

Litchard Primary School



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# School Attendance Policy

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Date	September 2024

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<b>GB member/staff responsible for policy review:</b>	Christopher Jones
<b>GB Link Governor:</b>	Christopher Jones
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### Policy Control

<b>Policy Title:</b>	School Attendance Policy for Pupils
<b>Author:</b>	Christopher Jones
<b>Date of policy implementation:</b>	September 2024
<b>Staff responsible for review:</b>	Head teacher
<b>Link Governor:</b>	Christopher Jones/ Tony Esmond
<b>Owner:</b>	Head teacher
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**Policy Revision History**

<b>Date</b>	<b>Version</b>	<b>Lead Reviser</b>	<b>Additional Revisers</b>	<b>Description</b>	<b>Date ratified by full GB</b>
September 2024	1	CJ			October 24

## **1. Mission statement**

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

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

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

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

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

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

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

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

## **2. Promoting attendance**

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

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them, both now and in the future; we will offer reward schemes for individual learners, classes and year groups who have high levels of

school attendance, no unauthorised absence and/or have shown to significantly improve their attendance rates.

We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual pupils and assist to overcome any barriers that may be preventing the expected level of attendance. These strategies may be school-based, or may be implemented jointly with other partners to ensure the most appropriate support for the individual and their family.

### **3. School procedures**

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

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

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

### **4. Punctuality**

Morning registration will take place at the start of school at 8:55am . The registers will remain open for a maximum of 35 minutes from this start time, in accordance with Welsh Government guidance. Any pupil arriving after this time will be marked as having an unauthorised absence (U code) unless there is an acceptable explanation i.e. school transport was delayed. In addition, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (M code in this instance).

Pupils arriving after the start of school but before the end of the 35 minute registration period will be coded as late (L code).

Afternoon registration will be at 12:30pm in Progression Step 1, 1pm in Progression Step 2 and 1:30pm in Progression Step 3 and any pupil arriving after this time will be

marked as present but late (L code) if they arrive within 30 minutes or an unauthorised absence (U Code) if they arrive more than 30 minutes after the start of the afternoon session.

In the event of 5 late arrivals, the school will contact the parent by letter ( Punc Letter 1) to inform them of the impact on their child's attendance and subsequent attainment. Should the pupil continue to arrive late for registration after being issued with this letter, the school will issue a second letter inviting the parent or carer to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate. Following this meeting, if the pupil is late again, or parents and carers did not engage with the first face-to-face meeting, the case will be referred to the Education Welfare Service.

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

#### **5. First day absence - Appendix 7 (BCBC Protocol)**

Parents and carers are reminded that they should contact the school by 9:30am if their child is not able to attend school on that day.. Parents and carers must state the **full** reason for the child's non-attendance (not just "feeling unwell") and indicate the likely date they will return to school. Parents should be prepared for the members of school staff to ask questions about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving.

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

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

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

## **6. Absence notes and supporting evidence**

Notes received from parents explaining the reason for the absence will be kept on file in line with school retention policies. Parents and carers are aware that only the 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.

## **7. Medical and illness absences**

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

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

## **8. Continuing and frequent absence**

Within the school it is the responsibility of the class teacher/registration tutor or attendance officer 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. Class Teachers will identify attendance concerns on the internal school's assessment booklets.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible. This may involve inviting the parents or carers and the pupil into school for a meeting. However, should this absence persist

a referral will be made to the Education Welfare Service when the attendance drops below 90% for the preceding six school weeks.

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

## **9. Persistent absence**

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 90% attendance).

## **10. Absence related to discrimination**

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

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

## **11. Leave of absence/holidays in term time**

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

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

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

can be obtained from the school, the local authority's website or the Education Welfare Service.

## **12. Fixed Penalty Notices for Non-Attendance at School**

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

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

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

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

## **13. Reintegration**

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

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

## **14. Roles and responsibilities**

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

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

#### 14.1 The Parent/Carer

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

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

#### 14.2 The School

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

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 90% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 90% or below over a six week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised).

