


COLEG CYMUNEDOL
Y DDERWEN

Attendance Policy

Policy Written By:	Gareth Pope (BCBC)
Policy Date:	September 2023 J Miles, Chairperson 
Governor Approval Date:	September 2023
Review Date:	September 2024

CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenge.

Attendance Policy

Introduction:

As a school within the CCYD Cluster, we strive to ensure all learners attend regularly thus enabling them to achieve their full potential in a safe and enjoyable learning environment. Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications and can also increase the likelihood of learners being drawn into criminal and anti-social behaviour.

Purpose:

The attendance policy aims to ensure compliance with current legislation, and provide a structured approach to promote, monitor and support learner attendance. The school is committed to raising the profile of attendance and highlight the proven link between attendance and attainment in line with school, Local Authority and Welsh Government guidance.

We endeavour to work with families and firmly believe it is the joint responsibility of parents/carers, learners and all staff members to ensure all children of statutory school age attend school regularly.

Aim(s):

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents/carers, learners and partner agencies.

We will strive to:

- offer a safe and friendly environment which welcomes children regardless of race, gender or ability.
- raise standards and ensure all learners reach their full potential, through a high level of school attendance and punctuality.
- ensure all stakeholders receive information on the importance of regular school attendance.
- identify those learners with irregular attendance at an early stage and to work with partner agencies to try and address any barriers that stop learners from attending school regularly.
- keep accurate and up to date attendance data.
- for schools to follow the local authority's 'Children Missing Education' guidance to ensure that all children are safe.
- reward those learners who have made significant progress in raising attendance levels.

Wider school aims/ethos:

This policy links with the following policies; school behaviour, anti-bullying, safeguarding, prevent, children missing education, gender identity. It is also written in line with the "Welsh Government - All Wales Attendance Framework".

Consultation:

Welsh Government policy, BCBC policy and procedures, EWS, Cluster colleagues, school governing body review group and the BCBC policy review group.

Sources, references, legal context:

"Welsh Government - All Wales Attendance Framework".

Procedures and practice:

It is important to outline those with responsibility to ensure and raise learner attendance;

- Learners
- Parents/Carers

- Governors
- Headteacher, Senior Leadership Team
- Pastoral Leaders / Head of Sixth Form
- Teachers
- Pupil Support Officer
- Education Welfare Officer and Education Welfare Service
- Local Education Authority
- Central South Consortium
- Welsh Government

The Effect of Absence on Learning & Achievement

Attendance Banding			
Purple	100%	Zero days off This is Excellent Attendance!	This is going to give you the best chances of achievement and attainment.
Green	99% - 97%	97% is the equivalent of Missing 4 days of school over a school year.	You are making the most of the opportunities offered to you in school. You are in a good position to make progress towards your targets and achieve.
Yellow	96% - 93%	93% is the equivalent of missing 13 days of school over a school year. This is almost 3 weeks of school. Your parents/carers could be given a Fixed Penalty Notice for non attendance	You are missing learning and may need to work harder to catch up with your peers. With improved attendance you will have a better chance to achieve your full potential.
Red	<92%	92% is the equivalent of missing 15 days of school over a school year. This is 3 weeks or 15 lessons of school missed. Your parents/carers could be given a Fixed Penalty Notice and a visit from the Education Welfare Service. 80% is the equivalent to missing 38 days of school . This is more than 7 weeks or a half term of school missed.	You are at risk of not achieving your full potential due to the days you have missed from school. You are at risk of becoming a persistent absentee. Welsh Government class learners with an attendance of 80% or less as a persistent absentee. This is going to have a serious and detrimental impact on your achievement and attainment.

Expectations

Attendance is everyone's concern and responsibility and the school will expect all stakeholders to play a part in improving attendance. It is important that everyone has clear expectations and an understanding of their role.

Attendance Registers

Under The Education (Pupil Registration) (Wales) Regulations 2010, the school is required to take an attendance register twice a day; at the start of the morning session and at the start of the afternoon session. An accurate register electronically via SIMS or class charts will be taken for each and every session of the school day. A consistent registration system is crucial and it is vital that learners are made fully aware that lesson registration is a significant part of the school day. The appropriate codes detailed in this document are to be applied to the electronic registers for each session. By the end of the school week, the school's overall attendance registers will be completed and the attendance for the week calculated. Registers may be required in a court of law, if deemed necessary.

Present Marks and Excellent Attendance

It is essential that excellent attendance is promoted throughout the school, at home and within the community. Provision has been made for a range of regular and frequent attendance incentives to ensure all learners with excellent attendance are rewarded for their success. Incentives such as attendance information displays, AL10, form attendance cup, and certificates will be used to promote and reward excellent attendance.
(see also the school achievement & reward policy)

Punctuality

Any learner who enters the school late will report to the main reception where the receptionist will record their name appropriately via SIMS/class charts. A late mark will be entered on the register against the learners name. The codes entered will either be an L or U. All learners late to school without a valid reason will be issued a break time, lunch or after school detention/sanction and this will be recorded on class charts via the negative behaviour section. Late letters from the school and the EWS may also be sent to improve punctuality. In addition if a learner is late to school ten times or more in a term a request will be made to the local authority to issue a fixed penalty notice. (The Education (Penalty Notices) (Wales) Regulations 2013). Learner punctuality marks will also be reviewed with the Education Welfare Officer on their visits to school.

