



YSGOL GYMUNEDOL
CWMTAWE
COMMUNITY SCHOOL

ATTENDANCE POLICY

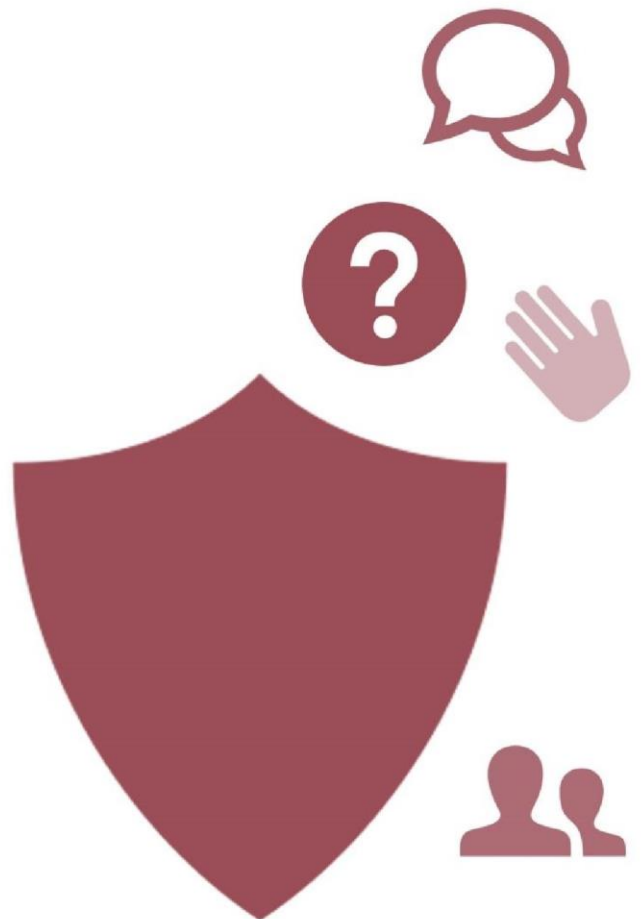
DATE OF POLICY: SEPTEMBER 2024

REVIEW DATE: SEPTEMBER 2025

HEADTEACHER: C. L. Hitchings

DEPUTY HEADTEACHERS: M. Edwards, P. Rogers

DESIGNATED TEACHER FOR ATTENDANCE /
ASSISTANT HEADTEACHER: G. Morgan



BACKGROUND

Cwmtawe School acknowledges the pursuit of high levels of attendance amongst its pupils as a desirable end in itself and as an important factor in contributing towards school improvement and raised standards. There has always been high standards of attendance, however, the pandemic had a detrimental effect on overall attendance (see below).

	2020/21	2021/22	2022/23
Overall attendance	90.3%	89.2%	88.5%
Male attendance	89.5%	89%	88.6%
Female attendance	91.2%	89.2%	88.4%

It is accepted that without the rigorous implementation of agreed strategies these improvements will not be sustained.

RATIONALE

Whilst the legal responsibility for regular school attendance rests with parents, the school share with them and the local authority (LA), responsibility for encouraging good attendance and improving poor attendance. Regular attendance at school supports the wider development of pupils such as social skills and a sense of belonging.

The school is required by law to maintain specific records and to produce specified information on the attendance of pupils. The school is committed to improvements in attendance standards as a direct stimulus to raising pupil achievement. The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and, if a registered pupil at school, this means attending school regularly and on time.

STATUTORY REQUIREMENTS

Under the Education Act (1996), Parents/Carers have the primary responsibility for ensuring their child(ren) of compulsory school age receive a suitable education, either by attendance at school or otherwise. Section 7, of the Act states: The parent/carer of every child of compulsory school age must ensure, their child receives an efficient, full-time education, suitable to his/her age, aptitude and ability and any additional needs he/she may have, this can be achieved by regular attendance at school or otherwise.

Section 444 further states that:

If a child of compulsory school age fails to attend regularly at school, his parent/carer is guilty of an offence.

An offence is **not** committed if it can be demonstrated:

- The pupil was absent with leave (authorised absence).
- The pupil was medically ill or prevented from attending school by an unavoidable cause, to which we may ask for a letter from your GP/Consultant.
- The absence occurred on a day set aside for religious observance by the religious body to which the pupil or parents/carers belong.
- A limited defence is available to the parents of travelling children.

What does regular attendance at school mean? The Supreme Court has determined that the word 'regularly' in the context of section 444(1) of the Education Act 1996 means 'in accordance with the rules prescribed by the school'.

In practice, this means that a pupil should attend school each day that the school is open unless their absences has been authorised by the Headteacher.

