

# Ysgol Bryn Castell



## SCHOOL ATTENDANCE POLICY

**Date: December 2025**  
**Review Date: December 2026**  
**Based on WG Model Policy**

**Next review due: Autumn Term Annually (or when a legal change / update is required)**

<b>Date of policy implementation:</b>	January 2026
<b>GB member/staff responsible for policy review:</b>	Policy sub-committee
<b>GB Link Governor:</b>	Vice Chair (Mr Peter Vincent)
<b>Date of creation:</b>	December 2025
<b>Date of review:</b>	December 2026
<b>Date review completed:</b>	
<b>Date of next review:</b>	

### Policy Control

<b>Policy Title:</b>	School Attendance Policy for Pupils
<b>Author:</b>	Headteacher and Governing Body
<b>Date of policy implementation:</b>	January 2026
<b>Staff responsible for review:</b>	Headteacher
<b>Link Governor:</b>	Vice Chair (Mr Peter Vincent)
<b>Owner:</b>	Headteacher
<b>Review Cycle:</b>	Annually
<b>Start date for next review:</b>	September 2026

### Policy Revision History

<b>Date</b>	<b>Version</b>	<b>Lead Reviser</b>	<b>Additional Revisers</b>	<b>Description</b>	<b>Date ratified by full GB</b>

## **1. Mission statement**

Ysgol Bryn Castell school is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

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

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

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

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

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

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

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

## **2. Promoting attendance**

The foundation for good attendance is a strong partnership between the school, parents, carers, and pupils. This partnership is built on trust, honesty, and open communication, supported by effective transition arrangements and ongoing collaboration.

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, phone calls, in-person meetings, class dojo, the school website, letters and at parent and carers evenings.

### **3. School procedures**

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

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (N code) and promptly followed up by the school as part of its early intervention and safeguarding strategies. This will be in the form of a text message, telephone call or letter to the parent or carer to enquire about the whereabouts of the pupil. If no reason is given 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 08:50. 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).

To promote positive attendance, school staff should greet pupils in a positive manner when they arrive at school. If there are concerns about the reasons behind their absence from school and lessons, then this should be reported onto to DSLs and other appropriate systems within the school.

Afternoon registration will be at 14:05 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 ongoing late arrivals, the school will contact the parent or carer 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 contacted, the school will invite the parent or carer to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate. Following this meeting, if the pupil is late again, or parents and carers did not engage with the first face-to-face meeting, the case may be referred to the Education Welfare Service.

Parents and carers are reminded that the local authority may issue a fixed penalty notice for persistent lateness after the close of the register in accordance with the local authority's Code

of Conduct for the Issuing of Fixed penalty Notice for Non-School Attendance, if the number of unauthorised absences or lates (O or U codes) is 10 sessions or greater in the current term.

#### **5. First day absence – Appendix 7**

Parents and carers are reminded that they should contact the school by 09:30 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 the likely date they will return to school. Parents and Carers 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.

The school has key people (Admin Team, Attendance Engagement Officer and Home School Liaison Officers) who support families with pupil absence, who can be contacted on:

Telephone: **01656 815595**  
[admin@ysgolbc@bridgend.gov.uk](mailto:admin@ysgolbc@bridgend.gov.uk)

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

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

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

Notes received from parents and carers explaining the reason for the absence will be kept on file in-line with school retention policies. Parents and carers are aware that only the headteacher or their representative can authorise an absence and that further information such as a letter from a GP or consultant may be required to support reasons given for absence.

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

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

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the

necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made.

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

Within the school it is the responsibility of the class teacher/registration tutor, Assistant Headteacher or Home School Liaison 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.

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

## **9. Persistent absence**

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

In Ysgol Bryn Castell, many pupils have additional barriers including behavioural, emotional and social difficulties, and health-related challenges that can impact attendance. Therefore, our approach focuses on support and engagement rather than punitive measures.

The school is committed to adopting a collaborative approach with parents, carers, and multi-agency partners to improve attendance in a manner that safeguards and promotes pupils' wellbeing and educational progress. The school acknowledges that exerting undue pressure on families may result in heightened stress within the home environment, which could lead to volatile situations and potential safeguarding concerns. Accordingly, all interventions will be designed to be supportive, proportionate, and sensitive to individual circumstances.