Learner Absence

Parents/carers are expected to contact the school on the first day of absence and to provide reasons for their child's absence. This will be recorded by the school. If parents fail to notify the school, then the school will contact the parents or other persons listed as points of contact. The absence will be recorded as unauthorised (code O) if no contact is made. Failure to contact the school regarding a child's absence may result in the involvement of the EWO. In addition where there is a "minimum of 10 unauthorised absences in the current term which do not have to be consecutive" a request will be made to the local authority to issue a fixed penalty notice. (The Education (Penalty Notices) (Wales) Regulations 2013). Unauthorised marks will also be reviewed with the EWO on their visits to school.

As a school we have a duty to safeguard all our learners. The education and Inspections Act 2006 requires the local authority to make arrangements to enable them to establish the identities of children residing within BCBC who are not receiving an education. The duty lies with the local authority to investigate further. Once the new school has been identified the common transfer file can be forwarded. For further information, see www.bridgend.gov.uk

Learner absence is to be investigated and recorded accurately via SIMS using the appropriate code. The systems used to ascertain learner absence will consist either or all of the following;

- Text messaging parents / carers each day a learner is absent
- Telephone contact with parents / carer
- Attendance update via the class charts app
- Letter requesting information regarding specific learner absence
- Referral to EWO service
- Home visit

Learners who experience attendance issues will be subject to the school procedure for non-attendance. This could involve meetings in school, home visits, attendance panel meetings with the governing body or a referral to the EWS.

Specific action for learners who are open to Children's Services – Child Protection Register / Care and Support

Notify the local authority's social services team (duty desk or allocated social worker) and the DSP if:

- a learner on the child protection register is excluded, either for a fixed term or permanently
- there is an unexplained absence of a learner on the child protection register of more than two days' duration from school (or one day following a weekend)

Truancy

As a school we are aware that parents may, at times, condone truancy by taking their child out of school for events or shopping. It is important that parents ensure that their child is attending school and that such activities are confined to weekends or school holidays. There are 189 school days, 6 inset days and 170 days where learners are off school.

If a learner is absent from school and after contact has been made with parents/carers it is established that they are truanting from school then the matter will be reported to the police to ensure the child can be located safe and well.

A request for a Fixed Penalty Notice (FPN) can be made if a "Pupil regularly comes into contact with the police during school hours without a justified reason". (The Education (Penalty Notices) (Wales) Regulations 2013).

Medical Appointments

It is not always possible to arrange a medical and or dental appointment out of school time. When such an appointment is required during the school day a 'M' code will be applied to the registration certificate. This will only be applied for the duration of the appointment. Parents should be aware that this will have a negative impact on a learner's overall attendance percentage and will be classified as an absence.

Absence Requests During Term Time

Parents/carers do not have an automatic right to withdraw learners from school during term time for a holiday. A parent/carer may apply in writing via the school's 'request for absence during term time form' no less than 14 days in advance. Due to the impact that absence during term time will have on a learner's education we will consider carefully the request for absence during term time and authorisation will not be automatically granted.

Parents/carers need to be aware of the impact of holidays depending on the time of year (revision, tests, examinations etc), length of time, overall attendance percentage for the previous and current year and the impact on the child's learning. Absence request forms can

be obtained from the school. It is vital that any "Individually unique circumstances" are detailed on the form as the absence will only be authorised in exceptional circumstances. Once the decision has been made a written reply will be communicated to parents/carers. Should a holiday be authorised then a 'H' code will be applied to the registration certificate for a maximum of 10 school days. Should the holiday be unauthorised then a 'G' code will be applied to the registration certificate and the details shared with the EWS. This may also be followed by a request for a Fixed Penalty Notice to be issued. (The Education (Penalty Notices) (Wales) Regulations 2013).

Fixed Penalty Notice (FPN)

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. The FPN code of conduct states that schools can request fixed penalty notices for the following reasons;

- A minimum of 10 unauthorised sessions (5 school days) have occurred in the current term (these need not be consecutive)
- There have been more than 10 sessions in the current term where the pupil has arrived at school after the close of the registration period
- Parent/carers have failed to engage with the school in attempts to improve attendance .
- Pupil regularly coming into contact with the police during school hours without a justified reason.
- Unauthorised absence from school has been due to a term time holiday

Attendance Panel

Schools may ask parents/carers to attend a meeting to discuss rates of attendance and punctuality so that support can be put in place to improve attendance. The panel in conjunction with the parent/carer will create a plan for improvement and set a review date. If the learner's attendance/punctuality improves then a further plan will be made and monitored. However, should the learner's attendance/punctuality continue to decline then a referral to the EWS will be made. If parents/carers fail to attend the meeting without prior communication then the matter will be referred to the EWS.

