Attendance Policy

Ysgol Llanfairpwll

October 2024

CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Ysgol	**Llanfair Pwll**
Dyddiad cymeradwyo a mabwysiadu'r polisi gan y Corff Llywodraethu	**14/10/24**
Amlder Adolygu	**3**
Dyddiad Adolygiad Nesaf	**Hydref 2027**
Pennaeth	
Cadeirydd y Llywodraethwyr	

1. Mission statement

Ysgol Llanfair Pwllcommitted 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 guardians 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. Registration will take place at the start of the morning session and following the lunch period.

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, the 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, guardians 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 guardians 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 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 guardian 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 9am. 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 1pm 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 guardian 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 guardians will be invited to a meeting with the Headteacher or attendance lead together with the link governor for attendance to discuss the matter and possibly take further action.

Parents and guardians 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 Notices 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 guardians are reminded that they should contact the school by 9:15am if their child is not able to attend school on that day. Parents and guardians 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/guardians 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 guardian 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 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 pupils on the Child Protection Register that fail to return to school after the weekend/time off or have two days of absence without explanation during the week, the school must contact the case social worker and inform them of the absence. If the social worker isn't available, the school must contact Teulu Môn – www.teulumon.cymru / 01248 752888 and inform them of the absence.

Any learner 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 guardians are aware that only the Headteacher or their representative can authorise an absence and that further information such as a letter/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 guardian 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 to the attention of 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/guardians 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 do not engage with the action plan, court action may be taken against the main parent(s) or guardian(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 guardians 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 guardians 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 link on the school Newsletter. 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 Headteacher will consider the request and respond in writing within 5 school days to inform the parent or guardian whether the request has been authorised. Subsequently, a parent or guardian can make an informed decision about whether they wish to pursue the absence in the knowledge of any potential consequences.

Parents and guardians are advised that a fixed penalty notice may be issued by the Local Authority when permission for a holiday or leave of absence has not been authorised by the school. The Local Authority's Code of Conduct for Issuing Fixed Penalty Notices can be obtained from the school, the Local Authority's website or the Education Welfare Service.

12. Fixed Penalty Notices for Non-Attendance at School

The school may request the Local Authority to issue fixed penalty notices where a parent/guardian 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) which may or may not include pupils who are persistently arriving after the closing of the registration period (recommended that registers be kept open for thirty minutes);
2. Where a parent(s)/guardian(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 Llanfair Pwll 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 of time, a reintegration plan will be introduced tailored to the needs of the individual.

14. Roles and responsibilities

Ysgol Llanfair Pwll is aware that ensuring regular school attendance is a demanding area of work that depends on establishing and utilising close working relationships between parents/guardians, 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/Guardian

Under section 7 of the Education Act 1996, the parent/guardian 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/guardians 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). Despite this, a school can refer a pupil to the Education Welfare Officer if there are wellbeing concerns, even if the rate of school attendance is higher than 85% for education welfare 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. The Headteacher 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 day. 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. 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:

- promote and encourage excellent attendance at all times;
- 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 or School Clerk will be responsible for the daily operational attendance duties. They will ensure that all registers have been completed by the class teachers on a daily basis (without 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.

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

14.3 The Education Welfare Service (EWS)

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

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

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

- the regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones;
- to investigate, locate and track children who are referred to 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 taken into account 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 the Local Authority's initiatives such as the wellbeing response visits, meet and greet sessions and target groups.

16. Categorisation of absence

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

- authorised absence
- unauthorised absence
- approved educational activity

Unauthorised absence

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

Authorised absence

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

Approved educational activity

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

This would include:

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

17. Dual Registration

Pupils who attend another school or unit will be dually registered at both venues. The enrolment status within the management information system (MIS) indicates the main place of education and which the subsidiary is. An example would be a pupil registered at this school but attending EOTAS provision or a pupil referral unit for certain days each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

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

18. Retention of records

Computer registers are preserved as electronic back-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.

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: 97%

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.

CONTENT OF APPENDICES

APPENDIX 1 - The registration system

APPENDIX 2 - Legislation and guidance

APPENDIX 3 - Code use for common courses and activities

APPENDIX 4 - Letter sent out to parents at the start of the year

APPENDIX 5 - Request for authorised absence from school

APPENDIX 6 - Response to request for authorised absence

APPENDIX 7 - Letter 1

APPENDIX 8 - Letter 2

APPENDIX 9 - Late letter

APPENDIX 10 - Medical letter

APPENDIX 11 - Letter N

APPENDIX 12 – Lettering procedure

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 close)	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 close)	Unauthorised absence
V	Educational visit or trip	Approved education activity
W	Work experience	Approved education activity
X	Un-timetabled sessions for non-compulsory school-aged 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
- Welsh Government Guidance 203/2016 Inclusion and Pupil Support
- 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

EXCEPTIONS	**Code**	**SIMS Notes Field Exemplar**
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 LA	B	E-learning. Evidence letter copied.
Child Performance	C	Child performance. Evidence with LA.
Yr. 11 codes for after examinations (not study leave)	C	

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

APPENDIX 4
Letter sent out to parents at the start of the year

Letterhead

Dear Parent/Guardian,

Re: School Attendance

This is a standard letter produced by Isle of Anglesey County Council's Learning Service which forms part of all the Authority's schools' attendance policy and procedures.