The act also places a legal obligation on:

- The Local Authority to secure an efficient education, which is available to meet the needs of its population and to enforce attendance.
- Schools to mark the attendance register AM/PM each day and notify the Local Authority of a child's regular absence from school (Welsh Assembly circular 203/2016) and the Education (Pupil Registration) Amendment Regulations 2010. Or any welfare concerns relating to the absence.
- Under section 437 of the Education Act 1996, Local Authorities have a duty to ensure children and young people are receiving a suitable education either by regular attendance at school or otherwise. Further information can be found in Section 4 of the 'Inclusion and Pupil Support' guidance document.
- Section 436A of the Education and Inspections Act 2006 requires local authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children residing in their area who are not receiving a 'suitable education'. This legal requirement was integrated with the wide range of duties placed on Local Authorities, including the Children Act 2004 (sections 25-29).

Role of the school

Schools have to be open to pupils 380 sessions each academic year and are responsible for supporting the attendance of all their pupils and for responding in a timely manner to barriers, which may lead to non-attendance. Cwmtawe School adopts positive and proactive approaches towards attendance concerns and encourages parents/carers to take an active role in the schooling of their children.

Schools are legally required to take an attendance register twice a day and are required to publish information relating to levels of attendance and absenteeism. When attendance at school starts to show signs of concern, such as being persistently absent, schools need to follow the All Wales Attendance Framework, in a proactive and timely manner. The allocated Education Welfare Officer (EWO), Helen Gibbon, meets with Mrs Morgan daily to offer professional advice, support and guidance. Any absences, of 10 days or more is referred to the, where all attempts to contact the parent/carers have failed. The EWO, will make a 'Welfare Visit', to ascertain if everything is okay at home, and make appropriate referrals where deemed necessary including triggering the Children Missing from Education (CME) Protocol.

Role of Parent/carers

A definition of a parent is set out in section 576 of the Education Act 1996 and includes;

- Any person, who, although not a parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person and;
- Any person who has care of a child or young person.

Under section 7 of the Education Act 1996, the law states, parent/carer is responsible for ensuring that their child of compulsory school age receives efficient full-time education that is suitable to their child's age, ability and aptitude and to any additional learning needs the child may have.

Parents can do a great deal to support the regular and punctual attendance of their children by:

- take an active interest in their child's school life and work;
- attend parents' evenings and other school events;
- ensure that their child completes his/her homework
- ensure all gaming consoles/social media platforms are switched off at an appropriate time;
- Regular/appropriate bedtime routine;
- be aware of letters from school;
- 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 notify the school as soon as possible - preferably on the first morning - of any absence;
- confirm this in writing when the child returns to school;
- not book family holidays during term-time;
- talk to the school/education welfare service if they are concerned that their child may be reluctant to attend.

Parents/carers should be reminded that **it is only the school who may decide whether an absence is to be authorised or unauthorised**. A letter, email, telephone call or text message does not authorise an absence; only the school's acceptance of the explanation offered authorises the absence. It is important to clarify precisely what constitutes authorised or unauthorised absence.

Authorised Absences are mornings or afternoons away from school for a good reason such as an illness or other unavoidable causes (e.g. bereavement). Where possible, medical appointments should be booked outside of the school day, however if this is not possible then absences can be recorded as authorised if proof of the appointment is provided.

Parents/carers should be aware that unless there is a valid medical reason backed with medical evidence such as a GP letter, stating that your child should not return to school following such appointments, your child's absence will be recorded as an unauthorised absence. Repeated absences as a result of illness will also require GP/Consultant letter and if applicable a report if your child is to have continued to be authorised.

When the absence is authorised, the appropriate code to record the absence will be used.

Absence from school will be authorised if it is for the following reasons:

- Sickness, unless medical evidence has been requested.
- Unavoidable medical/dental appointments (Medical evidence such as a consultant/GP letter may be requested).
- Days of religious observance, in line with those published yearly by Welsh Government.
- Exceptional family circumstances, such as bereavement.

Unauthorised Absences are those which the Local Authority does not consider reasonable and for which no 'leave of absence' has been agreed by the School.

Absence from school should not be authorised for the following reasons:

- Shopping

- Haircuts
- Missed bus.
- Sleeping late
- No uniform
- Looking after siblings
- Minding the home
- Birthdays
- Holidays during school time
- Parents keeping children of school unnecessarily, e.g. for company
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Repeat absences linked to illness without medical evidence

All children should be at school, on time, every day the school is open unless the reason for absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Below is a breakdown on the number of lessons missed linked to a child's percentage of attendance.

