St Teilo's Cluster Primary School Attendance Policy 2025-26

St Teilo's Primary Schools Cluster Pupil Attendance Policy Equality Statement

This policy has been written and agreed by the Headteachers of the St Teilo's Primary Schools Cluster in order to promote consistency in attendance for all children.

We do not discriminate, either directly or indirectly, against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability, sexual orientation or any aspect of their social or cultural background.

Furthermore, the School and its community is committed to countering all forms of racial prejudice and discrimination.

All complaints procedures and practices are designed to be free of bias, prejudice and discrimination.

1. Mission Statement

The St Teilo's Primary Schools Cluster is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We shall 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 schools will follow the All Wales Child Safeguarding procedures and local protocols in relation to specific and identifiable well-being 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 shall consistently work towards a goal of 100% attendance for all pupils.

Every opportunity will be used to convey to pupils and their parents and carers, the importance of regular and punctual attendance. School attendance is subject to education law and guidance and our Schools' 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.

Registration will take place at the start of the morning session and following the last lunch period. The Cluster 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, Consortium and the Welsh Government.

This policy will contain the procedures that the schools 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 shall 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 may offer rewards or celebrations for classes who have high levels of school attendance.

We shall 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.

The home school agreement will contain details of how we shall work with parents and carers, and our expectations of what they will need to do to ensure pupils achieve good attendance.

These expectations, and potential consequences of not meeting the expectations, will be regularly communicated to parents and carers throughout the academic year in various ways such as text messages, the School's website, newsletters and at Parents' and Carers' evenings.

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 Headteacher, 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 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

Each school regularly reminds parents and carers of their obligation to ensure their children attend punctually. Children are expected to be in school on time and will incur a late mark if not. In accordance with Welsh Government guidance, any pupil arriving 30 minutes after

the start time will receive an unauthorised mark – **U** - unless there is an acceptable reason given, for example, the taxi is late.

Where absence is due to a medical appointment, this will be coded as - **M**. Late codes are used to identify and track patterns of poor punctuality. This results in parents and carers being informed and reminded of their legal obligation to ensure that their child attends on time. In circumstances where lateness becomes a serious concern, a referral is made to the School Attendance Officer. Pupils arriving after the start of school but before the end of the 30-minute registration period will be coded as late - **L code**. Children are also registered in the afternoons. The same process for lateness will apply as above. In the event of ten or more late arrivals, the School will contact the parent or carer.

See flow chart below.

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 late - **O or U codes** - is 10 sessions or greater in the current term.

5. First Day Absence

Parents and carers are reminded that they should contact the School by 9:00am 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 that they will return to school. Parents and carers should be prepared for members of the 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, a home visit from a member of the Attendance Team. 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, for example, those known to Children's Services or are looked after (CLA). The social worker and Local Authority's Education Welfare 4 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 learner may be subject to a visit from the School Attendance Officer where the School has any concern around attendance, or lack of contact from parents and carers. These visits are intended to offer the right support to overcome any barriers to attending school.

6. Absence Notes and Supporting Evidence

Notes received from parents and carers 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 headteacher or their representative can authorise an absence and that further information such as a letter or appointment card 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.

See flow chart below.

8. Continuing and Frequent Absence

Within the School, it is the responsibility of the class teacher and/or Attendance Team to be aware of, and bring attention to the head teacher or person to whom they have delegated responsibility for attendance, any emerging attendance concerns.

In cases where a 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 and carers, and the pupil into school for a meeting. However, should this absence persist the procedures listed in the flow chart - ***Appendix 3*** - will be followed.

For unauthorised absences of 10 sessions or more in a school term - **5 school days** - 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**. These families will be offered support to return to full attendance. This may include a referral to the Education Welfare Service, as well as external services, for additional support for the pupil and their family. If the pupil and family do not engage, court action may be taken against the main parent(s) or carer(s) via the Education Welfare Service.

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. Each school 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 shall take action to deal with the situation.