Please take the time to read this letter as it could save you the unnecessary worry of possible legal action against you in the future.

At the start of the school year, I would like to remind parents of the importance of good attendance and punctuality. At Ysgol Llanfair Pwll, they have a duty and responsibility to encourage pupils into the habit of attending regularly in order to achieve their full potential. Ysgol XXX is therefore committed to improving levels of school attendance and punctuality (the whole school attendance target is XX%). Therefore, we would very much appreciate your co-operation by following the guidelines below.

Reporting absence
It is important that you contact the school between XX:XXam and XX:XXam on the morning of any absence.

Term-time holidays
It is actively encouraged that pupils don't take periods of absence during termtime. It negatively impacts the pupil's ability to engage with the full curriculum.

Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance before booking the holiday (form available from the school). Parents or guardians don't have the automatic right to remove their children from school for family holidays. Parents and guardians must present an application for permission in advance (at least four weeks for family holidays).

Each request for holiday absence will be considered individually, taking account of the age of the child, the time of year proposed for the trip, its nature and parental wishes, the overall attendance pattern of the pupil, the child's stage in education and progress, and whether circumstances warrant it.

Under the 2010 regulations, schools have a discretionary power to authorise up to 10 days of absence during the school year. Schools can only agree to absence for a family holiday if they believe there are **special** circumstances which warrant it. The school will then return the holiday form stating whether they authorise the holiday or not. If not, the school will state the reason and also point out that if the family choose to go ahead and book the holiday then they will be considered for a fixed penalty notice of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

Illness
If the school is concerned about attendance due to a high number of sickness absences, the school may ask for evidence proving that the necessary medical treatment is being received. An appointment card, a doctor's note, or a photograph of medication on a prescription would be

sufficient as medical evidence. Without the necessary evidence, the school may inform the parent that any further absences will be recorded as unauthorised until the necessary medical evidence has been received.

Medical/dental appointments
We encourage parents to make general doctor or dentist appointments outside of school hours. Where this is not possible, a medical appointment letter or card should be shown to the school before the day of the appointment. Without the evidence, the absence will be recorded as unauthorised.

Authorised absence
Only the Headteacher can authorise any absence in line with the Welsh Government guidelines. Any request for authorised absence must be made in writing to the Headteacher (prior to agreeing to any arrangements).

Unauthorised absence
If the school does not receive a justifiable reason for absence, then this will be classed as "unauthorised absence" which could lead to a fixed penalty notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

Parents can do a great deal 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
- 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.

We appreciate your support in ensuring your child receives a continuous education which will ensure they reach their full potential. Schools will be monitoring attendance on a regular basis to ensure that they are able to praise pupils for good attendance and to ensure swift intervention/support for pupils who need it.

Yours sincerely,

XXX
Education Officer

APPENDIX 5
Request for Authorised Absence from School

Forms to 'Request Authorised Absence from School' can be obtained via the class teacher and must be approved by the Headteacher (Deputy Headteacher in the absence of the Headteacher).

Holidays
The procedure for requesting holidays in term time and the circumstances under which requests will be approved and rejected is at the discretion of the school.

Ysgol XXX

Request for Authorised Absence from School

To:

Authorised absence from school is requested for:
Name of child/children: _____
Dates: From: _____To: _____

Reasons for seeking absence during school time:
_____
_____

Signed: _____ Date: _____
(Parent/Guardian)

N.B.

- It is actively encouraged that pupils don't take periods of absence during termtime. It negatively impacts the pupil's ability to engage with the full curriculum.
- Parents and guardians don't have an automatic right to pull their children from school for family holidays.
- Absence from school for an annual family holiday or an extended trip abroad can only be authorised by the school. You are advised not to book a holiday until the school has responded to say whether it is authorised or not.
- Authorised absence from the school for any other reasons is also at the discretion of the Headteacher and they will consider in which way the request for absence is necessary and whether there are special circumstances that warrant it.
- Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'.

Unauthorised absences will be dealt with in line with the Local Code of Conduct for Fixed Penalty Notices. A copy can be requested or downloaded from Isle of Anglesey County Council website.