Attendance during one school year	Equals to number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

UNAUTHORISED ABSENCE

The Education Regulations gives the school the ability to request that the LA (Education Welfare Service) consider issuing a Penalty Notice to the parent(s)/day-to-day carer of the named pupil. This request, when made, will be in accordance with the required Code of Conduct.

See Appendix 1. If the unauthorised absence of an individual pupil brings the pupil's attendance to below 90% in any one term.

REGISTRATION

By law schools are required under the Education Pupil Registration Wales Regulations 2010 to take an attendance register twice a day; at the beginning of the morning session and then again in the afternoon. The attendance register is a legal document and teachers are required to engage in the process of registration conscientiously. Registration at Cwmtawe takes place from 8.45 to 8.50 at the start of the morning session and from 2.10 p.m. to 2.15 p.m. at the start of the afternoon. It

should be conducted in a prompt, formal and business-like manner with pupils seated and answering in response to their own names. Teachers should not accept a pupil's presence purely by report from another pupil. To do so would have possible safeguarding implications as well as serve to undermine the status of the procedure. Similarly pupils should be encouraged to view registration as an event with a defined start and end rather than a flexible process.

Keeping the register

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It will also be used for end of term reports, reference requests, and information for other schools, LAs and external agencies.

- No pupil should be marked present unless actually in attendance at school or other agreed educational activity.
- The register should not have missing marks.
- When a pupil arrives late but the register is still open, the pupils should be marked as late but counted as present for the session.
- When a pupil misses registration, he/she should be marked as an unauthorised absence, unless a medical letter/phone call by parent is received and deemed to be genuine.
- Pupils should not have access to the register.
- The Headteacher is the only person who can authorise that a pupil be removed from the register - this can only be done with the agreement of the LA.
- In addition to twice daily registrations, a class register is taken for every lesson throughout the day. These are checked by the Head of Year to identify possible truancy and any pupil found to have missed a lesson.

See Appendix 2.

Lateness

A pupil's punctuality is a legal requirement and the parent of a pupil who is persistently late is guilty of an offence. The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if persistent late arrival is not resolved.

Holidays

Headteachers have the discretionary power to grant leave for the purpose of a family holiday or trip. However, this will only be done in exceptional circumstances. The LA strongly advises that all holidays should be unauthorised.

PRACTICE AND PROCEDURES

Clear systems and procedures will govern the response to all pupil absence. The school will follow the 'Procedures for Non Attendance' flowchart (see Appendix 3).

The school encourages good attendance and punctuality by:

- Creating a caring and nurturing environment whereby pupils feel safe and appreciated as young adults;

- Ensuring that attendance and punctuality are recognised within the whole school reward system;
- Developing positive relationships with parents/carers and external agencies working with the family/pupil;
- Monitoring and evaluating the early intervention strategies adopted by the school;
- Working closely with multi agency colleagues and the Education Welfare Service to improve attendance and punctuality;
- Monitoring attendance data and trends and reporting this information termly to the Governing Body.

SPECIFIC ACTIONS

1. The School will make its policy on attendance clear to parents and pupils through the school's website.
2. Parents/carers must let the school know if their child is going to be absent. The school must be contacted on the first and third day of absence. A written confirmation note must be provided in the Pupil Planner to be seen by the registration teacher. The school will text the primary carer if a child is absent and then follow up with a phone call where possible.
3. If the school has not received contact from the family, this will be recorded as an unauthorised absence (N- no reason yet provided for absence).
4. Details of the absence are recorded, if later received, and discussed with the Headteacher and a decision will be made with regards to authorisation as soon as possible. The Headteacher may ask the Education Welfare Service for advice with regards to this but the decision to authorise any absence remains with the school.
5. If the pupil is registered as a Child in Need, CLA or on the Child Protection register and absent from school without reason then the school should contact Social Services as soon as possible.
6. When a pupil returns to school from an absence, but no explanation is offered, a note/sticker will be sent via the pupil planner (see Appendix 4).
7. A letter will also be sent home if the pupil is persistently late to school (see Appendix 5).
8. Ultimately if an attendance matter cannot be resolved by the school and appropriate steps have been followed, then a referral will be made to the Education Welfare Service for further investigation.

STRATEGIES FOR IMPROVING ATTENDANCE

Strategies for improving attendance are constantly under review in the light of experience and modified accordingly. Attendance is always the first item on the agenda for the Senior Pastoral meetings. Currently our approach to the challenge of raising attendance includes:

1. Encouragement and Reward

It is seen as vital that those who attend well or bring about dramatic improvement in previously unsatisfactory patterns of attendance are acknowledged and their achievement highlighted. This is done via:-

- Pupils are informed every half term of their attendance percentage and this is documented in their planner following a discussion with their Form Tutor.
- Positive Class Chart points – On a termly basis, the school evaluates the overall attendance of each pupil. Texts of praise are sent to parents/carers of pupils who have achieved a significant improvement upon the previous term's attendance. Identifying such individuals is left to the discretion of Heads of Year and discussed with the E.W.O.
- The question of targeting certain vulnerable days from an attendance point of view as days where extra rewards might be awarded is also now being implemented (e.g. last days of term) and rewards per year group are drawn 'from a hat' and only given to pupils who've attended every day throughout the last days of term. This is done by each Head of Year at their discretion. There are further incentives throughout the year.
- Once per term an assembly is based on attendance, reinforcing the importance of attendance.