Headteachers / Attendance Lead will be responsible for the strategic management of attendance across the school. They will scrutinise the data on a weekly basis, monitor trends and patterns across cohort of pupils, and evaluate interventions for their impact and effectiveness and direct resources for the best possible outcome.

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

### 14.3 The Education Welfare Service (EWS)

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

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

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

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

### 14.4 The Police

The Police take a fundamental role in Truancy Sweep initiatives. Police officers should be made aware of categories of children who may have a justifiable cause to be out and about during school hours, especially home-educated children and excluded pupils. The police should also be made aware of other relevant information such as school hours, school holidays, training days, and whether the area is frequented by children from other areas with different school holidays.

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

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

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

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

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

## **15. Attendance initiatives**

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

The school will use an awards system to reward pupils who have excellent or improving attendance. Any reward system must be meaningful to the children and 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. The school offers "Dylan the Dragon" to the class that has the highest attendance each week. The school shares attendance information in the weekly newsletter and at the end of each half term, certificates are awarded to every pupil who has attendance greater than the school target.

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

## **16. Categorisation of absence**

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

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

### *Unauthorised absence*

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

### *Authorised absence*

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

### *Approved educational activity*

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

This would include:

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

## **17. Dual Registration**

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

each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

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

### **18. Retention of records**

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

### **19. Register checks**

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

### **20. Attendance targets**

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

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

<b>Whole School Targets</b>		
<i>Academic Year</i>	<i>Target</i>	<i>Was the target met?</i>
2024/25	93	
2025/26	93.75	
2026/27	94.5	

## APPENDIX 1

### The registration system

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

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another code)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday	Authorised absence
G	Family holiday (NOT agreed or days in excess of 5)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## **APPENDIX 2**

### **Legislation and guidance**

The Education Act 1996 Part 1, Section 7 states:

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

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

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

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

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

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

#### **Registers and admission.**

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

#### **Attendance targets**

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

#### **Guidance documents relating to attendance**

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating - Guidance on improving learner engagement and attendance

- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

Code Use for Common Courses and Activities

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

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

**APPENDIX 3**

**Attend to Achieve Letter (Purple Example)**

Parents / Carer of «chosen\_forename» «chosen\_surname» «reg»  
«address\_block»

Dear Parent / Carer

I am delighted to inform you that «chosen\_forename» «chosen\_surname» has achieved **100%** attendance for the first half of the autumn term.

**Possible Learning Missed - Autumn Term**  
**Total possible days in school 75 days / 150 sessions**  
**(this does not include inset days)**

<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99%	Missing 2 days / 4 sessions of school
	98%	
	97%	
<b>Amber</b>	96%	Missing approximately 5 days / 10 sessions of school
	95%	
	93%	
<b>Red</b>	92% and below	Missing 6 days / 12 sessions or more

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

Once again, many congratulations.

Yours Sincerely

Headteacher

### APPENDIX 3

#### Attend to Achieve Letter (Green Example)

Parents / Carer of «chosen\_forename» «chosen\_surname» «reg»

Dear Parent / Carer

Congratulations, «chosen\_forename» «chosen\_surname» has a current attendance percentage of «percentage\_attendance»%

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

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

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

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

Yours Sincerely

Headteacher

### APPENDIX 3

#### Attend to Achieve Letter (Amber Example)

Parents / Carer of «chosen\_forename» «chosen\_surname» «reg»  
«address\_block»

Dear Parent / Carer

«chosen\_forename» «chosen\_surname» has a current attendance percentage of  
«percentage\_attendance»%

**Possible Learning Missed - Autumn Term**  
**Total possible days in school 75 days / 150 sessions**  
**(this does not include inset days)**

Purple	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
Green	99%	Missing 2 day / 4 sessions of school.
	98%	
	97%	
Amber	96%	Missing approximately 5 days / 10 sessions of school
	95%	
	93%	
Red	92%and below	Missing 6 days / 12 sessions or more.