APPENDIX 6
Response to request for authorised absence

Cais i absenoli disgybl/disgyblion yn ystod tymor ysgol
A request for leave of absence for a pupil/pupils during term time

Mae'r Awdurdod Lleol yn gweithio gydag ysgolion i leihau'r nifer o ddiwrnodau a gollir gan ddisgyblion yn ystod tymor ysgol. Mae colli diwrnodau o addysg yn gallu effeithio ar deilliannau addysgol a rhwystro disgybl rhag cyrraedd ei lawn botensial. Dim ond y Pennaeth fedr awdurdodi'r absenoldeb, ac mae ganddynt yr hawl i wrthod eich cais.

The Local Authority works together with schools to minimise the number of days lost by pupils during term time. Missing education can have an effect on educational outcomes and hinder a pupil from reaching their potential. Only the Headteacher can authorise the absence, and they have the right to refuse your application.

Annwyl Dear

Fe wnaethoch gais i dynnu'ch plentyn/plant o'r ysgol yn ystod y tymor. Dyma'r dyddiadau y gofynnwyd amdanynt gennych:

You made a request to remove your child/ren from school during term time. The dates you requested were:

Cyfanswm y dyddiau y gwneir y cais amdanynt Total number of days requested	
Rydym wedi trafod eich cais ac fe allwn gymeradwyo'r absenoldeb hwn. We have discussed your request and are able to authorise the absence.	

Mae'n ddrwg gennyf eich hysbysu na allwn gymeradwyo'r absenoldeb hwn. Gwnaed y penderfyniad oherwydd…….
I regret to inform you that we cannot authorise this absence. This decision was taken for the reason(s) indicated …….

	Bod presenoldeb y flwyddyn ddiwethaf yn is na'r disgwyl (targed ysgol XX%). Attendance figures last year were lower than expected (school target XX%).
	Bod presenoldeb ar hyn o bryd yn is na'r disgwyl (targed ysgol XX%) Current attendance figures are lower than expected (school target XX%)
	Cymeradwywyd cais tebyg yn gynharach yn yr un flwyddyn academaidd. A previous request has been granted during the same school year.
	Mae amseriad yr absenoldeb yn torri ar draws cyfnod asesu ac/neu arholiadau. The timing of the absence coincides with assessments and/or examinations.
	Arall Other

Os ydych yn dymuno trafod y mater, cysylltwch â mi drwy swyddfa'r ysgol os gwelwch yn dda.
Should you wish to discuss the matter with me, please contact the school office.

Gall 'absenoldeb anawdurdodedig' arwain at hysbysiad cosb benodedig a dirwy o £60 (os yw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os yw'n cael ei dalu rhwng 29 - 42 diwrnod).
'Unauthorised absence' could lead to a fixed penalty notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 - 42 days).

Llofnod/Signature: _____ Dyddiad/Date: _____

APPENDIX 7
Letter 1 – From the school to a parent

«date_print»

«address_block»

Dear «greeting»,

«first name» «surname_» - DOB «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 authorised absence	**«percentage-of authorised absence»**%
Proportion of unauthorised 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 unauthorised 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 is affecting 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, be involved in breaking the law and to have failed 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 failure 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 8
Letter 2

Official Sensitive

«date_print»

«address_block»

Dear «greeting»,

«first name» «surname_» - DOB «date__of birth»

Since your meeting on «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 into 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 9
Late Letter - Official Sensitive

«date_print»

«address_block»

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 «pupil name» has arrived late:

Attendance	**«current attendance»%**
Number of times the pupil has arrived late	**«present L»%**
Number of times arriving late **"unauthorised"**	**«present U»%**

Being late arriving 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, which is 18 lessons in a year
10 minutes late every day = Missing 6.5 days of school, which is 39 lessons in a year
15 minutes late every day = Missing 10 days of school, which is 60 lessons in a year
20 minutes late every day = Missing 13 days of school, which is 78 lessons in a year
30 minutes late every day = Missing 19 school days, which is 114 lessons in a year

We appreciate that school-going mornings can be very busy, but when your child arrives late to 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 an "unauthorised 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 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 10
Medical Letter - Official Sensitive

«date_print»

«address_block»

Dear «greeting»,

Since we wrote to you on **«date of first letter»**, there has been no considerable improvement in **«name of pupil»'s** attendance, and at present their attendance percentage is **«attendance percentage»**%. This is lower than expected and to put that into context, an attendance of 90% is equivalent to missing 19 school days a year.

In looking why «name of pupil» has been absent from school, we noticed that the majority of absences are connected with illness and/or medical reasons.

