

# Polisi Presenoldeb Ysgol Sarn Bach



**Dyddiad Cymeradwyo: 11/11/24**  
**Dyddiad Adolygu:Tachwedd 2025**

## Hanes Adolygu'r Polisi

Dyddiad	Fersiwn	Adolygydd Arweiniol	Adolygwyr Ychwanegol	Disgrifiad	Dyddiad cadarnhau gan y Corff Llywodraethu llawn
10/11/23		Nina Williams	Llywodraethw yr Ysgol Sarn Bach		10/11/23
11/11/24		Nina Williams	Llywodraethw yr Dynodedig Presenoldeb a'r Corff llawn		Tachwedd 2025

## CYNNWYS ATODIADAU

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## **1. Mission statement**

Ysgol XXXX 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, 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.

The home school agreement will contain details of how we will 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 throughout the academic year in various ways such as text messages, the school website, newsletters and at parents' 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 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 XX:XX am. The registers will remain open for a maximum of 30 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 30-minute registration period will be coded as late (L code).

Afternoon registration will be at XX:XX pm 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 three late arrivals, the school will contact the parent by letter 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, parents and carers will be invited to a meeting with the head teacher or attendance lead together with the Link Governor for Attendance to discuss the matter and possibly take further action.

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**

Parents and carers are reminded that they should contact the school by XX:XX am 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, a home visit from a member of school staff or 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 Children (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.

For any pupil on the Child Protection Register that fails to return to school after the weekend/time off or has two days of unexplained absence during the week, the school must contact the case social worker and inform them of the absence. If the social worker isn't available, then the school must contact the Children's Services referral team on 01758 704 455.

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 must 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 Headteacher (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 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 85% 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 its 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 pupils will be subject to an action plan to support their return to full attendance. This plan may include a referral to the Education Welfare Service for additional support for the pupil and their family.

If the pupil and family does not engage with the action plan, 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.

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**

Under the 2010 Regulations, schools have a discretionary power to authorise up to 10 days of absence during a school year. Despite this, leave of absence during term time is actively discouraged as it negatively impacts 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 from the school office or from the school website* (school to adapt as appropriate). Schools can only agree to an absence for a family holiday if they believe there are special circumstances that warrant it, taking into account the age of the child, the time of year proposed for the trip, the nature of the trip and parental wishes, the general attendance pattern of the child, the child's stage and progress in their education, and whether circumstances allow it. 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.

## **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 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](#), Ysgol XXXX 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**

The school will welcome back all pupils on return from an 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, a reintegration plan will be introduced tailored to the needs of the individual.

## **14. Roles and responsibilities**

Ysgol XXXX 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/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 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.

Parents can do a lot to support the regular and punctual attendance of their children. Parents should:

- take an active interest in their child's school life and work.
- attend parents' evenings and other school events.
- ensure that their child completes their homework and goes to bed at an appropriate time.
- be aware of letters from the school which their child brings home.
- ensure that their child arrives at school on time each day.
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance.
- always inform the school of any absence as soon as possible and ideally on the first morning of the absence.
- ensure that up to date contact details are provided to the school to aid contact.
- avoid booking family holidays during term time.
- talk to the school if they are concerned that their child may be reluctant to attend.
- work with other agencies to aid an improvement in attendance.
- speak to the school or the Education Welfare Service regarding any problems or difficulties they may be experiencing.

## **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 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 86% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 85% or below over a six-week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised). However, the school can refer a pupil to the Education Welfare Service should there be concerns for the individual's welfare with attendance above 85% for welfare response visits.

Governors are ultimately responsible for attendance. In this context, governors are expected to:

- nominate a governor with a specific attendance remit to work closely with the key member of staff with general responsibility for attendance and to supervise how attendance is monitored by the school.
- set annual targets for attendance associated with the school improvement plan.
- challenge current attendance levels and targets set by the school, and respond to problems pertaining to attendance, i.e., impact on attainment, wellbeing, etc.
- monitor school attendance and compare it with general trends, target groups of learners, those vulnerable to poverty, etc.

- ensure if the school has had low attendance for the past 2 years, that it has an action plan in place to improve attendance.
- monitor performance against an action plan/attendance improvement strategy.
- ensure that the school fulfils its role in relation to keeping attendance data up-to-date, accurate and reporting to the LA. This includes ensuring that there are no missing marks, and that the correct codes are used.
- review attendance data for the school on a regular basis.

Headteachers 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. They will present the data 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 ensuring that there are no missing marks at the end of each session. This practice ensures good safeguarding processes, enabling the school to know where every pupil is at the start of all sessions and to commence the 'first day response' process if the pupil is not present. SIMS notes fields should be used to ensure that the additional details relating to the absence are captured and retained on file.

All school staff are expected to:

- Always promote and encourage excellent attendance.
- be aware of attendance codes.
- know, understand, and apply the attendance process.
- where appropriate, ensure that pupils are aware of their individual levels of attendance.

Attendance Officer / School Clerk / Office Manager will be responsible for the daily operation duties. They will ensure that all registers are completed daily (with no missing marks) and if not will escalate this to the Headteacher for action. They will undertake the 'first day response' on 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 Headteacher and make the referrals to the Education Welfare Service.

