

# Clwstwr Ysgol Gyfun Gwent Is Coed Attendance Policy 2022-2024

This policy was adopted by the Governing Body **XXXXX** and is due for review **XXXXX**



Ysgol Gyfun Gwent Is Coed's Cluster Attendance Policy has been agreed by all schools and Governing Bodies within the cluster.

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## **Principles, aims and objectives**

### **Our shared principles**

- Every child has a fundamental right to be educated, to flourish personally and to achieve their very best academic results. All children are far more likely to fulfil their potential if they attend school regularly.
- Having chosen Welsh medium education for your child, you will be aware that academic and social success are dependent on fluency in the Welsh language. Our cluster feels strongly that this can only be achieved through regular attendance at school.
- By law all children of compulsory age must receive a good quality full-time education.
- Parents/Carers and teachers have a duty to ensure the best possible attendance at school.
- Our cluster expect every learner and Parent/Carer to aim for 100% attendance in each academic term and year.

### **Our shared aims**

- To foster and ensure maximum learner attendance in every class and every year group in every term.
- To encourage learners to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence learner attendance and work in partnership with parents/Carers and the EWO to address difficulties.

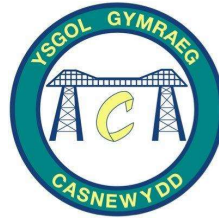
### **Our shared objectives**

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To eliminate unauthorised absences.
- To provide an effective and efficient system for the monitoring of attendance.
- To praise high levels of attendance and improvement in attendance every term.

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## **The wider aims of our cluster attendance policy are to:**

- Share the message of the importance of excellent attendance and punctuality with children, young people and their families.
- Support families with individual needs to improve attendance and their access to education.
- Work effectively with our partners to maximise levels of attendance.



- Raise levels of attainment and achievement at school through high expectations of excellent attendance and punctuality.

Ysgol Gyfun Gwent Is Coed's cluster aims to ensure that the provision outlined in the Attendance Policy considers the varied individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, family background, religion or any other individual characteristics. We aim to ensure that all stakeholders also share these values.

Excellent and regular attendance at school is essential if learners are to succeed and fulfil their potential. To ensure this, Ysgol Gyfun Gwent Is Coed's cluster employs a whole school approach toward attendance with class teachers, Form Tutors, Pastoral teams, School support/attendance officer, designated leadership and the Educational Welfare Officer all fully involved in monitoring learner attendance.

Excellent attendance is given a high profile throughout all schools and we all aim to ensure that the learners in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure designed to encourage consistent attendance.

#### **What Parents/Carers can expect from each school**

- An all cluster School Attendance Policy which has been approved, is reviewed regularly by the Governing Bodies and is available to parents/carers on the school website (and/or the school office)
- Clear advice and guidance relating to the policy and procedures including the use of Fixed Penalty Notices.
- A positive and welcoming atmosphere in which learners and parents feel safe, secure and valued.
- A motivating, relevant and accessible curriculum for all learners.
- A high priority of attendance and punctuality monitoring.
- Regular and efficient recording of attendance; twice daily.
- Early contact with parents when a learner fails to attend school without good reason.
- Early contact on any notified problems.
- Efficient, effective and supportive communication between home and school

#### **What learners can expect from school**

- A safe learning environment in which learners feel valued and secure.
- Consistently applied rewards and recognition for excellent and improving attendance.
- Support when experiencing any difficulties.
- Contact with home when feeling unwell.
- Home visits from the schools Education Welfare Officer (EWO), School meetings, letters, and telephone calls with Parent/carers regarding attendance issues.

#### **Newport City Council Education Welfare Service will:**

- Provide support to schools, learners and parents/carers to ensure regular attendance and address problems relating to absenteeism.
- Liaise with multi-agencies, in order to assist with providing important links between home and school and will work in partnership, so that that learners will benefit from the educational opportunities available to them.
- Provide statutory support in the form of Fixed Penalty Notices, Cases for Magistrates Court proceedings and supervisory function for Education Supervision Orders.
- Swift follow up on CME (Children Missing Education) referrals.