2. Monitoring and Absence Chasing

The Class Charts system provides a wealth of information and a daily overview and 'flagging system' which allows useful analysis on the part of Form Teachers, Heads of Year, the Education Welfare Officer, Family Engagement Officer and Senior Staff. An observation of short and long term changes in patterns of attendance is made use of in the following ways:

- Form Tutors have daily contact with each pupil in their class and are ideally placed to prompt action with regard to absence. Through rigorously pursuing written explanations for absence in pupil planners, the Form Tutor conducts an ongoing dialogue with pupils to establish the reasons for absence. Where reasons are not forthcoming or are unsatisfactory the matter is passed on to Heads of Year for further investigation/action or telephone contact. Where Form Tutors have suspicions about the reasons for absence, even if it is short term, they are encouraged to be proactive in liaising with Heads of Year.
- Heads of Year have a leading role in ensuring that absences are explained and that attendance at school is maintained at a high level. Attendance meetings with parents/carers of targeted pupils with less than 90% attendance are conducted following the monitoring process of Letter 1 and 2. This is monitored weekly in meetings with EWO, reviewing any improvements/deteriorations.
- Intervention is often immediate by telephone when there is concern over an individual pupil's attendance. Where such intervention is not productive, Heads of Year are expected to pursue matters by letter (Graded standard letters using admin codes 1-3 are available, see Appendix 6) or by direct dialogue with parents.

- Heads of Year work closely with our EWO. Indeed, a session is set aside each week for a meeting in which the Head of Year and EWO discuss and review ongoing attendance problems. These discussions are followed by house calls by the EWO if necessary or once again communication with home via telephone or letter.
- Heads of Year have responsibility for operating our attendance monitoring/targeting for selected pupils. There is an escalating and more immediate process if a learner is below 90% after 4 weeks, or if there has been a dramatic deterioration in attendance.
- Our EWO performs an important role, particularly where attendance problems are protracted or involve health and/or social difficulties at home. The EWO plays a crucial role in enlisting the support of outside agencies where appropriate and in offering advice and guidance. Where supportive intervention fails, resort to fines or prosecution is sometimes initiated.
- An important feature of our focus on attendance has been the funding of a Family Engagement and Wellbeing Officer. As well as offering support for those with genuine difficulties impacting on attendance, the officer plays an important role in making first day contact to pupils whose attendance is being monitored and vulnerable learners. This often results in a quicker return to school and is an active deterrent to truancy. Many parents are also proactive in contacting the school's office to notify us of pupil absence. This is crucial in raising attendance and safeguarding of our pupils.
- The Assistant Headteacher has overall responsibility for improving levels of attendance. This is done through ensuring that Head of Years and Form Tutors are provided with up-to-date information in a variety of formats so that attendance can be closely monitored. They have the responsibility for setting appropriate targets for improvement and for ensuring that Head of Years are deploying the range of recommended strategies for achieving those targets. With the EWO and Family Engagement Officer, they are responsible for the escalation of attendance concerns through the staged 1-3 system and chairs Attendance Panel Meetings at stage 4; Governors and the Headteacher are also involved here. During this meeting an action plan is drawn up to support improvement (see Appendix 7).

3. Keeping attendance at the forefront

The school realises that the issue of good attendance needs to be raised and kept in the forefront of pupils' minds as often as possible. Also, it is appreciated that parents have a crucial role to play in ensuring that their children come to school and the school takes every opportunity of reminding them of that. We ensure that:

- Attendance is constantly raised as an issue in Year Group assemblies, both with the Head of Year and Senior Leadership.
- The celebration of good attendance is done publicly, highlighting good attenders through the use of display screens in Year Group areas, activities and presentation evening.

- Events involving parents (e.g. new intake parents' evenings) are used to emphasise that high attendance is important.
 - Newsletters and 'End of Year Pupil Progress Reports' are similarly used to broadcast the message.
 - The school's medical person is trained on SIMS and Class Charts and checks pupil attendance data before sending pupils home ill. To prevent 'feigning of illness', the Head of Year is also informed.
4. School organisation and planning
- At transition from KS2, Primary School Data is used to evenly distribute attendance problems between registration classes to enable tutors to tackle absenteeism more effectively.

