions/services to address specific issues identified above. Record by whom and by when. Build on strengths. Record also if support offered but declined with reasons and if no service available to meet identified need. Record agreed target attendance level.			
School	Home	Community	
Signature of school staff	Signature of parent/carer	Signature of pupil	
Date of review meeting			

Appendix 5 – letters

Letter 1 - authorised flow chart

To the Parent/ Carer of: …….

I am writing to inform you that we are concerned about your child's percentage of school attendance.

Your child's current percentage of attendance stands at ……. .

Non-attendance could have an impact upon your child's academic attainment as well as them missing out on peer relationships and the opportunity to learn new social skills. We would therefore urge you to support us in ensuring that your child attends school regularly and takes the necessary steps to catch up on any work missed. If your child's absence is due to a medical condition you will need to provide the school with medical evidence in order for further absences to be authorised.

If you would like to discuss this, or any other issues which are preventing your child from attending school regularly, please contact me on 01492 531 260.

If your child's percentage of attendance remains a cause for concern, he/she may be referred to the Education Social Work Service.

We thank you in anticipation for your understanding in this matter.

Yours sincerely,

Letter 2 - authorised flow chart

To the Parent/ Carer of: …….

I wrote to you recently regarding school attendance. Despite this letter we are still very concerned about your child's percentage of school attendance.

Your child's current percentage of attendance stands at ……. .

A meeting has been arranged in school, to give you the opportunity to discuss any issues which are preventing your child from attending school regular. This meeting will take place on:

……..

If you are not able to attend this meeting, please contact me on 01492 531 260 to re-arrange a more convenient time.

If you fail to attend this meeting, or do not contact the school to re-arrange, and your child's attendance continues to be a cause for concern, I will have no choice but to refer the matter on to the Education Social Work Service.

We thank you in anticipation for your understanding in this matter.

Yours sincerely,

Letter 3 - authorised flow chart

To the Parent/ Carer of: …….

Concern regarding PUPIL NAME's attendance is ongoing despite attempts to work with you to improve the situation. Your child has now missed …. days of school.

If this absence is medical related you are receiving this letter as you have not provided the school with medical evidence as requested in the first letter sent to you on …….

It is the school's policy to now refer this matter to the Education Social Work Service who will be in touch with you in due course.

If you would like to discuss this matter with me please do so urgently.

Yours sincerely

Letter 4 - unauthorised flow chart

To the Parent/ Carer of: …….

We are very concerned about your child's current attendance percentage and that 5 or more days have been recorded as unauthorised school absence.

Your child's current percentage of attendance stands at ……. .

A meeting has been arranged in school, to give you the opportunity to discuss any issues which are preventing your child from attending school regular. This meeting will take place on:

……..

If your child's absence has been due to a medical condition you will need to provide the school with medical evidence in order for previously recorded unauthorised absences to be changed to authorised. If you are not able to attend this meeting, please contact me on 01492 531 260 to re-arrange a more convenient time.

If you fail to attend this meeting, or do not contact the school to re-arrange, and your child's attendance continues to be a cause for concern, I will have no choice but to refer the matter on to the Education Social Work Service.

We thank you in anticipation for your understanding in this matter.

Yours sincerely,

Letter 5 - unauthorised flow chart

To the Parent/ Carer of: …….

Concern regarding PUPIL NAME's attendance is ongoing despite attempts to work with you to improve the situation. Your child has already missed …. days … of which have been recorded as unauthorised.

It is the school's policy to now refer this matter to the Education Social Work Service who will be in touch with you in due course.

If you would like to discuss this matter with me please do so urgently.

Yours sincerely