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# **Attendance Policy Guidance and Procedures**

The oversight of attendance will be the responsibility of the designated school leader in each school with the whole school responsibility for Attendance. Support will be given by the School Support/Attendance officer who will act as coordinator of the SIMS system.

### **Specific responsibilities include:**

Encouraging excellent attendance and punctuality is the shared responsibility of our schools, parents, carers, learners, cluster staff and our cluster partners.

### **Our Cluster can expect all schools to:**

- Use the Cluster Schools Attendance Policy - to guide attendance tracking and monitoring and investigate any problems that may lead to non-attendance including challenging parents about regular or intermittent illness absence.
- Keep parent/carers informed of any attendance related issues.
- Register learners accurately and keep up to date records.
- Complete accurate and timely CME (Child Missing Education) referrals.
- Use a wide range of attendance support strategies and have a robust system of keeping accurate records of all contacts and actions taken.

### **Parent/Carer Responsibilities:**

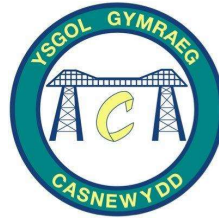
- To perform their legal duty by ensuring their children of compulsory school age attend regularly. Absences should only be for genuine illness or in exceptional circumstances.
- To ensure their children attend school punctually.
- To provide school with their current and at least two emergency telephone number(s), an email address for school records and keep school updated on any changes.
- To inform schools on each day of their child's absence.
- To take holidays during the school holiday periods; any leave of absence during term time must be applied for in advance.

### **Learner responsibilities**

- To aim each year for 100% attendance and to attend school regularly.
- To follow school procedures for registration.
- To arrive at school in the correct uniform and equipped for learning.
- To seek support in school regarding any barriers to attendance, attainment and achievement.

### **In the case of absence our Parents/Carers will:**

- Contact school via telephone (**01633 851614**) to notify of absence.
- Arrange medical appointments outside school time whenever possible.
- Arrange family holidays during the school holidays.
- Contact the School Support/Attendance Officer to report any attendance concerns.



**Our primary class teachers and secondary form tutors will:**

- Raise the profile and importance of excellent attendance.
- Monitor attendance of their class/tutor group daily and ensure SIMS attendance records are updated.
- Support learners in achieving attendance targets.
- Follow up attendance and punctuality concerns, robustly.

**Secondary school subject teachers will:**

- Liaise with Leaders of Wellbeing and Progress about learners whose learning is being negatively affected by repeated lateness or absence.
- Raise the profile and importance of excellent attendance.

**Secondary school setting Leaders of Wellbeing and Progress, with the support of the Attendance Officer, will:**

- Monitor attendance weekly.
- Monitor the lateness of learners who are late on a daily and weekly basis.
- Follow up on all learners who have been absent for 3 days or more through home contacts.
- Follow up with the parents of students who are repeatedly late.
- Liaise with the Educational Welfare Officer on a regular basis.
- Discuss attendance issues with Form Tutors at weekly briefing sessions and team meetings.
- Distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays.
- Co-ordinate work for long-term absentees.
- Target a 'spotlight group' of learners whose attendance can be improved and work with these students.
- Use attendance rewards to improve attendance.
- Meet with parents as appropriate.
- Provide a regular report on attendance in year groups for the designated senior lead.
- Issue warning letters.
- Refer to the Education Welfare Officer as appropriate.

**Our School Support /Attendance Officers will:**

- Monitor the SIMS system, and report concerns and faults to the relevant class teachers and school leaders.
- Contact all learners on first day of absence by telephone/text message/email or letter.
- Refer students who have been absent for 3 days with no response to the Leader of Wellbeing and Progress or designated school lead.
- Update attendance data daily with parental returns/holiday forms/manual registers.
- Produce registers and statistics fortnightly, monthly for the school lead and Pastoral team.
- Send text messages/emails to Parents/carers of students who arrive late.

**The designed senior lead/(In Secondary school this is the Deputy Head) will:**

- Ensure that all key staff are aware of whole school and year group attendance targets and progress on achieving these.
- Produce summary documents for Governors and the Headteacher.
- Ensure parents, staff and students are made aware of changes to attendance recording or reporting.
- Monitor attendance weekly.
- Negotiate annual attendance targets based on previous attendance figures.