The issue of attendance enters fully into the organisation and planning of school life. On a whole host of individual issues, including the timing of internal examination and Inset days, due regard is given to the likely impact on attendance of choosing one date as opposed to another. The use of text messages to parents is also, along with the school website and pupil planners, another home/school link that benefits attendance. There is a page in the Pupil Planner now that specifically discusses attendance.

Post registration truancy

Whilst not a major problem at Cwmtawe it is acknowledged that the school needs to be vigilant in ensuring that it does not become one. In addition to twice daily registration, a class register is taken for every lesson throughout the day. These are checked by the Head of Year, Assistant Head of Year, Family Engagement Officer or EWO to identify possible truancy. A "missing pupil" alert will be initiated by the class teacher if a pupil is absent. School behaviour policy is then followed, and sanctions placed. Parents/carers will also be informed.

ISSUING OF A PENALTY NOTICE

If a notice is required the parent will have a warning period of 15 days to provide any evidence they may wish to present to the school to argue why the notice should not be issued. It will be for the school to determine if the evidence is accepted, if the evidence supplied is unacceptable to the school then a penalty notice will be issued.

The 15 day warning period will not apply to holiday related unauthorised absences.

There are no limits to the number of formal warnings that can be issued.

THE COST OF A PENALTY NOTICE

The fine will be:

£60 if the payment is made within 28 days and,

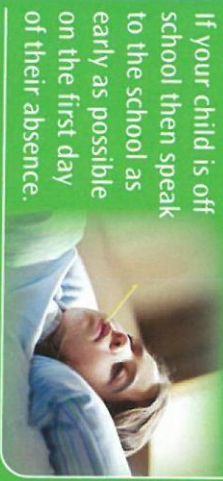
£120 if paid after this but within 42 days of receipt.

If the Penalty Notice is not paid then the Local Authority is required to prosecute for the original offence, which is 'failure to ensure regular attendance at school' under section 444(1) of the Education Act 1996.

EDU2016



Support with School Attendance
Please remember that if there are reasons why your child is missing school then keep the school informed.



If your child is off school then speak to the school as early as possible on the first day of their absence.

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Your child is expected to be in school for 190 days an academic year with 175 days off due to weekends, INSET days and school holidays.

WHO CAN YOU CALL

Further information on the issuing of Penalty Notices can be obtained from your child's school or from the Local Authority Education Welfare Service on

01639 763620 or e-mail ews@npt.gov.uk



Education Welfare Service

PENALTY NOTICES

Information for parents / carers & pupils

www.npt.gov.uk

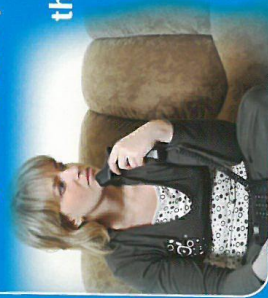
Neath Port Talbot
Castell-nedd Port Talbot
Neath Port Talbot Council Cynghorir Penarth
Making a difference Gwmbaeth er gwell

PENALTY NOTICES

Welsh Government has instructed all Local Authorities to implement Penalty Notices under the Education (Penalty Notice) (Wales) Regulations 2013. The Local Authority believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. A Penalty Notice is an alternative to prosecution with the aim of seeking to secure an improvement in the child's attendance at school.

Appealing against a Penalty Notice

There is no statutory right of appeal under the Regulations, but where a parent contests the issuing of a Penalty Notice they can contact the Education Welfare Service.



WHO WILL RECEIVE A PENALTY NOTICE?

A notice will be issued to each parent in respect of each child. Under section 576 of the Education Act 1996 a 'parent' means the person with parental responsibility and/or those responsible for the day-to-day care of the child irrespective of their relationship with the child.



A PENALTY NOTICE MAY BE ISSUED:

When a pupil has a minimum of 10 sessions or five school days lost due to unauthorised absence during the current term and bringing the pupil's overall attendance to below 90% in the school year to date.

10 sessions or 5 school days are lost due to holidays in term-time if the absence takes the whole school attendance to below 90% in the current school year to date.

10 sessions of persistent lateness after the register has closed in a term bringing the attendance to below 90% in the current school year to date.

A combination of the above.



WHY SHOULD MY CHILD ATTEND SCHOOL EVERY DAY

100% attendance	0 days learning missed	Best chance of success!
95% attendance	2 weeks of learning missed	Poor attendance will impact on learning.
90% attendance	4 weeks of learning missed	
85% attendance	5 ½ weeks of learning missed	Very poor attendance a significant impact on learning. You are at risk of prosecution.
80% attendance	At least 7 weeks of learning missed.	

