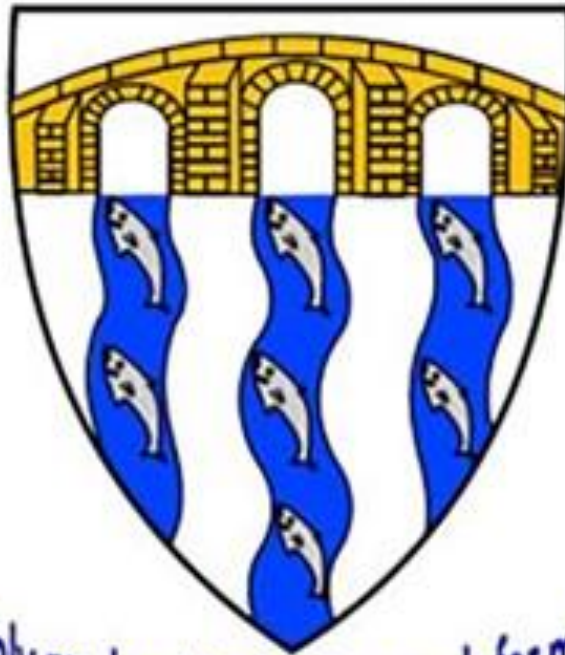


# Litchard Primary School Attendance Approach

Litchard Primary School



*Only my best is good enough for me*

**#attendtoachieve**

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# Attendance is a National Priority

At Litchard Primary School, attendance and punctuality is a school priority and forms one of the school's key targets on its School Development Plan.

Attendance is also a priority for Welsh Government and they have recently published the consultation document, "Belonging, Engaging and Participating – Guidance on improving Learner engagement and attendance" and Attendance is Target 2 on the Bridgend CBC Strategic Plan for 2023 -2026.

Attendance over the last few years has been significantly lower than pre Covid, but it is improving.

Academic Year	Litchard Primary	Bridgend LA
2018-2019 ( Pre Covid)	94.8	94.8%
2019-2020	93.1	
2020-2021	93.5	
2021-2022	90.4	86.5%
2022-2023	91.6	
2023-2024	92.4	
2024-2024	Target 93%	

This year the school has an ambitious target of increasing attendance to 93% and then by a further 1 % for the next two years to reach pre pandemic levels.

We can only achieve this with your support and this booklet is to share the processes that the school and the Local Authority will be doing to raise the levels of attendance. This will mean a return to the Fixed Penalty Notice if necessary.

# Role of EWS and BCBC

The EWO for Litchard Primary School is Lisa Hicks. She will regularly meet with us in school to monitor and discuss learner attendance. She will work with the school to support families to improve attendance and punctuality.

She plays a fundamental role in the flow charts in this newsletter.



Bridgend County Borough Council is committed to maximising the potential of all pupils who attend schools in the county borough. Attending school gives children the best chance of success.

Parents/carers can support the regular and punctual attendance of their children by:

- ✓ ensuring that their child arrives at school on time
- ✓ ensuring that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
- ✓ notifying the school as soon as possible of any absence and confirm this in writing when the child returns to school
- ✓ not booking family holidays during term-time
- ✓ talking to the school if they are concerned that their child may be reluctant to attend

# Role of EWS and BCBC

Taking children out of lessons harms their education and stops them from achieving their full potential. As well as being unable to catch up with missed lessons or seeing their grades suffer, missing school can put pressure on friendships and gives children the impression that it is okay to skip lessons - it is not.

We understand that there will be times when a child cannot go to school, for example:

- ✓ if they are ill
- ✓ to attend medical appointments
- ✓ for religious observation

These are considered as **authorised absences**. Don't forget, the parent or guardian of any child who is away from school must contact the school and inform them of the reasons for absence.