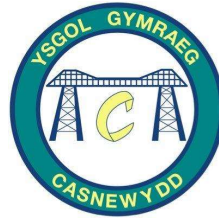


- Liaise with Leaders of Wellbeing and Progress and the Educational Welfare Officer to ensure resources are used effectively and learners monitored appropriately.
- Meet with parents as appropriate.
- Ensure attendance is discussed in fortnightly meetings between all Leaders of Wellbeing and Progress and line managers.
- Raise the profile of, and reward, good attendance on a regular basis.
- Review persistent unauthorised absences and liaise with the Local Authority over the issue of Fixed Penalty Notices.

**Our Educational Welfare Officer (EWO) will:**

- Liaise with the School Support Officer about daily contacts.
- Meet with the designated lead/Deputy Head regularly to discuss attendance issues.
- Prosecute parents where all other avenues have failed.
- Visit parents of learners who have unsatisfactory attendance and devise suitable home-school agreements for their reintegration to school.
- Visit parents as requested by the designated school leader.

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## Absence from school and re-integration

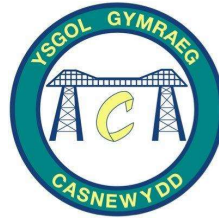
**Absence from school:** All schools will use the correct authorised and unauthorised codes, set out by the Welsh Government 2010. Authorisation of absence is only at the discretion of the individual Head Teacher.

**Authorised absence:** An absence is deemed authorised when the school accepts that there is good reason for the absence and communication from the parent has been received.

**Unauthorised absence:** An absence is deemed unauthorised when there is; no communication from the parent/carer, leave of absence has been requested but declined, leave of absence has been taken without prior request, the child has higher than average illness, where no medical proof (appointment card, prescription etc.) has been provided or is a persistent absentee where an attendance plan may be in place.

### Absence Codes:

B - Educated off-site	Approved Educational Activity
C - Other authorised circumstance	Authorised Absence
D - Dual-registered	Approved Educational Activity
E - Excluded	Authorised Absence
F - Extended family holiday (agreed)	Authorised Absence
G - Family holiday (not agreed)	Unauthorised Absence
H - Family holiday (agreed)	Authorised Absence
I - Illness	Authorised Absence
J - Interview	Approved Educational Activity
L - Late (before registers close)	Present
M - Medical appointment	Authorised absence
N - No reason yet provided for absence	Unauthorised Absence
O - Unauthorised absence	Unauthorised Absence
P - Approved sporting activity	Approved Educational 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 Educational Activity
W - Work Experience	Approved Educational Activity
Y - Partial or enforced closure	Attendance not required
X - Non-compulsory school age abs	Attendance not required
# - School closed to all pupils	Attendance
Z - Pupils not on roll	Attendance not required



### **Registration:**

- All schools have their own individual registration times.
- In Secondary school, registers will be taken in each lesson every day.
- A child arriving late and before the registers are closed will receive an 'L' mark.
- Any child arriving after the registers have closed will receive the 'U' code, which will be followed up by school as with all other unauthorised absences.

### **Procedure for Absence Concerns:**

- Mark register with the appropriate code.
- School to initiate first day response to Parent/carer via telephone call or email.
- When the absence remains a concern, school will make further contact with home via phone and email.
- If required, also send written correspondence (Letter 1) and/or, invite the parent for a school meeting.
- School to action further correspondence (letter 2), should there be insufficient improvement with the attendance.
- All on-going absence concerns, must be reported to the Education Welfare Officer (EWO).
- As attendance improves, school will continue to monitor.
- Action a referral to EWS for the following reasons:
  - On-going concerns.
  - No response or poor response from the parent.
  - Parent fails to fully engage.
- School must continue to keep the EWO regularly update with all absence concerns.

### **Medical Appointments:**

All schools will code absences 'M' as medical if sufficient evidence has been provided by the parent/carer.

Our cluster reserves the right to trust what our parent/carers tell us, but for extended medical absence or if there is any doubt about absence then an appointment card or letter will be requested.