11. Leave of Absence/Holidays in Term Time

Given the need to ensure high attendance, 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 an extended leave/family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

Headteachers have been requested by the Local Authority not to authorise requests for a holiday in term-time unless the pupil's attendance in the previous academic year was 92%. If the pupils' attendance was 92% during the previous academic year, 5 authorised days of absence may be given - **H code**.

All other days of absence will be unauthorised - **G code**. In all normal circumstances, notification that the pupil intends to take extended leave, or a holiday, should be made to the School at least one month in advance.

In the case of exceptional circumstances, for example, family bereavement, families are still required to contact the School to request leave of absence. Forms to request a leave of absence form can be obtained from the School Office. A leave of absence form is a notification which states leave of absence and return date, reason and family contact details, and it must be agreed and signed by the parent/carer, and the Deputy Headteacher/ Headteacher. Failure to do so, or the non-return by the agreed date, places the child at risk of losing their school place. The home/ school contract does not constitute permission from the School to take a holiday.

The following information is shared with parents/carer if they would like to take their child out of school for an extended leave/holiday:

1. Any family holidays will not be authorised.

2. If your child is absent for 5 days or more due to a holiday, you may receive a Fixed Penalty Notice from Cardiff Council - £60 per child.

3. If your child is absent for more than 20 school days, due to a holiday, they will be removed from the School's roll and will lose their place at school. You will then need to re-apply for a school place. There is no guarantee that a place will still be available.

12. Fixed Penalty Notices (FPN) for Non-Attendance at School - ***see Appendix 4***

The School may request the Local Authority to issue 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 the following 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, or in the same term, which may or may not include pupils who are persistently arriving after the close of the registration period (registers are 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. The 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, St Teilo's Primary Schools Cluster 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 headteacher 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

If the pupil has been absent for a considerable period of time, due to exceptional circumstances, for example, hospital admission, a reintegration plan may be introduced.

14. Religious Festivals Guidance

The School follows guidance from the Local Authority and Welsh Government School attendance and religious festivals guidance 2023 (latest guidance available).

15. Roles and Responsibilities

St Teilo's Primary Cluster Schools are aware that ensuring regular school attendance is a demanding area of work that depends on establishing and utilising close working relationships between parents/carers, 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.

15.1 The Parent/Carer

Under section 7 of the Education Act 1996, the parent/carer 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 that 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.

During the school admission meeting, a member of staff will explain to parents and carers their responsibilities with regard to regular and punctual attendance, the organisation of the school day and the importance of punctuality. The responsibility of parents and carers to report children's absence from school is also explained at the initial interview and is also stated in the School's prospectus.

A commitment to regular and punctual attendance is contained in the Home-School Agreement, which is offered to all new parents and carers to sign when their child is admitted to school. The categories of authorised and unauthorised absences are discussed with parents and carers, i.e. absence can be authorised for illness, medical or dental appointments, or religious festivals, but not for days off to celebrate birthdays, trips to the hairdresser, or shopping.

Parents and carers are asked to inform the School on the first morning of an absence and/ or to send in a note of explanation on the child's return to school. In addition to the expectation that parents and carers should contact the School, the school administration officers operate a policy of phoning the home with regard to first day absence.

15.2 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 monitors individual attendance rates regularly and this may be daily, weekly or half-termly depending on the needs of the child.

See flow chart below.

Schools will routinely share registration certificates with parents and carers at Parents' and Carers' Evenings. When discussing issues with attendance, the registration certificate will be printed off and shared.

The school attendance team is responsible for the strategic management of attendance across the School. They will scrutinise the data regularly on a fortnightly 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.

The attendance lead will present the data to the Headteacher regularly and to the Governing Body on a termly basis for scrutiny. Class Teachers will be responsible for completing the session registers fully and accurately during every registration. This practice ensures good safeguarding processes, enabling the School to know where every pupil is at the start of all sessions and for school clerks/office managers to commence the 'first day response' process if the pupil is not present. Arbor notes and fields should be used to ensure that the additional details relating to the absence are captured and retained on file.