# Attendance Flow Chart

Schools meet with EWO every 3 weeks

Attendance above 90% - no further action needed

Attendance below 90% Letter 1 sent to parents

Attendance must improve in 3 weeks

No improvement Letter 2 sent – invite to meeting

If you attend Attendance will continue to be monitored and improvement expected

Attendance improves – no further action

No Improvement in 2/3 weeks Referral to EWO

Referral to EWO Service if parent does not attend

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# Punctuality Flow Chart

Schools meet with EWO every 3 weeks

No lates  
No further action

5 lates in a term  
Letter 1 sent

Punctuality must improve in 3 weeks

No improvement  
Letter 2 sent –  
invite to meeting

If you attend  
Punctuality will continue to be monitored and improvement expected

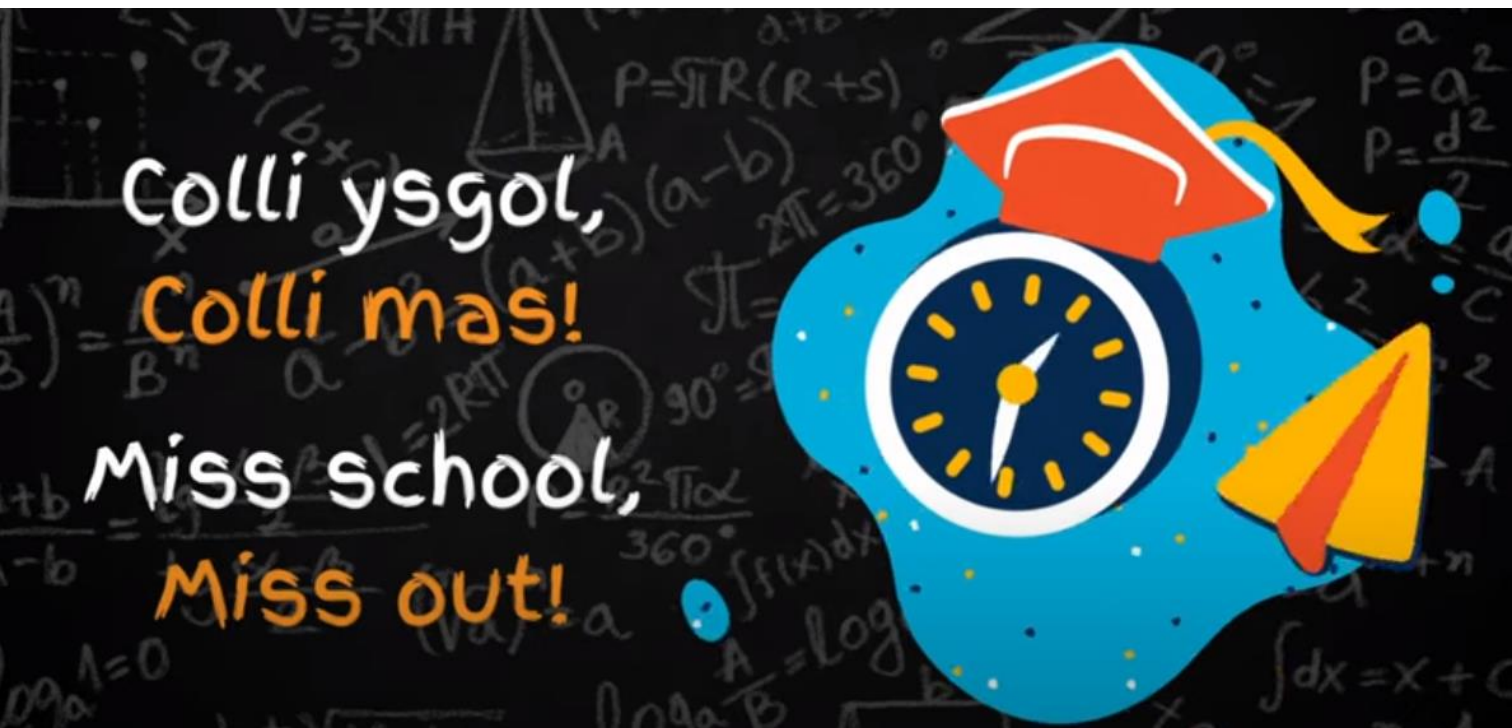
Punctuality improves – no further action

No Improvement – Referral to EWO made

Referral to EWO Service if parent does not attend

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**BCBC Attendance Video  
Miss School, Miss Out!  
Colli Ysgol, Colli Mas!**



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# **Term time requests for authorised absence**