Presenoldeb yn yr Ysgol - y Gyfraith

Mae Deddf Addysg 1996 yn nodi mai cyfrifoldeb y rhiant neu'r gwarcheidiwr yw sicrhau bod pob un o'i blant/pliant sydd rhwng 5 ac 16 oed yn mynd i'r ysgol yn rheolaidd AC yn brydlon.

Gellid mynd â CHI i'r Llys os na wneud rhyi.

Eich cyfrifoldeb chi yw rhoi gwybod i'r ysgol os yw eich plentyn yn mynd i fod yn absennol.

OND COFIWCHI!

Dan y gyfraith, yr UNIG resymau derbynol dros beidio â bod yn bresennol yw:

- Salwch ac apwyntiadau meddygol
- Cadw gwyl grefyddol

Dywed canllawiau'r llywodraeth y dydd bod yn bresennol o leiaf 95% o'r amser

Gwylliau ac Apwyntiadau Cyffredin
Peidiwch â chadw eich plant o'r Ysgol oherwydd gwylliau neu apwyntiadau cyffredin.

Buan y mae colli'r ysgol un cael effaith!



Yn bresennol 100% o'r amser	0 diwrnod o gollu dysgu	Y siawns orau o lwyddoi
Yn bresennol 95% o'r amser	2 wythnos o gollu dysgu	Bydd presenoldeb gwael yn effeithio ar ddisgu.
Yn bresennol 90% o'r amser	4 wythnos o gollu dysgu	
Yn bresennol 85% o'r amser	5½ wythnos o gollu dysgu	Presenoldeb gwael iawn. Mae perfformio'n hysbysu eich enyni
Yn bresennol 80% o'r amser	0 leiaf 7½ wythnos o gollu dysgu	

Y DYSGU A GOLLIR MEWN BLWYDDYD YSGOL

A wyddech chi?!

Os yw eich plentyn yn bresennol 80% o'r amser, mae hyn yn golygu f'od effi wedi colli:

- 1 diwrnod BOB wythnos
 - 6 diwrnod BOB hanner tymor
 - 12 niwrnod BOB tymor
 - 36 o ddiwrnodau BOB blwyddyn
 - 180 o ddiwrnodau mewn 5 mlynedd ...
- ... mae llyny bron yn **FLWYDDYD CYRAN O YSGOL**

A ydych chi'n poeni am bresenoldeb yn yr ysgol?

Os ydych yn poeni na'n meddwl bod problem o ran presenoldeb eich plentyn yn yr ysgol, y peth gorau bob amser fydd cael gair a rhywun yn yr **YSGOL** a fydd yn gallu eich Cefnogi.
Gall yr Ysgol drefnu cyfarfod â'r Tim o Amgylch y Teulu (TAF) os ydych o'r farn fod arnoch angen cymorth a chefnogaeth ychwanegol

BUAN Y MAE BOD YN HWYR YN CAEL EFFAITH! Mae bod 15 munud yn hwyr bob dydd yn golygu y bydd PYTHEFNOS o ysgol wedi'i gollu bob blwyddyn!

I gael gwybodaeth am wasanaethau lleol, cysylltwch â'r Gwasanaeth Lles Addysg
01639 763600
ews@napt.gov.uk



North Port Talbot County Borough Council
Cynor Bwrdeistref Sirof Castell-nedd Port Talbot

School Attendance and the Law

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years attend school on a regular basis AND on time.

Failure to do this may end up in YOU being taken to Court.

It is your responsibility to let the school know if your child is going to be absent.

BUT REMEMBER!

The ONLY legally acceptable reasons for non-attendance are:

- illnesses & medical appointments
- Religious Day of Observance

Government guidelines say that Attendance should be at least 95%

Holidays & Routine Appointments

Do not take your children out of school for holidays or routine appointments

Missing school adds up!

LEARNING MISSED IN ONE SCHOOL YEAR

100% attendance	0 days of learning missed	Best chance of success!
95% attendance	2 weeks of learning missed	Poor attendance will impact on learning.
90% attendance	4 weeks of learning missed	
85% attendance	5 1/2 weeks of learning missed	Very poor attendance. You are at risk of prosecution!
80% attendance	At least 7 1/2 weeks of learning missed	

Did you know?

If your child's attendance is 80%, this means that he or she has missed:

- 1 day EVERY week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days EVERY year
- 180 days in five years...

...that's nearly **ONE WHOLE SCHOOL YEAR!**

Worried about school attendance?

If you are worried or feel there is a problem with your child's attendance it is always best to talk to the SCHOOL who can provide support.