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

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

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

Yours Sincerely

Headteacher

**APPENDIX 3**  
**Attend to Achieve Letter (Red Example)**

Parents / Carer of «chosen\_forename» «chosen\_surname» «reg»

Dear Parent / Carer

«chosen\_forename» «chosen\_surname» has a current attendance percentage of  
**«percentage\_attendance»%**

		<b>Possible Learning Missed - Autumn Term</b> <b>Total possible days in school 75 days / 150 sessions</b> <b>(this does not include inset days)</b>
<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99%	Missing 2 days / 4 sessions of school
	98%	
	97%	

Amber	96%	Missing approximately 5 days / 10 sessions of school
	95%	
	93%	
Red	92% and below	Missing 6 days / 12 sessions or more

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

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

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

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

Yours Sincerely

Headteacher

**APPENDIX 4**

**Letter 1 - Attendance (Example)**

Attendance Letter 1

Date

Dear Parent/Carer

Pupils name:

Attendance: %

Number of lates (L) before 09:30:

Number of lates (U) after 09:30:

We as a school strive to improve and encourage attendance of all our pupils, thus ensuring that every pupil achieves the best possible outcome and to grow and mature into responsible young adults to secure employment for their future.

School attendance is compulsory and is a legal requirement. Therefore, I request your assistance in ensuring your child attends school regularly. We appreciate that all pupils might be unwell and that you, as a parent/carer, fulfil your statutory responsibility and inform the school of reasons for absence on the first day and every day after that.

If your child's attendance does not improve, I will contact you again to arrange a meeting to discuss the issues and plan for improvement. We may also refer to the Education Welfare Service (EWS) to support raising your child's attendance.

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

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

Email: [earlyhelp@bridgend.gov.uk](mailto:earlyhelp@bridgend.gov.uk)

Telephone: 01656 815420

Thank you for your co-operation.

Yours sincerely,

Headteacher

## **APPENDIX 5**

### **Letter 1 - Punctuality (Example)**

Punctuality Letter 1

Date

Dear Parent/Carer

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

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

«dates\_of\_lates\_before»

«dates\_of\_lates\_after»

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

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

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

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

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

Email: [earlyhelp@bridgend.gov.uk](mailto:earlyhelp@bridgend.gov.uk)

Telephone: 01656 815420

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

Yours sincerely,

Headteacher

## **APPENDIX 6**

### **Letter 2 - Attendance & Punctuality (Example)**

Attendance Letter 2 - Inform and Support

Date

Dear Parent/Carer

Pupil's name:

Attendance: %

Number of lates (L) before 09:30:

Number of lates (U) after 09:30:

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

Date of Inform and Support Meeting: \_\_\_\_\_

Time of Inform and Support Meeting: \_\_\_\_\_

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

Telephone:

Email:

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

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

Thank you for your co-operation.

Yours sincerely,

Headteacher



## APPENDIX 7

### First Day Response Protocol

#### Attendance - Safeguarding

##### First Day Response Protocol Part 1

*At Litchard Primary School, for safeguarding reasons, we follow up on all unexplained and unexpected absences promptly. The process we follow is outlined in the below steps:*

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**Step 1** - All morning registers are taken promptly at 8:55am and close at 9:05am - if a pupil arrives after their name is called they are recorded using an L code until 9:30am. Again in the afternoon.

*(Step 1 - Responsibility - Class Teacher / Adult Leading the Class for the Session)*

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**Step 2** - After registers are taken and absence calls are noted we produce the list of children absent with no explanation.

*(Step 2 - Responsibility - School Admin office - Zana John/Paula Thomas )*

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**Step 3** - We double check in school with class-based staff before we start calling.

*(Step 3 - Responsibility - School Admin office - Zana John/Paula Thomas)*

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**At 09:45:**

**Step 4** - We text everyone on the contact list asking for a response.

*(Step 4 - Responsibility - School Admin office - Zana John/Paula Thomas)*

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**Step 5 - At 11am** - We call the pupils who have not responded to the text message. We leave answerphone messages.