The School's **Administration Officers** are responsible for the daily operational attendance duties. They will ensure that all registers have been completed by the classroom teachers on a daily basis and if not will escalate this to the Headteacher or Deputy Headteacher for action. They will undertake the 'first day response' each morning for those pupils whose families have not made contact. They will collate the supporting evidence, and chase any outstanding forms, absence notes, holiday request forms, etc. The officers will compile the data in preparation for analysis by the attendance lead and help support referrals to the Education Welfare Service. 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.

15.3 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, for example, 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.

15.4 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 nonattendees 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 Education Welfare Officer, 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 as this is truanting.

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

17. Categorisation of Absence

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

I. Authorised Absence;
II. Unauthorised Absence;

III. 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, for example, 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 Local Authority, where the session has been supervised by an approved tutor.

This would include:

- 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).

18. 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.

19. Retention of Records

Computer registers are preserved as electronic back-up 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.

20. 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.

21. Attendance Targets

The headteacher 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, and Welsh wide attendance figures. 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.

22. Strategic Action Plan

Each school will produce an action plan to show how the School will set about achieving its attendance targets. This will include the School's aims for its vulnerable groups of learners, how it intends to close the gaps between the eFSM and non-eFSM pupils' attendance, the operational management of attendance, the strategic management of attendance including the evaluation of impact of interventions, etc.

This action plan will be reviewed on an annual basis and will be used to inform the School Improvement Plan.

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 appropriate code/description)	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 (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	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	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised 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)	Unauthorised 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 Safeguarding 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

Exceptions	Code	Sims notes
Music Exams	B	Music Exam Letter provided
S&L Therapy	B	SALT Letter provided and copied
Asthma Clinic	M	Asthma Clinic – Appointment card copied
Physiotherapy	M	Physiotherapy appointment, card copied
Sporting Tours	C	Tour and Date. Evidence provided
Football Academy with class learning	B	Letter copied
Football Academy without class learning	C	Letter copied
Club and National Competitions	P	Letter copied
Oversee Trips through Competitions	P	Letter copied
Travelling Time to Competitions with letter from Club	C	Letter copied
E learning where there is an agreed package with the Local Authority	B	Evidence letter copied
Child Performance	C	Evidence letter

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

APPENDIX 3

Attendance 5 Step Approach- School Actions

Stage 1- 100%-95%				
Positive letter sent home termly	Positive text sent home termly			
Stage 2- > below 95%				
Lead SLT for attendance to discuss with parent or carer if they respond to letter	Stage 1 letter	Tutor/pastoral staff review progress since initial pupil discussion		
Stage 3a- below 90%				
Invite parents or carers into meeting with lead SLT - use attendance support plan.	If parents or carers fail to attend, SLT to telephone home to explore barriers-set targets etc	Medical evidence letter sent		
FPN - 10 unauthorised sessions Y/N	FPN - 10 unauthorised late (U codes) Y/N	FPN holiday- Y/N	FPN referral form sent	FPN certificate sent at end of monitoring
Stage 3b- below 85% and majority UA				
Referral to SAO-school to generate SAO referral. 1st announced home visit explore barriers - set target for improvement - consider referrals to support agencies - use assessment form.	SLT- continue to discuss at link meetings with SAO, review SAO referral form for actions	SAO review home visit		
FPN- 10 unauthorised sessions Y/N	FPN - 10 unauthorised lates (U codes) Y/N	FPN holiday- Y/N	FPN referral form sent	FPN sent at end of monitoring
Stage 4- below 80%				
SAO makes 2nd announced visit, review progress, continue to explore barriers. Use other forms of communication - text/ telephone	SLT/SAO consider if referrals to any other agencies needed	SAO discusses case with link EWO		
FPN- 10 unauthorised sessions Y/N	FPN - 10 unauthorised lates (U codes) Y/N	FPN holiday- Y/N	FPN referral form sent	FPN sent at end of monitoring
Stage 5-below 75%				
SAO ensures referral criteria met. Refer case to EWS.	SAO/EWS continue to communicate. EWS to feedback contact to SAO			

Punctuality.