The school can arrange a team around the family (TAF) meeting if you feel you need extra help and support.



LATENESS ADDS UP!

- Being 15 minutes late every day, will add up to TWO WEEKS of school missed every year!

For information on local services contact the Education Welfare Service:

01639 763600

ews@npt.gov.uk

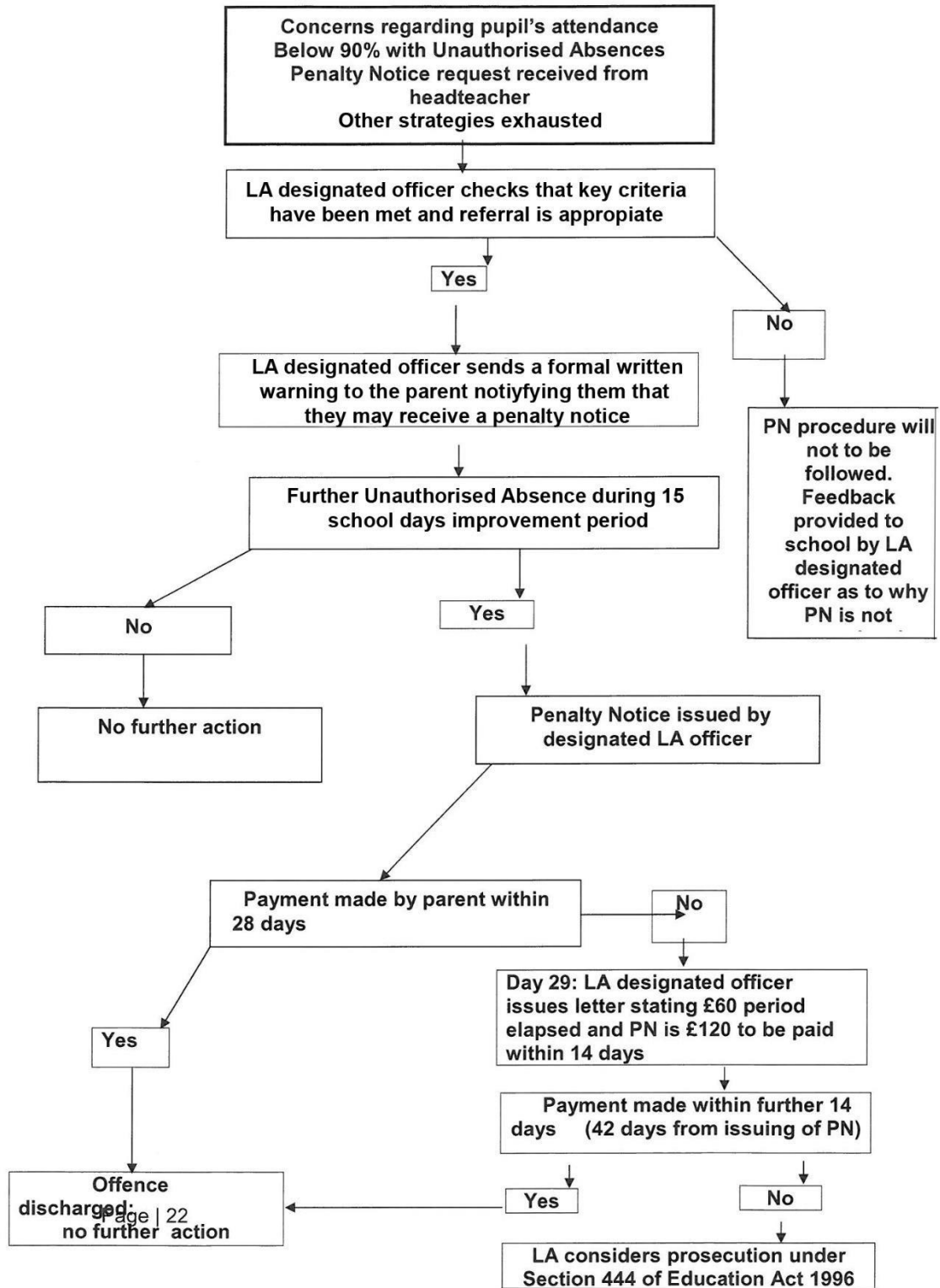
APPENDIX 2

Registration Codes

/	Present (AM)
\	Present (PM)
B	Off Site Education
C	Other Authorised Circumstances
D	Dual Registered i.e Present at another school or PRU
E	Excluded (No alternative provision made)
G	Family holiday (Not agreed)
I	Illness
J	Interview
L	Late (Before the registers closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other code)
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers closed)
V	Educational Visit or Trip
W	Work experience
Y	Partial or Enforced closure
X	Non-compulsory school age absence
#	School closed to all pupils
Z	Pupils not on roll yet

APPENDIX 3

Procedures for issuing of a penalty notice



APPENDIX 4



Dear Parent

Please can you provide a note to explain your child's absence from school on the dates shown below:

Signed: _____ Reg Teacher

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Signed: _____ Reg Teacher

APPENDIX 5

Ffordd Parc Ynysderw
Pontardawe
Swansea
SA8 4EG

TEL / FFON: 01792 863200

cwmtaweschool@hwbcymru.net
www.cwmtawe.org



YSGOL GYMUNEDOL
CWMTAWE
COMMUNITY SCHOOL

HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E.,
N.P.Q.H.