### **Entertainment Licenses:**

Schools will only consider granting leave of absence for pupils who are in possession of an up to date Entertainment / Performance License.





### **Leave of absence in term time**

**The Education (Pupil Registration) (Wales) Regulations, make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.** If the leave is granted, Head Teachers should determine the number of school days a child can be away from school.

Leave of absence will be considered by the Headteacher/attendance lead and the Governing Body and is at their discretion. For the leave of absence to be authorised, all of the following criteria must be met:

- The child is of statutory school age (5 years and above).
- The child's average level of attendance across the rolling 12 months prior to the date of requested leave is 95% or above.
- The maximum amount of time authorised for any leave of absence would be 10 days.
- The child is always punctual to school.
- The child's attendance record for the current academic year shows no unexplained or unauthorised absences.
- The requested leave does not fall within the assessment/examination period for the year group.

### **Holiday requests**

In accordance with Newport and Monmouthshire Local Authorities' guidance, schools can only authorise absence due to family holidays in special or exceptional circumstances. The Cluster takes a consistent approach and does not automatically authorise holidays in term-time. Ysgol Gyfun Gwent Is Coed will not authorise holidays in term time. FPNs may be issued if a highly significant number of days are taken for holiday.

### **Fixed Penalty Notices**

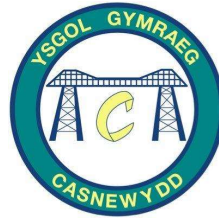
**\*Each school in the cluster will take its own stance on the issue of FPNs in accordance with their context and understanding of the best way to tackle absence from school.** Therefore, the decision around the issue of an FPN rests with the Head teacher and the Governing Body in each individual school.

### **For those schools in the cluster using FPNs, these may be considered appropriate 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.
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays.
- Persistent late arrive at school, i.e., after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival.
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.
- Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.

### **Child Missing Education (CME)**

- If the child fails to return to school on the agreed date, the school must take action and consider following the Child Missing in Education process.



- When a child's absence is unexplained, schools will contact the parents on the first day of absence and endeavour to continue to make contact throughout the day until they can speak with the parent/carer.
- If the absence remains unexplained, the school must take steps to establish the child's safety and whereabouts.
- All reasonable enquires with emergency contacts, friends in school and neighbours should be made before a CME referral to the Local Authority is completed.
- The CME referral should be made to the Local Authority after enquiries have proved unsuccessful.
- If a child moves out of the Newport City Council Authority, not attending school and school are unable to locate the child / family, a CME referral to the Local Authority must be actioned.

#### **Admissions and deletions from school roll:**

- Schools are required to inform the Local Authority in every circumstance when they are about to delete a learner's name from the admissions register.
- This would include informing the Local Authority of the learner's name, address, parents' name(s), parents email address and contact telephone numbers, expected new destination and proposed new school name / Local Authority, within 5 days of the pupil leaving their school.

#### **Re-integration**

The school has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually, and arrangements will be made that are most appropriate to the individual's circumstances. All reintegration plans are formalised by the designated school leader for attendance in conjunction with supporting staff.

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## Appendicies



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Ysgol Gyfun Gwent Is Coed

Request for Absence During Term Time

It is a legal requirement for parents/ carers to obtain the permission of the Headteacher before removing their child from school. Headteachers are not obliged to authorise absences or holidays. School can only authorise absence (non - sickness) in special or exceptional circumstances. Parents should complete this form at least three weeks before the proposed absence.

The Local Authority do not support term time absence and unauthorised leave may result in the issue of a Penalty Notice. The fine at present is £10 if paid within 20 days or £120 if paid within 42 days.

Parent's section

Pupil name	Year and form
Proposed first day of absence	Total number of school days requested
Proposed last day of absence	Number of days absence during the previous or the academic year
Please give a full explanation of why this absence should be approved, including why you consider the need to be an exceptional circumstance.	
I am aware that I may be contacted by the Local Authority Welfare Officer if my child's absence is considered excessive.	
Signed: parent.....	Date .....

School Section

Child's name .....