All pupils are required to be in school on time. 10 lates will result in a letter.

If there is no improvement, a meeting will be held to discuss the impact of late arrival on the child. SAL to complete Significant Late Arrival of more than 30 minutes may result in a request for a FPN. SAL to complete, then discuss with SAO.

APPENDIX 4

Llanedeyrn
Primary School

Application for Pupil Leave of Absence during Term Time

Please complete and return to school

Please note: taking your child out of school during term time could be detrimental to your child's educational progress. Any requests of term-time absence should be made to the School **at least one month in advance**.

Welsh Government policy is that parents and carers should not normally take pupils on holiday during term time and by doing so you may incur a FIXED PENALTY NOTICE for each pupil.

Each request will be considered individually and take into consideration factors such as the pupil's age, the timing of the proposed holiday and the overall attendance pattern of the pupil.

Name of pupil(s): _____

Class(es):_____

First day of absence: _____/____/_____ **Last day of absence:** _____/____/_____

No. of school days: _____ **Please see the info below regarding absence exceeding 20 days**

Reason why leave of absence is necessary during term time:

_____

_____

I am aware that if my child does not return to school after 20 days of continuous absence they will automatically be removed from the school and I will have to reapply on my return to Cardiff. I understand school cannot guarantee re-admittance in this case.	☐
I understand that failure to return to school on the agreed date will mean the school will commence Children Missing Education enquiries that may involve local authority investigation	☐
If attendance is less than 92% and leave is for longer than 5 days or more the school may request a fixed penalty notice. If absence is above 10 days a fixed penalty notice request may be requested regardless of the level of my child's attendance.	☐

Parent or Carer signature:

_____

Print name: _____ **Date:**

_____

SCHOOL TO COMPLETE:

Attendance at time of holiday request	**Attendance this academic year: (%)**	**Attendance last academic year: (%)**

PERMISSION GRANTED (Authorised absence – H)	
PERMISSION NOT GRANTED (Unauthorised absence – G)	

Reason:_____

____

_____

____

Headteacher signature: _____ **Date:**

_____/_____/_____

APPENDIX 5:

FPN for non-attendance at school - subject to change. Schools will follow the latest guidance.

Reducing unauthorised absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others. Truanting can also leave a pupil vulnerable to anti-social behaviour and youth crime.

Penalty Notices supplement the existing sanctions currently available under Section 444, Education Act 1996 or Section 36, the Children's Act 1989 to enforce attendance at school where appropriate.

What is a FPN?

Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised - absences without a valid reason. Depending on circumstances such cases may result in prosecution under the Education Act 1996.

A FPN is an alternative to prosecution, which does not require an appearance in court.

Payment of a FPN enables parents/carers to discharge what is potentially the liability for a criminal conviction.

What are the costs?

An FPN is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt.

If the FPN is not paid in full by the end of the 42 days, the Local Authority must either:

- prosecute parents/carers in the usual way using Section 444(1) and (1A) of the Education Act 1996); or
- withdraw the FPN (in limited circumstances as set out in this Code of Conduct). It will be the responsibility of the school to request that the EWS to issue an FPN and those requests will only be considered where there is proven evidence of unauthorised absence due to the following circumstances:
- where there is a minimum of 10 unauthorised sessions - 5 school days, which do not need to be consecutive;
- pupils persistently arriving late after the close of the registration period, i.e. more than 10 sessions with a U code within each term;
- where parents/carers have failed to engage with the School, the SAO or the EWS in attempts to improve attendance but where court sanctions have not been instigated;
- a period of absence from school due to a holiday which is an unauthorised absence; or
- a pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason.

We never take such action lightly and would far rather work with parents/carers to improve attendance without having to resort to enforcement action.

Attendance is regarded as highly important and we shall use our powers if this is found to be the only way of getting a child to attend school.