Owing to the level of illness and/or absence on medical grounds, I am asking if there is any further absence, that the school receives evidence that shows that the pupil is absent and that it is supported by a doctor. Amongst examples of evidence that can be used are prescriptions, 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 an authorised 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 «name of pupil»'s attendance improves. The school continues to monitor the situation and will contact you again if there is no improvement.

Thank you for your co-operation.

Yours faithfully
«school contact»

APPENDIX 11
Letter "N" - Official Sensitive

«date_print»

«address_block»

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 «he/she» 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 the school as soon as possible. Any unexplained absence within a fortnight will be categorized as unauthorised 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 «school's phone number».

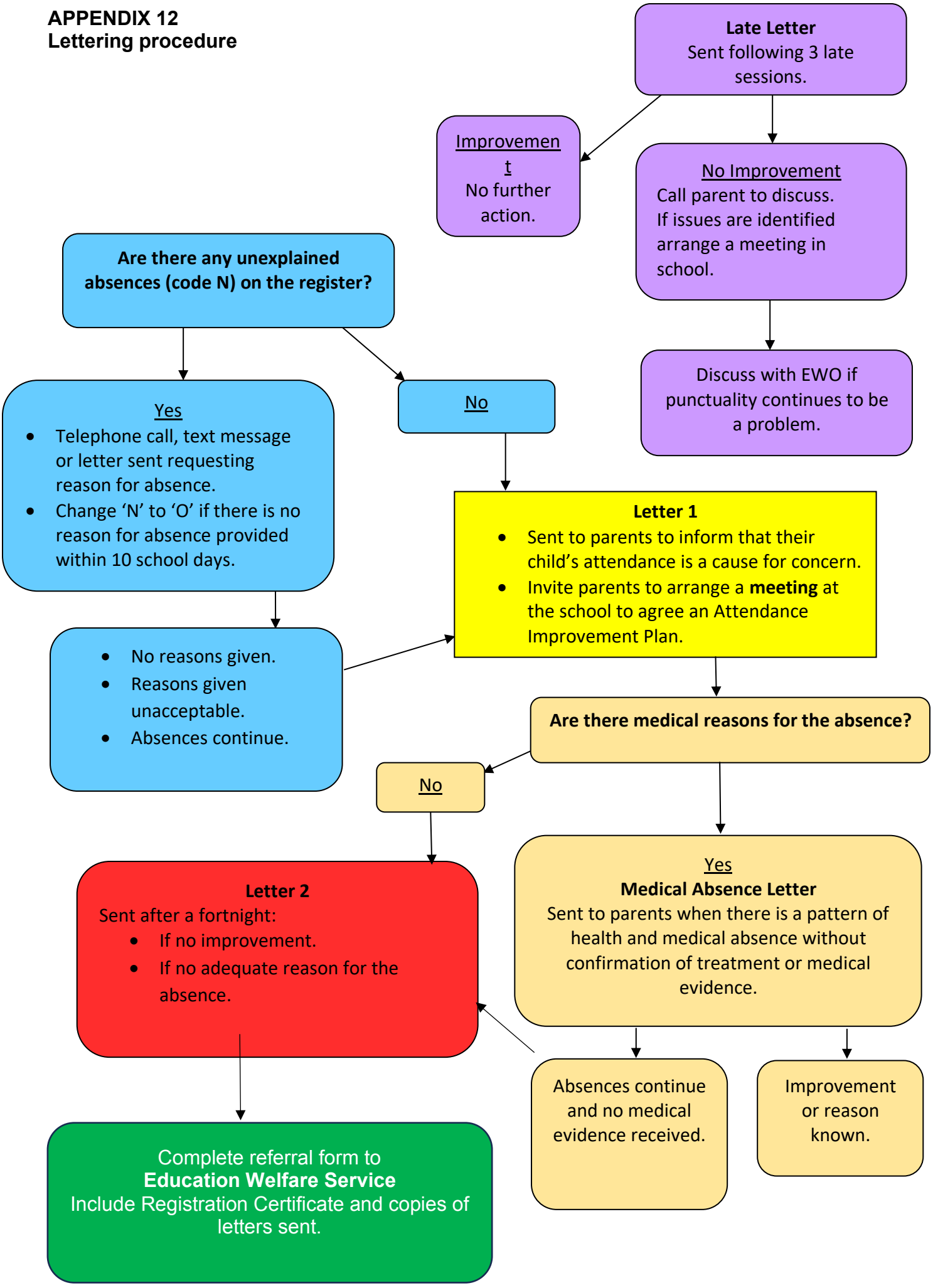
Yours faithfully,
«school contact»

Please complete the schedule and return to the school as soon as possible.

Dates of absence with no explanation in their regard:
«N code dates»

Explanation for the above days of unexplained absence:

Parent/Guardian's Signature:
_____

Date:
_____

APPENDIX 12
Lettering procedure