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 can 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.

### **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 considered to ensure that the children can make the link between their attendance and any rewards.

The school will work with the Education Welfare Service to undertake Local Authority initiatives such as the welfare 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 daily 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 Headteacher is responsible for overseeing this work. The school and Governing body will make use of the attendance data available when reviewing its targets and analysis of the outcomes in comparison with similar schools from across the region.

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. 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.

*Our school targets are:*

### **21. Strategic Action Plan**

The 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 FSM and non-FSM 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 <u>or</u> 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	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

## APPENDIX 3

### Code Use for Common Courses and Activities

<u>EXCEPTIONS</u>	<u>Code</u>	<u>SIMS Notes Field Exemplar</u>
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 4**

Request for authorised absence from school

Request for Leave in Term Time from School

Please complete the request form below and send to the Headteacher at least four weeks before the departure date, to allow sufficient time for appropriate consideration. Parents are advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event, the request form must be accepted by the school.

To: Headteacher of XXX

Date:

I request permission for leave in term time for my child(ren):

<b>Full name:</b>		
<b>Date of birth:</b>		
<b>Period of absence</b>		
<b>From (date):</b>		
<b>To (date):</b>		
<b>Number of school days:</b>		
<b>During the leave, my child will be accompanied by:</b>	<b>Parent/guardian's name</b>	
	<b>Parent/guardian's name</b>	
<b>The exceptional circumstances and reason for this request are:</b>		

<b>If you have other children in the family of school age, please provide details:</b>		
<b>Name</b>	<b>Date of Birth</b>	<b>School</b>
<b>Name</b>	<b>Date of Birth</b>	<b>School</b>

<b>Name</b>	<b>Date of Birth</b>	<b>School</b>
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	<b>PARENTAL DETAILS</b>	
	<b>Parent / guardian 1</b>	<b>Parent / Guardian 2</b>
<b>Name of parent/guardian:</b>		
<b>Relationship to pupil:</b>		
<b>Telephone number</b>		
<b>Mobile number</b>		
<b>E-mail</b>		

Please return the completed form to XXX. Ysgol XXX will write to you and inform you of the decision as to whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

<b>For Office Use Only</b>	
<b>Date request received by school:</b>	
<b>Current Attendance: %</b>	<b>Unauthorised absence: %</b>
<b>Last year's attendance: %</b>	<b>Unauthorised absence: %</b>
<b>Number of days previously taken as holiday in school term time this academic year:</b>	
<b>Siblings in other schools confirmed:</b>	<b>No / Yes</b>  <b>If yes, what action are the other schools taking?</b>
<b>Leave in term time:</b>	<b>Agreed or not agreed (please delete as appropriate)</b>  <b>Code:</b> <b>H – agreed family holiday (authorised absence)</b> <b>F – agreed extended family holiday (authorised absence)</b> <b>G – family holiday (not agreed or in excess of agreement – unauthorised absence)</b>
<b>Signature:</b>	
<b>Job Title:</b>	
<b>Date:</b>	

<b>Notification of decision sent to parent (date):</b>	
<b>Any additional information:</b>	

Response to authorised leave request

Dear \_\_\_\_\_,

Par: Request for term time holidays

You made a request to remove your child(ren) from school during term time.

Requested dates:	
Total number of days requested:	

As a school we encourage parents not to take holidays during a school term so that pupils can fully benefit from the learning opportunities. As you will be aware Headteachers do not have to agree to absences for holidays during term time other than in exceptional circumstances and there is no automatic right for time off school for family holidays.

When considering a request for holiday during term time, the following are taken into consideration:

- Your child's previous attendance history
- The stage of your child's education
- Time of year (exams etc.)
- The nature of the trip (exceptional circumstances).

We have discussed your request and considering the above, at this time:

We can authorise this absence	
We cannot authorise this absence	

'Unauthorised leave' can result in a fixed penalty notice and a £60 fine (if paid within 28 days) rising to £120 (if paid between 29 - 42 days).

If you wish to discuss this matter, please contact me through the school office.

Yours sincerely,

Headteacher of Ysgol Sarn Bach

## APPENDIX 6

### Attendance Letter 1

Dear «greeting»,

«first name » «surname\_» - DG «date \_\_ of birth »

As part of our commitment to improve our pupils' attainment, we are monitoring attendance regularly and naming any pupil whose attendance is causing concern. Therefore, we are writing to you because of your child's present attendance level.

School attendance total	«percentage-attendance»%
Proportion of Authorized absence	«percentage-of authorised absence »%
Proportion of Unauthorized absence	«percentage-of unauthorised absence»%

This means that « name » has lost <<total sessions/ unauthorised>> and <<total authorised sessions>>. In line with the Local Code of Conduct, Fixed Penalty Notices will be considered when at least 10 sessions (5 school days) are lost due to unauthorized absence during the current term. These do not need to be consecutive.

The following table reveals the effect of absence over a school year.