*(Step 5 - Responsibility - School Admin office - Zana John/Paula Thomas)*

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**At 11:30am:**

**Step 6** - If no reply at all, from anyone on the contact list for the child, we consider:

- Does the child have additional agency support, such as a social worker then we contact them.

- Do you have any in school intelligence, does anyone know the family?

*(Step 6 - Responsibility - School Admin office - Zana John/Paula Thomas or HT/DHT/AHT)*

*(if the pupil is on the Child Protection register operate the protocol on the reverse of this page\* 'The local authority's Education Welfare Service will be notified of*

*unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.')* - and notify the Designated Safeguarding Person (DSP))

---

**Step 7** - If no contact is made with the family (this does NOT apply to children on CP register) then contact made to EWS by lunchtime on **day 5** for a welfare sighting\*\* check to take place (and EWS to confirm sighting/contact).  
(**Step 7 - Responsibility - School Admin - Zana John or Paula Thomas**)

**Attendance Protocol:  
For Pupils on the Child Protection Register  
(First Day Response Protocol Part 2)**

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For pupils who are on the Child Protection Register and no response is received after Step 5 on the reverse the following actions will take place, i.e. *'The local authority's Education Welfare Service will be notified of unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.'*

---

**Step A** - The school's DSP (or his/her deputy in their absence) will **telephone & email** the nominated social worker, the relevant Safeguarding Business Support team, the school's Education Welfare Officer (EWO) and submit an EW1a & Early Help Hub main email inbox regarding the child's absence.

*If the school is unable to speak to the allocated social worker, they should request advice from the duty worker.*

*(Step A - The school's Designated Safeguarding Person (DSP) )*

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—

**Step B** - A plan should be formulated between the school, social worker, EWS to ensure parents have been spoken to and a reason provided for absence.

*Communication throughout the course of the school day should continue between professionals to ensure that the reason for absence is gained and a plan for sighting the child is made.*

*(Step B - The school's Designated Safeguarding Person (DSP))*

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**At 13:30:**

**Step C** - *If no professional can gain contact with parents to establish a reason for absence, the EWS may conduct an unscheduled home visit to determine if the pupil is safe and well.*

*(Step C - The school's Designated Safeguarding Person (DSP))*

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**School attendance policy templates: guidance for schools in writing their policy (December 2023)**

\* The local authority's Education Welfare Service will be notified of unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.

***Belonging, engaging and participating pg 22 (Guidance document no: 293/2023)***

**\*\*** Schools should regularly review attendance data to identify and respond to children who are at risk. Schools should have first day absence reporting processes in place and processes for deciding whether welfare sightings are needed.

**Hub Contact Details**

**East** Safeguarding Business Support (paste in your contact here, e.g. north, east or west)

AND [EarlyHelp@bridgend.gov.uk](mailto:EarlyHelp@bridgend.gov.uk)

## APPENDIX 8

### EW1a - referral document for schools to access the Education Welfare Service

#### Education Welfare Service Referral

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

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

<b>Other agencies involved</b>		
<b>Agency</b>		<b>Name/contact details:</b>
Child and Adolescent Mental Health Service	<input type="checkbox"/>	
Early Help (Family Support Worker, Family Engagement Officer, Wellbeing Worker, Lead Worker, School Based Counsellor etc.)	<input type="checkbox"/>	
Other agencies:	<input type="checkbox"/>	

**School actions**

<b>Letters sent to parents / carers</b>	
Date	Letter Type
<b>Meetings with parents / carers</b>	
Date	Reason for meeting & actions agreed
<b>Fixed Penalty Notices requested by the school in current and previous academic year</b>	
Date	Reason