Pupils who are persistently absent will be identified for support through regular meetings with the Education Welfare Officer, Attendance Engagement Officer and Home School Liaison Officers. This support will consider the pupil's individual needs, including medical, emotional, and social factors, and may include:

- Flexible or phased reintegration strategies
- Multi-agency support (e.g. health services, Youth Justice Service, Early Help)
- Reasonable adjustments to reduce barriers to attendance.

Court action will only be considered as a last resort and where all supportive interventions have been exhausted and non-engagement persists, in line with Welsh Government guidance.

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

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

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

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

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

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

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

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

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

- Where a minimum of 10 unauthorised sessions (5 school days) have occurred in the current term (these do not need to be consecutive).
- Persistent lateness of more than 10 sessions in the current term (that is, arrived at school after the close of the registration period).
- Where parents/carers have failed to engage with the EWS in attempts to improve attendance but where court sanctions have not been instigated.
- Where a parent/carer has chosen to take their child on holiday during term time without authorisation.
- Where a pupil regularly comes to the attention of the police during school hours for being absent from school without an acceptable reason.

To comply with [The Education \(Penalty Notices\) \(Wales\) Regulations 2013](#), Ysgol Bryn Castell school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the 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 a long-term absence. This will include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

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

### **14. Roles and responsibilities**

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

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

#### **14.1. The Parent/Carer**

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

Ysgol Bryn Castell is committed to working in partnership with parents and carers to reduce individual barriers to attendance and reduce pupil absenteeism.

#### **14.2. The School**

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

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 91% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 90% or below over a six week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised).

#### **14.3. Headteachers, Assistant Headteachers, Home School Liaison Officers**

Headteachers, Assistant Headteachers and Home School Liaison Officers will be responsible for the strategic management of attendance across the school. Home School Liaison Officers 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.

#### **14.4. Class Teachers / Form tutors**

Class Teachers/Form Tutors will be responsible for completing the session registers fully and accurately during every registration. This practice ensures good safeguarding processes, enabling the school to know where every pupil is at the start of all sessions and 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.

#### **14.5. Home School Liaison Officers, Attendance Engagement Officer and Admin Team**

Home School Liaison Officers, Attendance Engagement Officer and Admin Team will be responsible for the daily operation duties of the attendance team. They will ensure that all registers, both session and lesson, are completed on a daily basis and if not will escalate this to the Senior Management Team for action. They will undertake the 'first day response' (**refer to protocol in appendix 7**) 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 and discuss during regular meetings with 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.

#### **14.6. The Education Welfare Service (EWS)**

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

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

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

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

#### **14.7. Supporting Engagement into Education, Employment and Training Team**

Some LA's have an Education, Employment and Training Team, or similar, who have a remit to work with young people up to the age of 25. The staff work closely with Careers Wales and the school to ensure the successful transition of young people who are at risk of disengaging from year 11 to post 16 education, employment and training.

#### **14.8. Youth Service**

The LA Youth Service will focus on working with young people aged 11 years and above to raise self-esteem, build confidence, support peer-to-peer working, to assist integration into education. The Youth service will support a young person to overcome social and emotional barriers they are facing that are preventing them from fully engaging in school life and may be limiting their attendance.

#### **14.9. The Police**

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

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

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

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

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

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

### **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 local authority initiatives such as the Wellbeing Response Visits, Meet and Greet sessions and target groups.

## 16. **Categorisation of absence**

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

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

### **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.).

### **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.

### **Approved educational activity**

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

This would include:

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

## 17. **Dual Registration**

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

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

## 18. **Retention of records**

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

## 19. **Register checks**

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

## 20. Attendance targets

The governing body of Ysgol Bryn Castell will set and review annual targets for reducing unauthorised absence. These targets will be based on the previous academic year's data and will reflect the unique context of our school, recognising that our pupils complex additional learning needs impact attendance.

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.

Through regular reviews of attendance performance and the impact of any strategies utilised, the school aims to continually improve attendance, either as an overall measure, or through targeting a specific aspect of attendance, e.g. lateness. This may either be incorporated into the School Improvement Plan, or as a separate plan as appropriate.

Through regular reviews of attendance performance and the impact of any strategies implemented, the school aims to continually improve attendance in a way that reflects the unique needs of our pupils. For many learners, their complex additional needs can significantly influence attendance patterns, therefore, improvement focuses on reducing unauthorised absence and supporting engagement rather than expecting mainstream attendance benchmarks.