**Research suggests that there is a link between a child's regular attendance at school and how well they achieve.**

**Attendance across the whole of Wales has dropped following the pandemic and Welsh Government, Local Authorities and Schools are trying to raise attendance to give children the greatest opportunity to reach their full potential.**

**Headteachers do have the discretion to authorise term time requests for authorised absence up to 10 days. There are a number of factors will be taken into account when deciding whether to authorise term time requests for authorised absence.**

**Factors include:**

- ✓ Attendance in the previous academic year**
- ✓ Number of absences this academic year**
- ✓ Number of unauthorised late marks this academic year**
- ✓ EWO involvement**

**Litchard Primary will judge every case individually and each decision will be taken on a case by case basis.**



### Holiday in term time request

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

*All Wales Attendance Framework (2011)*

#### Section A

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

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

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

From: \_\_\_\_\_ to: \_\_\_\_\_

Destination: \_\_\_\_\_

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

#### **Declaration:**

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

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

*All Wales Attendance Framework (2011)*

Parent/Carer: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section B



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

**Reasons for unauthorising**

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

Explanation for the reason being other:

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**Reasons for authorising**

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

**Total amount of sessions/days authorised/unauthorised**

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

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

Please see attached attendance registration certificate.

Signed: \_\_\_\_\_

Headteacher

A copy will be retained on file for our records.

# Attend to Achieve Letters

On your child's end of year your report you would have seen that your child's attendance has been colour coded based on their attendance percentage.

The percentage range for each colour band is:

Red	Amber	Green	Purple
Below 92%	92% -97%	97%-99%	100%

Three times a year we will write to you informing you of the percentage range your child sits in.

The letter will also inform you the basic attendance details for each percentage range ( number of days missed etc)

Letter 1 will be sent at the end of the Autumn Term

Letter 2 at Easter

Letter 3 at Whitsun

A final Callio banding will be included within the end of year academic reports.

After sending the letter, we will be more than happy to discuss its contents with you.

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# MISS SCHOOL, MISS OUT!

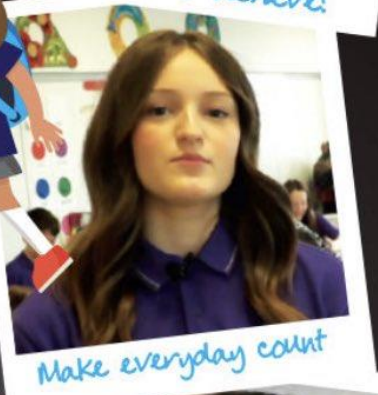
“Attending school every day is important for our learning, wellbeing, achievement, and overall development”

Research shows that missing out on just 17 days of school will cause a drop in grade across all subjects at GCSE level. The higher your school attendance rate, the higher you will achieve.

#attendtoachieve



[www.bridgend.gov.uk/residents/schools-and-education/school-attendance/](http://www.bridgend.gov.uk/residents/schools-and-education/school-attendance/)



Cyngor Bwrdeistref Sirol



# The Law – What you need to know?

## This is taken from the BCBC Website

### [School attendance - Bridgend CBC](#)



Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Bridgend County Borough Council

Children of school-age who are registered at a school must, by law, attend school regularly. Regular attendance is important, not only because it is the law, but because it is the best way of ensuring children make the most of the educational opportunities available to them.

Parents and carers can be fined up to £2,500 or imprisoned for failing to ensure a child in their care attends school regularly.

By law, parents and guardians of children from age 5 to 16 who are registered at a school, are required to make sure that they attend regularly and on time.

Parents and guardians do not have the right to remove children from school for e.g. a family holiday, a shopping trip or even a dental appointment – there are 175 non-school days in a year for these sort of activities, and just 190 where children are required to be in class.

Requests to take children out of school during term time can be made to headteachers, but may only be approved in very exceptional circumstances - anything less than full school attendance is going to affect a child's progress.

**When can a child be off school?** - The law states that pupils should only be off school if they are ill or taking part in a recognised religious observance. The parent or guardian of any child who is away from school **must** contact the school and inform them of the reasons for absence as unauthorised absences could result in further action being taken.