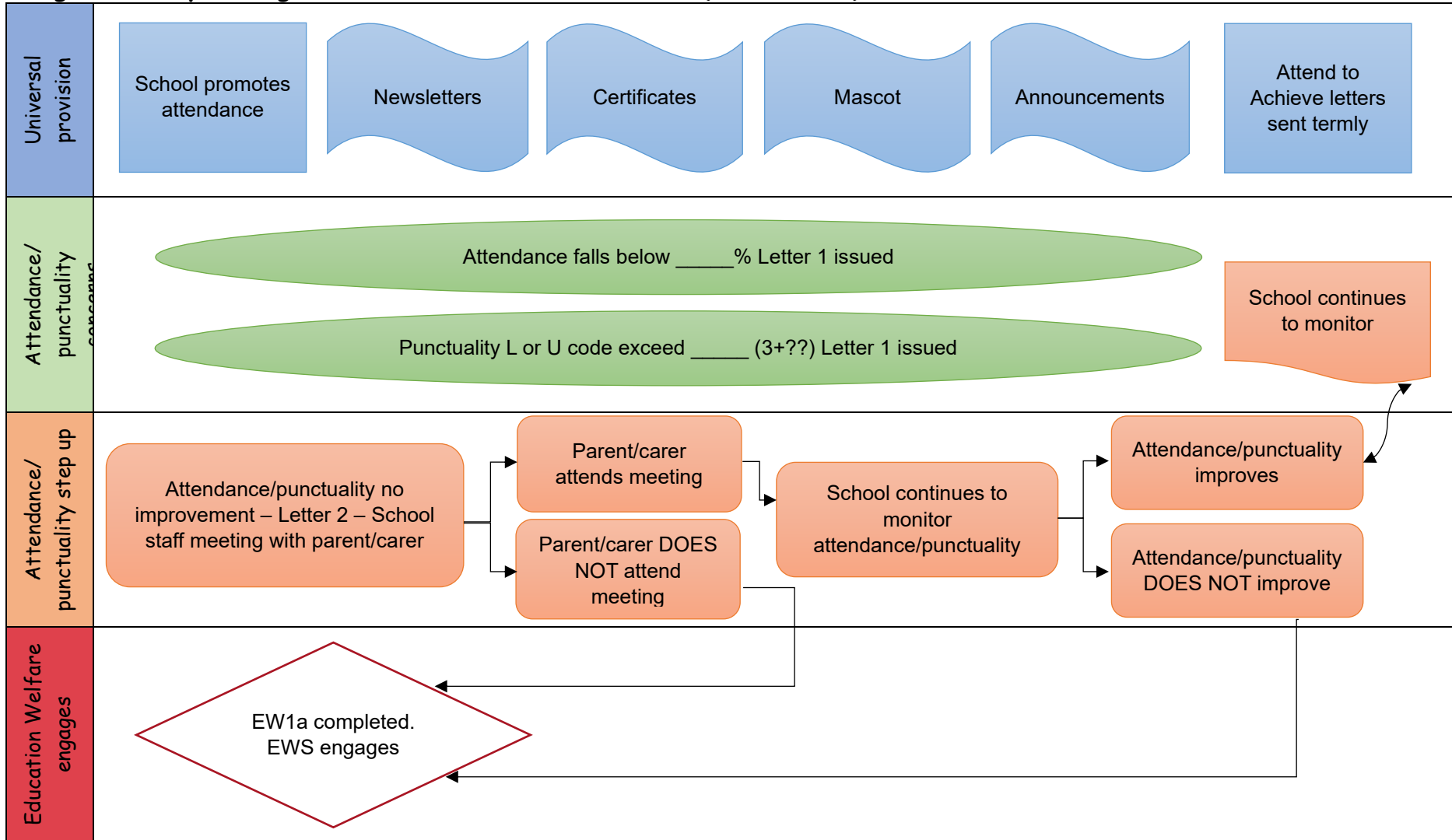
<b>Attached documentation</b>	
Medical evidence/letters if illness is preventing school attendance	<input type="checkbox"/>

Signed:  (School Staff/Designation) : Date

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

**APPENDIX 9**

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



Appendix 10 – Litchard Primary School – Attendance