Targets and strategies will be realistic and sensitive to individual circumstances, prioritising pupil wellbeing and safeguarding, which includes consideration of the whole family. These may include:

- Flexible timetables or phased reintegration plans.
- Enhanced communication and support for families.
- Multi-agency collaboration to address barriers to attendance.

Attendance objectives may be incorporated into the School Improvement Plan or developed as a standalone action plan, depending on the scale and nature of identified priorities.

## APPENDIX 1

### The registration system

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

CODE	DESCRIPTION	MEANING
I	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	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non- compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## **APPENDIX 2**

### **Legislation and guidance**

The Education Act 1996 Part 1, Section 7 states:

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

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

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

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

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

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

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

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

#### **Attendance targets**

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

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

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All-Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support
- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

## Code Use for Common Courses and Activities

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

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

### APPENDIX 3

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

Dear Parent / Carer

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

<b>Possible Learning Missed – Autumn Term</b> <b>Total possible days in school 75 days / 150 sessions</b> <b>(this does not include inset days)</b>		
<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99% 98% 97% 96% 95% 94% 93%	Missing approximately 5 days / 10 sessions of school
<b>Amber</b>	92% 91% 90% 89% 88% 87% 86%	Missing approximately 10 days / 20 sessions of school
<b>Red</b>	85% and below	Missing 11 days / 22 sessions or more

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

Once again, many congratulations.

Yours Sincerely

Headteacher

### APPENDIX 3

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

Dear Parent / Carer

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

		<b>Possible Learning Missed – Autumn Term</b> <b>Total possible days in school 75 days / 150 sessions</b> <b>(this does not include inset days)</b>
<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99% 98% 97% 96% 95% 94% 93%	Missing approximately 5 days / 10 sessions of school
<b>Amber</b>	92% 91% 90% 89% 88% 87% 86%	Missing approximately 10 days / 20 sessions of school
<b>Red</b>	85% and below	Missing 11 days / 22 sessions or more

It is really pleasing to write to inform you that your child has an attendance percentage of 93% or above. This is an amazing achievement. Please share this news with your child and thank them for achieving 93%+ attendance.

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

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

Yours Sincerely

Headteacher

### APPENDIX 3

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

Dear Parent / Carer

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

		<b>Possible Learning Missed – Autumn Term</b> <b>Total possible days in school 75 days / 150 sessions</b> <b>(this does not include inset days)</b>
<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99% 98% 97% 96% 95% 94% 93%	Missing approximately 5 days / 10 sessions of school Missing approximately 10 days / 20 sessions of school
<b>Amber</b>	92% 91% 90% 89% 88% 87% 86%	Missing approximately 5 days / 10 sessions of school
<b>Red</b>	85% and below	Missing approximately 10 days / 20 sessions of school

I write to inform you that your child has an attendance percentage between 92% and 86%. If your child attends school regularly for the remainder of the year, they will likely move up into the green category.

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

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

Yours Sincerely

Headteacher

### APPENDIX 3

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

Dear Parent / Carer

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

		<b>Possible Learning Missed – Autumn Term Total possible days in school 75 days / 150 sessions (this does not include inset days)</b>
<b>Purple</b>	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
<b>Green</b>	99% 98% 97% 96% 95% 94% 93%	Missing approximately 5 days / 10 sessions of school Missing approximately 10 days / 20 sessions of school
<b>Amber</b>	92% 91% 90% 89% 88% 87% 86%	Missing approximately 5 days / 10 sessions of school
<b>Red</b>	85% and below	Missing approximately 10 days / 20 sessions of school

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

If we need to meet with you to discuss your child's attendance, the school will contact you to make an appointment.

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

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

Yours Sincerely  
Headteacher

## APPENDIX 4

### Letter 1 – Attendance (Example)

Attendance Letter 1

Date

Dear Parent/Carer

**Pupil's Name:**

**Attendance:** %

**Number of lates before 09:30:**

**Number of lates after 09:30:**

Ysgol Bryn Castell wants every pupil to have the best chance to learn and succeed. Good attendance helps your child make progress and enjoy school life.

Please remember that attending school is a legal requirement. We understand that children can be unwell at times, and there can be other reasons behind absences too, but it is important that you let us know why your child is absent on the first day and each day after.

If your child's attendance does not improve, we will contact you to arrange a meeting so we can work together to find solutions. We may also ask the Education Welfare Service (EWS) to help support you and your child.