Date
Late Letter

Parent
Address

Dear Parent

Re: Lateness – Pupil

I am writing to express my concern regarding **pupil name's** frequent lateness to school. PUPIL has been late **Number** times this academic year. His/her registration teacher has also expressed concerns and the Education Welfare Service has now been informed. If **pupil name** continues to be late for school, these attendance marks will be recorded on the legal registration certificate as unauthorised absences. Pupils who arrive late miss vital aspects of school life.

Neath Port Talbot local authority have introduced penalty notices as one of the measures to ensure regular attendance and punctuality. Fines of up to £120 may now be issued to parents of any pupil whose attendance and lateness is causing concern.

I would be grateful therefore for your support in ensuring that **pupil name** arrives at school by 8.45am. If you would like to discuss this matter please contact me at school on the above phone number

Yours sincerely,

Head of Year

APPENDIX 6

Ffordd Parc Ynysderw
Pontardawe
Swansea
SA8 4EG

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HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E.,
N.P.Q.H.

ATTENDANCE

Dear Parent/Carer,

A review of pupil attendance indicates that your child's attendance is below 90%. The minimum target for all children is 95%, therefore this means your child's attendance will now be closely monitored for the rest of the academic year.

Attendance at school is an important factor in the education of your child and as such the school and Education Welfare Service monitors closely all pupils with less than 90% attendance.

Please make sure that if your child has any further absences, you contact the school to report their absence. Medical information may be required from your doctor to cover illnesses.

Neath Port Talbot local authority have recently introduced penalty notices as one of the measures to ensure regular attendance. Fines of up to £120 may now be issued to parents of any pupil whose attendance is causing concern. They can also be issued for 'term time' holidays.

Your child's regular attendance at school is vitally important for their education. If you wish to discuss your child's attendance, or if you have any concerns, please do not hesitate to make contact with their Head of Year.

Yours sincerely,

Mrs Gemma Morgan

ASSISTANT HEADTEACHER

Ffordd Parc Ynysderw
Pontardawe
Swansea
SA8 4EG

TEL / FFON: 01792 863200

cwmtaweschool@hwbcymru.net
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COMMUNITY SCHOOL

**HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E.,
N.P.Q.H.**

ATTENDANCE

Dear Parent/Carer,

I am writing with reference to your child's attendance at Cwmtawe Community School. During this term your child's attendance has been monitored and it is noted that attendance is below the required 95% as set by the Welsh Government.

Attendance at school is an important factor in the education of your child and as such the school and the Education Welfare Service work closely together to monitor all pupils whose attendance falls below the required 95%. Following receipt of this letter, unless there is an improvement in your child's attendance, I will have no alternative other than to ask the EWO to intervene.

Please be aware that Neath Port Talbot Local Education Authority has recently introduced Penalty Notices as one measure of enforcing regular attendance. Parents of any child with ten or more unauthorised sessions in a term, bringing the overall attendance for the school year to below 90% could potentially, receive a fine of up to £120.

If you wish to discuss your child's attendance, or have any issues or concerns, then please do not hesitate to contact your child's Head of Year at school.

Yours sincerely,

Mrs Gemma Morgan

ASSISTANT HEADTEACHER

Yours sincerely

APPENDIX 7



ATTENDANCE PANEL ACTION PLAN

PUPIL NAME		D.O.B.	
ADDRESS		TELEPHONE CONTACT	
PARENTS EXPLANATION FOR IRREGULAR ATTENDANCE			
ACTIONS TO BE IMPLEMENTED			
REFERRALS TO OTHER AGENCIES			
ATTENDANCE TARGETS		PERCENTAGE TO BE ACHIEVED	
WEEK 1			
WEEK 2			
WEEK 3			
WEEK 4			
3 MONTH TARGET			

SIGNED: (CHAIR)

DATE:

SIGNED: (PARENT/CARER)

DATE:

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body

Chairman

Designated Governor for school attendance

UNCRC

Article 3 (best interests of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 18 (parental responsibilities and state assistance)

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

Article 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.