Procedure for issuing a FPN, once the EWS receive a request, they will:

- send a formal written warning to the parent/carer notifying them that they may receive a FPN and why;
- set a period of 15 days to allow the parent/carer to respond. During the 15-day period the pupil must not have any unauthorised absences from school;
- at the end of the 15 days, all facts considered to be appropriate, issue a penalty notice via first-class post.

When are they used?

Where a school requests that FPN be issued as a response to a period of unauthorised holiday absence, the formal warning letter and 15-day improvement period will not apply.

Is there an appeal process?

No.

There is no statutory right to appeal once a notice has been issued. If you consider that a notice has been wrongly issued to you, you can make representation for it to be withdrawn. If it is not withdrawn, you must pay the penalty or you may be prosecuted for failing to ensure your child's attendance at school.

How do I pay?

You need to be aware that payment in part of by instalments is not an option with penalty notices. You can pay online, to do this you will need your FPN number - starting with SNA, your debit or credit card or you can pay by cheque.

All payments by cheque must be sent with your name, address and your FPN number on the reverse of your payment to:

Cardiff Council
PO Box 9000
Cardiff
CF10 3WD

Cheques should be crossed and made payable to Cardiff Council.

Post-dated cheques are not accepted. Please do not send cash by post. To pay in person, which will be a cash payment only you pay at the following address:

Education Welfare Service,
Room 422,
County Hall,
Atlantic Wharf,
Cardiff,
CF10 4UW

APPENDIX 6

Llanedeyrn Primary School	**Attendance Letter 1** **Attendance Below 95%**
Click Here to Insert Addressee Click Here to Insert Street Name Click Here to Insert Area CARDIFF Click Here to Insert Postcode	

Date: [Click here and type Date]

Dear "[Click here and typeparent/guardian's name]" ,

re: "[Click Here and type pupil's name]"

I am writing to you to highlight that your child's attendance has dropped **below 95%.**

We encourage all pupils to achieve the best attendance possible. Having missed teaching time, I am worried that your child may struggle to catch up and achieve their full educational potential.

Whilst I realise that pupils are occasionally ill or have good reason for absence, we do need to instil in «Forename» the need for good attendance.

If you would like to discuss «Forename»'s attendance, please ring the School Office to make an appointment to speak with either me or my Deputy Headteacher, Mrs Hilton.

I am sure that you will agree that it is only by working together with the School and our staff, parents and carers, that we can all achieve the best possible educational outcomes for «Forename» at school.

This letter is the first stage of concern, we shall now closely monitor your child's attendance. Should there be no improvement, then you may be contacted by the School's Cluster Attendance Officer.

Cofion Cynnes,

Mrs Knuckey
Headteacher

APPENDIX 7

Llanedeyrn
Primary School

Attendance Letter 2
Request for Medical Evidence
as a result of Low Attendance

Click Here to Insert Addressee
Click Here to Insert Street Name
Click Here to Insert Area
CARDIFF
Click Here to Insert Postcode

Date: [Click here and type Date]

Dear "[Click here and typeparent/guardian's name]" ,

re: "[Click Here and type pupil's name]"

Since my last letter to you, it has been brought to my attention that your child "[Click here and type name]" has had a worrying amount of time off school due to ill health.

I must inform you that in future, all absences due to ill health will not be authorised without medical evidence. This should be in the form of a prescription or medication label showing "[Click here and type name]" name and the date of the illness. I should also advise you to discuss the ongoing illness with your child's GP as the absence due to ill health is a concern.

Continued unauthorised absences could lead to a referral to the School Attendance Officer or Education Welfare Service. Poor attendance could also mean you are issued with a Fixed Penalty Notice.

I am sure that you will agree that it is only by working together with the School and its staff, parents and carers, that we can all achieve the best possible educational outcomes for «Forename» at school.

Please do not hesitate to contact me or my Deputy Headteacher, Mrs Hilton, if you wish to discuss this matter in more detail.

Cofion Cynnes,

Mrs Knuckey
Headteacher