School Year Attendance	Number of days	Number of weeks	Number of lessons
90%	19	4	100
80%	38	8	200
70%	57	11.5	290

Your child's absence affects his/her education and the education of the remainder of the class. Recent studies note that pupils who are regularly absent are more likely to underachieve academically, find it more difficult to make and keep friends, are involved in breaking the law and in failing opportunities in further education and the world of work.

We wish to discuss this with you and to arrange an appointment at a time and date in school with a person named by the school on <<phone number>>. In the meeting, we would like to agree on a plan to work together to improve your child's attendance.

Failing to attend the meeting or to contact us would be considered as a failing on your part to co-operate with us to improve your child's attendance. That could lead to the Education Welfare Officer dealing with the case.

We look forward to meeting you.

Yours faithfully,

<<School Contact>>

## APPENDIX 7

### Attendance Letter 2

Dear «greeting »,

«first name » «surname\_» - DG «date\_\_of birth »

Since your meeting <<date of meeting>>, there has been no considerable progress in your child's attendance level and at present his/her attendance is «attendance percentage»%. This is lower than expected and to put this in context, attendance of 90% is equivalent to losing 19 school days a year. With the school holidays your child will spend more time at home than in school during the year. I enclose a copy of the statistics from the register that show the number of sessions lost. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered when at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

Continuous low attendance is a factor that is often linked to low levels of academic success. It is important that low attendance is dealt with as soon as possible in order to prevent «first name» from developing poor practices as regards attendance.

I have no choice but to discuss this with the Education Welfare Officers who are on statutory duty to investigate matters that involve lack of continuous attendance at school.

Thank you for your co-operation.

Yours faithfully,

<<School Contact>>

## APPENDIX 8

### Late Letter

Dear «greeting»,

As part of our commitment to improve our pupils' attainment, we monitor pupils' attendance regularly. In monitoring pupils' attendance regularly, we note the name of any pupil whose attendance causes concern, including those pupils who arrive at school late several times. We are therefore writing to you due to the number of times that <<Pupils' Name>> has arrived late:

Attendance	<<current attendance>> %
Number of times the pupil has arrived late	<< present L >> %
Number of times arriving late "unauthorized"	<<present U >> %

Being late arriving at school can have a considerable effect over the whole school year. The following table shows how much time can be lost over a year by only being 5 minutes late arriving at school every day.

5 minutes late every day = Missing 3 days of school, namely 18 lessons a year
10 minutes late every day = Missing 6.5 days of school, namely 39 lessons a year
15 minutes late every day = Missing 10 days of school, namely 60 lessons a year
20 minutes late every day = Missing 13 days of school, namely 78 lessons a year
30 minutes late every day = Missing 19 school days, namely 114 lessons a year

We appreciate that school-going mornings can be very busy, but when your child arrives late in school, they miss fateful aspects of their education. If your child arrives 30 minutes after taking the register, they will be marked as being absent "without authority", – that is equivalent to "unauthorized absence". As per the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered for persistent late arrival at school, i.e. after the register has closed (9.30am), in the current term. "Persistent" means at least 10 sessions of late arrival.

If you have any enquiries or you wish to discuss attendance with someone, please contact << named person who is a member of the school staff>> on <<phone number >>.

Yours faithfully,

<<School Contact >>

## APPENDIX 9

### Medical Letter

Dear «greeting»,

Since we wrote to you on <<date of 1<sup>st</sup> letter>>, there has not been considerable improvement in <<name of pupil>> 's attendance, and at present the <<attendance percentage is>> %. This is lower than expected and to put that in context, attendance of 90% is equivalent to losing 19 school days a year.

In looking why <<name of pupil>> has been absent from school, we noticed that the majority of absence is connected with illness and/or medical reasons.

Owing to the level of illness and/or absence on medical ground, I am asking if there is any further absence, that the school has evidence that shows that the pupil is absent and that it is supported by a Doctor. Amongst examples of evidence that can be used is: Prescription, Appointment Cards, Doctor's Notes, etc.

If this evidence is given when your child returns following illness or absence on a medical basis, your child's absence will be recorded as authorized absence. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered if at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

We would appreciate your support to ensure that <<child's name>> 's attendance improves. The school continues to monitor the situation and will contact again is there is no improvement. Thank you for your co-operation.

Yours faithfully,

<<School Contact>>

**APPENDIX 10**

Letter "N" – request to explain absence

Dear «greeting»,

According to our records, <<name of pupil>> has been absent from school recently. You will be aware that it is the parents’ responsibility to notify the school on the first day that a pupil is absent to explain why that <he/she > cannot attend school and the day it is expected that <she/he> will return. Unfortunately, you have not contacted us.

Therefore, I am writing to you to give you an opportunity to explain recent absence. Please complete the following schedule and return it to school as soon as possible. Any unexplained absence within a fortnight will be categorized as unauthorized absence. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered when at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

If you wish to discuss this letter further, please contact me on <<the school’s phone number>>.

Yours faithfully,

<<School Contact >>

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Please complete the schedule and return to the <<setting>> as soon as possible.

Dates of absence with no explanation in its regard:

<< N Code dates>>

Explanation for the above days of unexplained absence:

Parent/Guardian’s Signature: