Flintshire County Council

Education & Youth

Attendance Policy

Broughton Primary School

Updated October 2023

CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

Aims • Legal Framework	
The Education Wales Regulations 2013 • Definitions • Role of Head teacher • Governing Body • Senior Management Team • Heads of Year • Class Teachers/Form Tutors • Pupils • Parents	3-4
• Role of Attendance Clerk • Keeping School Registers • Types of Absences • Punctuality • Medical Absences • Holidays During Term Time • School Procedures	4-11
School Strategies to improve attendance • Pupil Involvement • Parents Notice Boards • School Websites • School Newsletters • The School Environment • Breakfast Club • Staff Awareness • Attendance Assemblies • Transition Process • Parents Evening • School Sanctions • Rewards • Additional Attendance Strategies • Role of the Education Welfare Service and Process Maps • Role of the CSC • Attendance Drives/Panels • Truancy Patrols • First Day Contact • Data Collection • Monitoring and Reporting • Virtual Learning	11-16
Appendix - Codes Appendix - Holiday form in term time request Appendix – Broughton Primary School Attendance Policy Statement Appendix – Attendance traffic light letter	17-19
Privacy Notice - Final Page	20-21

Introduction

Flintshire CC is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

Flintshire CC Inclusion Services and partner agencies will endeavour to work with parents, and pupils to ensure that all pupils receive appropriate support to enable them attend school regularly.

This attendance policy reflects the local authority's School Attendance expectations and has been adopted by Broughton Primary School. Please see policy statement, appendix 3 & 4 .

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all including Governors, Teachers, Parents, Pupils and Partner Agencies. Flintshire CC will strive to ensure schools:

- Offer a safe and friendly environment which welcomes children regardless of race, gender, sexual orientation or ability.
- Raise standards and ensure all pupils reach their full potential through a high level of school attendance and punctuality.
- Ensure all stakeholders receive communication and information about the importance of regular school attendance.
- Keep accurate and up to date attendance data.
- Regularly scrutinise attendance data.
- Identify those pupils with irregular attendance at an early stage and work with partner agencies to address any issues that may stop pupils from attending school regularly.
- Ensure that all pupils are safe and ensure all schools follow the local authority's Children Missing Education (CME) guidance.
- Encourage schools to reward those pupils who have made significant progress in raising attendance levels.

This document is prepared with reference to the All Wales Attendance Framework and the WG Guidance on Improving Learner Engagement and Attendance (Published October 2023).

https://www.gov.wales/belonging-engaging-and-participating

http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en

Legal Framework

The law that requires regular school attendance is:

The Education Act 1996. This Act and any amendments places a legal obligation on:

- The Local Authority to provide services that enforce attendance.
- Schools to maintain an up to date and accurate register of pupil attendance and notify the Local Authority of a child's absence in accordance with local protocols (See Appendix).

Section 7 of the Education Act 1996 states that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the Local Authority believes the child should attend school. A SAO may be used to direct a parent to send their child to a specified school and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given Local authorities powers to issue Fixed Penalty Notices (FPN). A code of conduct has been agreed by Flintshire County Council which allows Head Teachers to apply for a £60 FPN when they have recorded the following on the school register.

- Minimum of 20 school sessions (10 school days) unauthorised absences in the current term (These absences do not have to be consecutive).
- Minimum of 10 sessions (5 school days) of lateness after the close of registration.
- Parents/carers failing to engage with school/EWO but where prosecution has not yet been instigated.

The Headteacher must be able to demonstrate that all efforts to address the absences have been made and that the process has been administered robustly within the school before any decision is made to apply for a FPN. Evidence of Absences Letters 1, 2 and 3 must be submitted with all FPN applications. The Head Teacher must inform the parent/carer by letter that a request for a Fixed Penalty Notice will be made.

Support and advice with regard to FPN applications will be provided by a dedicated Education Support Officer within the EWO Service. All FPN's will be delivered by hand and all outcomes will be reported to the Headteacher

The Senior Learning Advisor for Engagement will oversee the FPN process and ensure the application meets the requirements of FCC's Code of Conduct.

The decision to progress an application for an FPN is entirely that of the individual Headteacher.

It is FCC policy to progress all unpaid FPN cases for Parental Prosecution (provided that Unauthorised Absences persist and that the case meets the legal threshold for a Parental Prosecution).

Definitions

Compulsory school age – under section 8 of the Education Act 1996 –

- Children and young people should attend school from the start of the **first term following their fifth birthday**.
- A young person ceases to be of compulsory school age on the last **Friday in June** of the school year in which they have achieved their 16th birthday.

'Parents' are defined in section 576 of the Education Act 1996 as:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a child or young person.
- Any person, who although not a natural parent has care of a child or young person.

Attendance is **everybody's concern** and the school will expect all stakeholders to play a part in improving attendance.

Role of Head Teacher:

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's Governing Body.
- Set attendance targets with the Challenge Advisors and Governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- To obtain regular attendance reports and for these to be shared Governors.
- To work closely with the Local Authority's Senior Learning Advisor- Engagement and the EWO Team Manager.
- To notify the Local Authority when a child is missing education and to follow the Local Authority's CME Policy.
- To ensure the schools' own Attendance Policy is up to date. To ensure this policy is readily available for parents and is displayed prominently on the school's website.
- To work with Supporting Improvement Advisors (SIA) and to provide evidence of attendance processes across the whole school.
- To set and review Attendance Targets in accordance with the WG All Wales Attendance Framework expectations.

Governing Body:

- To approve the Attendance Policy and to ensure it is updated annually.
- To receive attendance reports from the Head Teacher on a regular basis.
- To ensure the Attendance Policy is shared with all relevant stakeholders.
- Ensure a Lead Governor for attendance matters is appointed.
- Attend meetings as and when required.

Senior Management Team:

- Work with all staff responsible for attendance and punctuality.
- Scrutinise school attendance data on a regular basis and profile missing register marks.
- Regularly check registers have been marked at registration.
- Ensure all absences are recorded in line with the WG Guidance on School Attendance Codes document. https://gov.wales/school-attendance-codes-guidance
- Regularly update training on attendance for all relevant staff and provide guidance to supply/temporary staff.
- Monitor staff performance with regard to registration practices and address any deficits.
- Discuss potential initiatives to improve attendance with all staff and engage key staff in developing these initiatives.

- Ensure all pupil absences are recorded and notes from parents/guardians are received.
- Ensure that registers are completed on a daily basis.
- Work closely with the school's attendance administration officer.
- Work closely with the schools allocated EWO/ESO (See EWO/ESO Attendance flow chart) and ensure that a dedicated attendance meeting take place regularly to discuss cases.
- Contact parents/carers or guardians of those pupils who have not attended regularly.(Traffic light letters see appendix)
- Ensure any truancy concerns are dealt with in line with school policy.
- Arrange letters are sent and meetings arranged with those parents whose children's attendance is identified as a concern.
- Regularly monitor patterns of irregular attendance and interview pupils.
- Provide rewards to those pupils with improved or excellent attendance.
- Discuss attendance related issues in school assembly on a regular basis and ensure pupils are aware of the fact that school have applied rewards and sanctions.

Class Teacher/Form Tutors:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure absences are accounted for by ways of a note provided by parents.
- Follow up unaccounted reasons for absence and refer concerns to the Head of Year as early as possible.
- Continue to raise the profile of attendance to all pupils as part of a whole school approach.
- Contact school Attendance Administrator with any queries/updates and ensure these are placed on SIMS system as a FLAG so that communication is clear across the school.

Pupils:

- Attend regularly and on time unless unwell.
- Provide a note to school explaining reasons for absence and deliver this note to class/form teacher.
- Inform teacher of any potential planned absences.
- Inform school council of any ideas that may improve individual or class attendance.

Parents/Guardians:

- Must ensure their children attend school regularly and punctually.
- Must notify the school if their child is unable to attend on the first day of absence and regularly thereafter.
- Must keep the school updated of the parents/guardians' contact details, including mobile numbers, email and new addresses.

- Work with school and partner agencies to address any issues of irregular attendance of their children.
- Work with their child in relation to homework and distance learning initiatives (Failure to completing homework is not a reason to allow a child to miss school).

Role of Attendance Administrators: (It is recommended that schools utilise one designated person to manage registers / late book and SIMS management).

- To speak with parents on a daily basis to establish reasons for pupil's absence.
- To record absences daily in the register as and when required.
- To profile missing marks and to input reasons for absence on the SIMS system as a FLAG.
- Contact parents by Text/phone/email to inform them of absence and seek an explanation in a timely fashion every day.
- Work closely with EWO Service and support staff in school.
- To work with SMT and Head Teacher closely.
- To ensure transfer of CTF of pupils is completed in a timely manner and pupils are not removed from roll unnecessarily (Never remove a pupil unless CME process is complete or the pupil has a legitimate destination).
- Regularly monitor schools answerphone, inbox or text messaging system and update FLAG on SIMS to reflect the information.

Keeping school registers

The school's register is a legal document and under The Education (Pupil Registration) (Wales) Regulations 2010 the school is required to keep an accurate record of attendance.

Registers must to be marked twice a day (once in the morning and once in the afternoon) to ensure pupils are safeguarded.

Registers and Registration Certificates must be accurate as they are required as evidence when EWO service takes legal action.

Schools Information Management System (SIMS) is used in schools across FCC to record all pupils' attendance.

By the end of the school week the schools overall attendance registers MUST be completed to ensure an overall attendance figure can be calculated by the school.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as **unauthorised absence** and **authorised absence**.

The schools Head Teacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Head Teacher.
- Agreed Flexi schooling
- Legitimate Dual Registration

Absences should remain unauthorised for the following reasons (Not Comprehensive):

- Truancy.
- Late after the close of registration.
- Staying at home for no legitimate reason – condoned absence.
- Shopping for school uniform.
- Birthdays.
- Holiday not agreed by the Head Teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.

Please see appendix 1 which includes a breakdown of codes set by Welsh Government.

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the Class Teacher/Head of Year/Senior Management Team in accordance with processes described earlier. **All pupils who are**

late must sign the 'late book' in school and must enter through the main doors of the school to ensure they are accounted for.

Medical absences

Where a child is continually absent from school for medical reasons (including mental health conditions such as anxiety) it will be necessary for the parent to provide medical evidence (e.g. certificate or letter from recognised medical service) to school. This will be requested by the school and may result in the pupil and family receiving appropriate support to enable the pupil to attend school regularly.

There may be times where a Reintegration PSP / Attendance Improvement Plan may be necessary which will be arranged in partnership with the family, pupil, relevant support service and school.

Any pupil that experiences long term absence for medical reasons can be considered for Home Tuition in accordance with the published FCC EOTAS Policy. Medical Home tuition support can also be procured and funded directly by the school if the Headteacher feels this support is appropriate.

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (Pupil Registration Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time. Any holiday in excess of 10 days should only be authorised in exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Please see Appendix 2 for model form).

The Head Teacher will make the decision and should take account of the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

School procedures

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This will then need to be followed up by an explanation note that should be handed into the class teacher/form tutor and which will be kept on record by school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact

is made. Failure to receive any contact on the third day of absence may result in the involvement of the Education Welfare Service (EWS). All schools have access to a dedicated Education Welfare Officer (EWO) and in primary schools attendance interventions commence with support from a dedicated Education Support Officer (ESO). Both EWO and ESO are members of the EWS.

Referral to the EWS is by email, telephone call or in dedicated Attendance Meetings to the allocated EWO. In primary school settings the referral is by email directly by the school to the Inclusion Mailbox. The EWS will reply confirming the referral and email updates and outcomes to school directly. School should note updates on SIMS as a flag. EWS accountability is via dedicated service recording on Capita ONE system.

Children Missing Education

Schools have a duty to safeguard all pupils. The Education & Inspections Act 2006 requires the Local Authority to make arrangements to enable them to establish the identities of children residing within Flintshire who are not receiving an education. These may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence.

The duty lies with the Local Authority to investigate further in accordance with the published FCC CME Policy.

Pupils should not be removed from the school register until the pupil has been admitted to another school/ PRU or until the CME document has been completed and recorded by the LA.

Please see attached CME Referral Process for 23/24

For further information please refer to the Child Missing in Education (CME) Policy or contact EWS Service Lead for CME Nina.Porter@flintshire.co.uk

Schools Strategies to improve attendance

FCC's aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. The EWS categorises attendance concerns in the following way. However, school attendance data for 22/23 following the COVID 19 pandemic confirms that overall attendance in Wales has reduced and the EWS data profiles now include any pupil with 90% or less (this is the revised WG threshold to define persistent absenteeism)

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

Pupil Involvement

Pupils could be nominated to become school councillors, mentors and mediators in order to assist other pupils to improve their attendance levels.

Parents Notice Boards

The parent's notice board, if applicable, should be displayed at the front of the school or in a prominent location. The board should include regular information and updates with regard to school attendance.

Schools Websites

The school's website should also provide parents, pupils, governors and the public with all the relevant attendance information. This should include the schools Attendance Policy, along with all other schools policies and procedures

Schools Newsletters

A Newsletter (or the digital equivalent) is another useful way of communicating with parents. Good practice in Flintshire includes schools where newsletters are sent out on a half termly basis/weekly basis. Newsletters can inform parents and pupils of current school strategies and expectations and can highlight current overall attendance figures/targets.

Parents and carers should be encouraged to check the schools attendance information on a regular basis and also check on school holiday dates/ inset dates to avoid confusion.

The School Environment

The school should provide a happy, welcoming and organised environment to ensure all pupils enjoy learning. It is good practice for all staff to ensure that classroom displays include the form/class attendance for the previous week and the schools' targets.

Breakfast Club/Lunch-time Club and Access to Water

Schools that can offer a breakfast club can set them up for a positive day. Breakfast club should be supervised by school staff. Children can have breakfast with friends, and ensure they have had a meal at the start of the day. Evidence shows that such a start to the day improves engagement with education. Schools that provide water to hydrate pupils have also benefitted from improved wellbeing and pupil engagement in learning.

Staff Awareness

All staff must be fully aware of the importance of regular school attendance. Pupils should be consistently reminded of the importance of regular school attendance during the school day. A

holistic and consistent approach should be applied across the school to ensure that all staff reinforce the school ethos and reflect the culture of the school at all times.

Attendance Assemblies

Celebrating attendance should be a priority. Involving pupils in this process provides incentive, motivation and encouragement. Assembly can promote a sense of self-worth and wellbeing for children. An Attendance Assembly can be used to reward for their achievements.

These assemblies can sometimes be delivered formally or informally. Prevention and Support Services can be invited to support these assemblies and to promote attendance initiatives.

Transition Process

Transition from Year 6 to 7 can be a challenging time for many pupils. It is essential that the transition process underlines the expectations with regard to school attendance and punctuality. Cases where school attendance has been a concern should be highlighted as part of transition arrangements.

The EWS have made support for pupils commencing KS 3 a service priority for 23/24.Early intervention at transition can be more effective than later engagements where school attendance matters are concerned

Parents evening

Parent's evenings are an opportunity to discuss attendance concerns as well as other school related matters. Parents can be signposted to support services for advice and guidance to ensure that they understand the benefits that result from regular school attendance.

School Sanctions

Schools should adopt a graduated response to school attendance concerns. Letters highlighting absence and lateness should be an embedded part of school processes. Pupils that persistently fail to respond to support and encouragement can be made the subject of after school engagement or sanction (where this is appropriate and is published within the school Attendance Policy).

Parents should be involved in all such responsive activities and a collaborative approach to addressing attendance concerns is always the recommended starting point. Parents that fail to engage in such collaborative approaches can be made the subject of FPN or legal processes as stated within this policy.

Rewards

Rewards can include the following:

- Pupil Certificate.
- Badges/Pens
- Extra free time.
- Class Trophy.
- 100% awards for the academic year for pupils.
- First In the queue for lunch.
- Vouchers

Further examples can include pupils being entered into a draw at the end of term or the end of an academic year for some of the following:

- Cinema tickets.
- Book vouchers.
- I-tunes voucher.
- Bike

Partnerships with local businesses can be established to support such schemes in some localities.

Pupil consultation can add value to these rewards and can help schools identify the current aspirations and values of a Year Group/individual pupil.

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service (EWS).

Informed by Page 46 of WG Publication 0ctober 2023

https://www.gov.wales/belonging-engaging-and-participating

The Education Welfare Service is a statutory service which supports schools to ensure that all pupils attend school regularly. Secondary schools have a designated school based Education Welfare Officer (EWO) who will liaise with the school on a regular basis during in school attendance review meetings. The EWO can also accept direct requests for support by email/telephone call outside of such attendance meetings. Primary schools will receive initial attendance support from a locality-based Education Support Officer (ESO). The ESO will complete initial visits and support for school before transferring case work to EWO for additional visits and legal intervention where required

The EWO/ESO will meet/liaise with a senior member of staff to discuss cases and to highlight concerns. Schools have the lead role on all matters with regard to their attendance register and all

recording of attendance marks is entirely at the discretion of a Headteacher in accordance with published WG Coding Guidance.

https://gov.wales/school-attendance-codes-guidance

The EWS has adopted a revised approach to the way it supports schools. The EWS has created a dedicated service outline statement and One Page Profile that underlines the way the service now operates (See FCC Education Engagement Services Policy and Practice Model Document Sept 2024).

The EWS now utilises current SIMS data to identify patterns and cases that may be of concern on a proactive basis. Regular school attendance data profiles are also conducted by the Senior Learning Advisor- Engagement to identify patterns and individuals that may require support

Parents have a legal duty to ensure their children attend school regularly and punctually under the Education Act 1996. Where parents fail to ensure the regular attendance of their child (or otherwise) they are potentially committing an offence and the EWS should be informed at the earliest opportunity.

It is unfortunate, but on occasions recourse to statutory powers may be required. This may result in a Fixed Penalty Notice (FPN) application or in the prosecution of parents/carers. It is FCC policy to prosecute all unpaid FPN cases and this is a key service performance indicator. However, the EWS does not take this action lightly and will endeavour to work and support parents, schools, and pupils to improve attendance levels until all of these avenues have been exhausted.

The support and intervention process provided by the EWS is attached to this policy as a series of process maps to clearly explain the intervention and FPN/Court process to schools.

1 Process Map 1 - School Staff Attendance Monitoring Process.

2 Process Map 2 – FPN Application by school.

3 Process Map 3 – Increase of FPN to £120

4 Process Map 4 – EWO Service Legal Action

Role of School Improvement Advisors (SIA)

Schools should work with their School Improvement Advisors who engages with school and advises/supports to promote the school improvement process. The SIA and the LA EWO Service can work closely together where this is possible to discuss those schools that may require additional support and where attendance is a concern.

Attendance Panels/Attendance Improvement Plans

Attendance Panels are a strategy used in Wales to address attendance matters

Attendance panels often include School Governors, members of the Senior Staff in a school, EWO service, and parent/pupil. These panels can be utilised to examine progress and to review an Attendance Improvement Plan (AIP)

Parents should be invited into school as part of the graduated response to school attendance to discuss their child's attendance. An Attendance Improvement Plan (AIP) can be completed and signed during these meetings.

Letters of invitation to take part in Attendance Panel/AIP meetings should be sent to parents in advance by school wherever this is possible. If a parent/carer is not available to attend, then another letter should be sent to offer a further opportunity. Failure to attend without notification can result in any absences remaining unauthorised by the Headteacher.

Community Education Patrols (CEP)

Community Education Patrols are a strategy employed under the Crime and Disorder Act 1998 when hotspots are identified at VARM/ASB.

N Wales Police have the power to engage parents found with children during school hours. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Community Education Patrols are employed as an occasional strategy that is dependent on the availability of resources and is intended to promote the benefits of regular school attendance/to promote partnership working.

Parents and pupils details are logged, along with the reasons for the pupil being away from school. Schools are emailed to inform them of the details obtained. (Not currently running within FCC)

First Day contact

School should operate a first day contact process to confirm why a child is absent when no suitable explanation has been received. This process is deemed to be good practice and is an essential part of a robust safeguarding process within a school. Such pupils can then be referred to support services in accordance with the terms of this policy.

There are a variety of devices that can text/call and employ digital means to contact parents in an automated manner. Some of these systems can record contacts directly onto the school SIMS.

Data Collection

School's attendance data is continually being tracked and monitored electronically both on an individual pupil level and as a whole school. This data is collated by the Local Authority and shared with the SLA Engagement and the EWO Manager on a regular basis.

Contact with Heads and schools' staff where data clarification is required is an established part of LA function. Such practice is intended to foster positive dialogues with schools in a collaborative manner at the earliest opportunity. Proactive data profiling is a key practice requirement of all school based EWO staff for 23/24 looking for persistent absentees below 90%

Monitoring and Reporting

School should regularly prepare reports to the Governing Body, Senior Management and School Improvement Advisors to ensure that levels of attendance are clear and that attendance codes are accurate. Parents should also be notified through the school's regular communication channels stated in this policy.

Virtual Learning

Local information suggests that schools are utilising virtual learning to address a range of education and engagement issues in during 2023

The LA is working closely with WG to identify a protocol to share with schools and this will be updated in 23/24.

Appendix 1 *WG Attendance Codes*

Code	Meaning	Statistical meaning
/ \	**Present at registration**	**Present**
L	**Late but arrived before register closed**	**Present**
B	**Educated off-site**	**Approved educational activity**
D	**Dual registered**	**Approved educational activity**
P	**Approved sporting activity**	**Approved educational activity**
V	**Educational trip or visit**	**Approved educational activity**
J	**Interview**	**Approved educational activity**
W	**Work experience (not work based learning)**	**Approved educational activity**
C	**Other authorised circumstances(not covered by another code)**	**Authorised absence**
F	**Agreed extended family holiday**	**Authorised absence**
H	**Agreed family holiday**	**Authorised absence**
I	**Illness**	**Authorised absence**
M	**Medical/dental appointment**	**Authorised absence**
S	**Study leave**	**Authorised absence**
E	**Exclusion**	**Authorised absence**
R	**Religious observance**	**Authorised absence**
T	**Traveller Absence**	**Authorised absence**

N	**No reason provided for absence**	**Unauthorised absence**
O	**Other unauthorised absence(no explanation provided)**	**Unauthorised absence**
G	**Family Holiday (not agreed)**	**Unauthorised absence**
U	**Late arrival after the close of registration**	**Unauthorised absence**
X	**Un-timetabled sessions for non-compulsory school age**	**Not required to attend**
Y	**Partial and forced closure**	**Not required to attend**
Z	**Pupil not yet on roll**	**Not required to attend**
#	**School closed to all pupils**	**Not required to attend**

Appendix 2

Holiday in term time request

Section A

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

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

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

From: …… to ……..