We have included some top tips for improving attendance below, but if you need any help or have questions, please contact Ami, Eileen or Lyn at the school:

#### **Tips for Improving Attendance**

- **Morning Routine:** Prepare clothes, school bag, and lunch the night before to make mornings easier.
- **Sleep Schedule:** Encourage a regular bedtime to help your child feel rested and ready for school.
- **Transport:** If getting to school is difficult, let us know—we may be able to help with advice or support.
- **Talk About School:** Ask your child about their day and celebrate small successes to keep them motivated. Listen to any concerns or worries and share them with the school, so that we can work together to encourage attendance at school.

You can also get extra support from the Early Help Service:

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

**Telephone:** 01656 815420

Thank you for working with us to support your child.

Yours sincerely,

Headteacher

## APPENDIX 6

### Letter 2 – Attendance & Punctuality (Example)

Attendance Letter 2 – Inform and Support

Date

Dear Parent/Carer

**Pupil's Name:**

**Attendance:** %

**Number of lates before 09:30:**

**Number of lates after 09:30:**

Thank you for the support you have given so far. I wrote to you on [date] about concerns with your child's attendance/punctuality. I would now like to meet with you to talk about this and explore ways we can work together to help [child's name] attend regularly and make the most of their time in school.

**Meeting Details:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

If this time does not suit you, please contact the Admin Team on 01656 815595 or [admin@ybc.bridgend.cymru](mailto:admin@ybc.bridgend.cymru) to arrange another time.

Our aim is to work in partnership with you to find solutions that support your child's learning and wellbeing. If we cannot meet, I may need to refer the concern to the Education Welfare Service (EWS) so they can offer extra support.

We really value your involvement and look forward to meeting you to agree positive steps forward.

Thank you for your continued support.

**Yours sincerely,**

Headteacher

## APPENDIX 7

### First Day Response Protocol

Action	Person responsible	Timeline
AM register is taken	Class teacher/form tutor	Morning - day one
Register is checked for absent pupils	Admin Team	Morning – day one
Text messages are sent to parents/carers of absent pupils where no reason for absence has been provided	Admin Team	Morning – day one
Pupils without reasons for absence are followed up	Admin Team/Home School Liaison Officers (HSLOs)/Attendance Engagement Office (AEO)	Day one onwards
Multi-agency colleagues informed <b><i>NB For pupils with safeguarding concerns this may be on the first day of absence</i></b>	HSLOs	Day one onwards
Reasons behind absence followed up if not provided	HSLOs/AEO/pastoral teams	Day one onwards

### Absences longer than one-day

Action	Person responsible	Timeline
AM register is taken	Class teacher/form tutor	Morning
Register is checked for absent pupils	Admin Team	Morning
Text messages are sent to parents/carers of absent pupils where no reason for absence has been provided	Admin Team	Morning
Pupils without reasons for absence are followed up	Admin Team/Home School Liaison Officers (HSLOs)	
Multi-agency colleagues informed <b><i>NB For pupils with safeguarding concerns this may be on the first day of absence</i></b>	HSLOs	As required
EWS contacted if no contact has been made with family	HSLOs/AEO	Day five
Reasons behind absence followed up if not provided	HSLOs/AEO/pastoral teams	Ongoing

## APPENDIX 8

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

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

Current circumstances			
Child Protection Register	<input type="checkbox"/>	Care and Support	<input type="checkbox"/>
Young Carer	<input type="checkbox"/>	Youth Justice Service	<input type="checkbox"/>
Care Experienced Children	<input type="checkbox"/>	Parent in prison:	<input type="checkbox"/>
Additional Learning Needs (ALN)	<input type="checkbox"/>	Health Issues (mental and/or physical):	<input type="checkbox"/>
Any other known or potential vulnerabilities (e.g. free school meals, service child, gypsy, roma or traveller etc.)			
Other agencies involved			
Agency		Name/contact details:	
Child and Adolescent Mental Health Service	<input type="checkbox"/>		
Early Help (Family Support Worker, Family Engagement Officer, Wellbeing Worker, Lead Worker, School Based Counsellor etc.)	<input type="checkbox"/>		

Other agencies:	<input type="checkbox"/>	
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**School actions**

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

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

Signed:  (School Staff/Designation)      Date:

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

**APPENDIX 9**

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