Last year's attendance %	Current % Attendance	Number of previous days authorised	Number of previous days unauthorised

Will the absence occur during examinations or national tests (May)? Yes / No

Your request for absence during term time has been considered and will be:

Authorised

Unauthorised  as it does not fall into a category which we are able to authorise.

Headteacher's comments:

Signed..... Date.....



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09:31 25/10/2022

**Ysgol Gyfun Gwent Is Coed**

**Cais am absenoldeb yn ystod y Tymor**

Mae'n ofynnol cyfeirio ar rieni i ofalwy i gael caniatâd y Pennaeth cyn llymu eu plant i'r ysgol. Ni does yn rhaid i Benneithiad awtoroddi absenoldeb neu wyliau. Dydd y ysgol yn awtoroddi absenoldeb (heb fod yn sawl) mewn amgylchiadau arbennig neu eithriadol yn unig. Dyddi rieni lenwi'r ffurflen hon o leiaf 3 wythnos cyn yr absenoldeb arfaethedig.

Nid yw'r awtoroddi leol yn ceisio absenoldeb yn ystod y tymor ysgol. Gall absenoldeb heb awtoroddi arwain at gyhoeddi Hysbysiad Cosb. Eidd yw'r ddiwedd os teir o leiaf 20 diwrnod neu £120 o leiaf 42 diwrnod.

**Adran Ffoni:**

Enw'r dysgwlion:	Blyddyn a osododd:
Diwrnod cyntaf yr absenoldeb:	Nifer o ddiwrnodau/ cas:
Diwrnod olaf yr absenoldeb:	Nifer o ddiwrnodau absenoldeb a gofrodwyd eisoes y ffurfiol academaidd hon:
Plewsich eisiodd iawn pan y dyddi'r absenoldeb hwn gaei ei gymeroddi, gan gynnwys pan y ydych chi'n yrrad e' fod yn amgylchad eithriadol.	
Yi wyl yn ymwybodol y gall y Swyddog Iles o'r Awtoroddi Leol gwybhu i mi os ydych chi'n absenoldeb fy mhestryn plant yn onodol.	
Llohad: (Phari).....	Dyddiad.....

**Adran yr Ysgol**

Enw'r dysgwlion .....

Canran presenoldeb llymestd	Canran presenoldeb cyfresol	Nifer o ddiwrnodau blaenorol wedi'u hawdurdoddi	Nifer o ddiwrnodau blaenorol arawdurdoddedig

A fydd yr absenoldeb yn digwydd yn ystod arholiadau neu broffon cenedlaethol (Mae)? Dydd / Na fydd

Mae eich cas am absenoldeb yn ystod y tymor wedi ei ystyried ac fe'i gofrodidi fel a ganlyn:

Absenoldeb gydag Awdurdod

Absenoldeb heb Awdurdod  gan nad yw'n perfformio gategon yr ydym yn gallu awdurdoddi.

Sylwadau'r pennaeth:

Llohad..... Dyddiad.....





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**Appendix 2**

**The effect of missing school**

Days	Attendance	Days Lost	Weeks Lost
190	100%	0	
189	99.47%	1	
188	98.95%	2	
187	98.42%	3	
186	97.89%	4	
185	97.37%	5	1 School Week
184	96.84%	6	
183	96.32%	7	
182	95.79%	8	
181	95.26%	9	
180	94.74%	10	2 School Weeks
179	94.21%	11	
178	93.68%	12	
177	93.16%	13	
176	92.63%	14	
175	92.11%	15	3 School Weeks
174	91.58%	16	
173	91.05%	17	
172	90.53%	18	
171	90%	19	
170	89.47%	20	4 School Weeks
169	88.95%	21	
168	88.42%	22	
167	87.89%	23	
166	87.37%	24	
165	86.84%	25	5 School Weeks
164	86.32%	26	
163	85.79%	27	
162	85.26%	28	



161	84.74%		
160	84.21%		6 School Weeks
159	83.68%		
158	83.16%		
157	82.63%		
156	82.11%		
155	81.58%		7 School Weeks
154	81.05%		
153	80.53%		
152	80%		
151	79.47%		
150	78.95%		8 School Weeks
149	78.42%		
148	77.89		

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