Destination …….

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

Declaration:

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

Parent/Guardian ……

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks of Education lost
Red	92% and below Missing more than 3 weeks of Education. A serious loss of learning that may have a detrimental effect on achievement.	

Section B

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence …….
……

Reasons for authorising ……
…….
……

The Head Teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.
Please see attached attendance registration certificate.

Signed ……

Appendix 3

Broughton Primary Attendance Policy statement:

Broughton Primary School is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

If your child is absent:

Illness

- Please message, email or telephone the school office. The school is obliged by law to publish unexplained absences as truancy;

Medical Appointments

- The school office should be informed BEFOREHAND of any appointments at the hospital or dentist etc and children should be collected from the front entrance and signed out by an adult.

Family Holiday

- The Headteacher may authorise ten days per academic year for family holidays, which unavoidably fall in term time. Holiday forms can be collected from and should be returned to the office. Holiday requests may also be emailed for the attention of the Headteacher at brmail@hwbcymru.net .

Emergency

If a child is taken ill at school or is hurt, we need to contact parents/guardians quickly. It is essential that all parents complete an emergency contact form, giving telephone numbers where they can be contacted. Please keep the school informed of any changes to these contact numbers, particularly mobile phone numbers.

Absence and late marks are recorded in the register and on the child's end of year report.

Monitoring of Attendance

Attendance is monitored formally at least once a term at a meeting with the Headteacher and the ESW. In addition, teachers will continually monitor attendance and lateness, raising any concerns with the parents directly and if unresolved the Headteacher or Deputy Headteacher. If attendance continues to cause concern the school may refer to the matter to the ESW Service.

Our Targets to reduce the number of unauthorised absences

1. Encourage parents to contact school on a daily basis should the pupil be unable to attend school.
2. To continue to personally contact parents should pupils not arrive in school when no telephone message has been received regarding pupil absence.
3. Encourage parents on a regular basis to inform school of any changes to the home address or emergency contact details.
4. Targets for the new school year will involve the reducing the number of pupils who are consistently late onto the premises.
5. All pupils who fall below attendance of 85% in a given period will automatically be referred to the Education Inclusion Officer.

Appendix 4

Broughton Primary School
Broughton Hall Road
Broughton
Flintshire
CH4 0QQ

Tel: 01244 533752
Fax: 01244 530568

Ysgol Gynradd Brychdyn
Ffordd Plas Brychdyn
Brychdyn
Sir y Fflint
CH4 0QQ

Ffôn: 01244 533752
Facs: 01244 530568

Headteacher Mrs Melissa.A.Kendrick B'Ed.(Hons) NPQH
Email: brmail@hwbcymru.net

xxxxxx

Dear Parent/Guardian

Please find enclosed your child's attendance sheet for the xxxxxxxxacademic year September to February.

As you can see to date, it falls below 93% which means that they are currently in the 'red' category and their attendance is significantly below the expected level. This may be due to genuine illness or other authorised circumstances, so, please make every attempt to get them in to school every day in the new school term and aim for 'green'. It is vital to your child's learning and development to discuss how we can work together to improve the situation. Their attendance will be monitored carefully and if it continues to cause concern we will have to move to the next stage in our attendance policy and involve our education social worker/ attendance officer. If you are having problems getting your child into school, please contact us and we will do our very best to support you.

Over a One Academic Year
1 day = 99.5 %
2 days = 99 %
3 days = 98.5%
5 days = 97 %
6 days = 96.5 %
7 days = 96 %
9 days = 95 %
10 days = 94.5 %
15 days = 92 %

If you spot any mistakes on your child's attendance sheet, please let the office know immediately and they can be rectified.

With thanks for your continued support.

Mrs M Kendrick
Headteacher