Attendance Codes

It is important for parents to understand that absences are recorded in different ways. Absences will either be authorised or unauthorised. The school's headteacher decides on the category for absence. However, the school places importance on excellent attendance and certain absences will not be authorized.

Authorised absences include; absence indicated by C (circumstances), illness, religious observance, medical or dental appointments, fixed term and permanent exclusions.

Unauthorised absences include; truancy, late after the close of registration, going shopping, condoned absence, birthdays, holidays not authorised by the headteacher.

In addition, there are certain codes that are classed as a present mark; late before the close of register, educated off site, sporting activity, educational visit, interview, work experience, dually registered learners.

Appendix 3 has a copy of the codes, as authorised by Welsh Government, that are to be used in the school's registers.

Target Setting

Staff will promote attendance and will discuss with learners the importance of attendance, attainment and achievement. All learners take part in attendance banding and tracking

sessions during form time. Parents/carers will be made aware of their child's current attendance percentage and band at parents' evenings, via school reports and data sheets and via the Attendance Banding letters sent home 3 times per year.

School Attendance Banding

Learners will be placed into an attendance band based on their percentage attendance. This banding system will allow the school to easily track learner attendance and work with families to set appropriate targets. The banding system will also provide details of how percentage attendance links with attainment and achievement. Information regarding the attendance banding will be sent home at the start of term (and displayed on the school website) and each half term a letter will be posted home with the learner's attendance band identified. See table below for details of the attendance bands.

Attend to Achieve - Miss School Miss Out			
Attendance Banding			
Purple	100%	Zero days off This is Excellent Attendance!	This is going to give you the best chances of achievement and attainment.
Green	99% - 97%	97% is the equivalent of Missing 4 days of school over a school year.	You are making the most of the opportunities offered to you in school. You are in a good position to make progress towards your targets and achieve.
Yellow	96% - 93%	93% is the equivalent of missing 13 days of school over a school year. This is almost 3 weeks of school. Your parents/carers could be given a Fixed Penalty Notice for non attendance	You are missing learning and may need to work harder to catch up with your peers. With improved attendance you will have a better chance to achieve your full potential.
Red	<92%	92% is the equivalent of missing 15 days of school over a school year. This is 3 weeks or 15 lessons of school missed. Your parents/carers could be given a Fixed Penalty Notice and a visit from the Education Welfare Service. 80% is the equivalent to missing 38 days of school. This is more than 7 weeks or a half term of school missed.	You are at risk of not achieving your full potential due to the days you have missed from school. You are at risk of becoming a persistent absentee. Welsh Government class learners with an attendance of 80% or less as a persistent absentee. This is going to have a serious and detrimental impact on your achievement and attainment.
Clear your pathway to success, talk about things that are impacting your attendance. If you need help or support please get in touch with the school.			

Education Welfare Service

The Education Welfare Officer (EWO) visits the school regularly and discussions are held regarding learner attendance, punctuality and absence. If deemed appropriate the school will refer to the Education Welfare Service (EWS) for additional support for the school and parents/carers. The EWO will follow the policy and procedures of the EWS. This may involve being present at meetings to discuss your child's attendance/punctuality, undertaking home visits, sending letters and issuing warning notices for intended prosecution.

Emotionally Based School Avoidance (EBSA)

Emotionally Based School Avoidance is a term used to describe children and young people who experience challenges in attending school due to poor mental health and negative feelings (such as anxiety, depression or PTSD). EBSA is commonly associated with emotional and physical distress, and a reluctance to attend school, which can lead to reduced attendance, school avoidance, trauma, and further anxieties/mental health issues regarding school. A level of anxiety about returning to school after extended periods of not attending school is completely normal and for the vast majority of learners, they will benefit from getting back into familiar and predictable school routines to support their wellbeing. However, for some learners there are likely to be additional challenges and the level of anxiety or mental health issues being experienced will mean more targeted support is needed.

As a school we recognise the importance of excellent attendance, learner wellbeing and mental health and are keen to work with families where learners are experiencing EBSA.

Where there are concerns about learner attendance and possible EBSA we urge parents /carers to get in touch and discuss these concerns with us as a school and medical professionals such as the GP surgery or CAMHS so appropriate support, advice and guidance can be provided as soon as possible. If parents/carers are worried about their child's wellbeing or mental health then it is important that support is obtained as soon as possible.

Support and Guidance

Should a parent/carer require support or guidance in relation to a school attendance matter then they should make contact with the school and speak to the Pupil Support Officer, Pastoral Leader or Head of Sixth Form in the first instance. Should further information be required then contact can be made with one of the following who will be able to offer support and guidance;

- ALNCo
- Deputy Headteacher
- Education Welfare Officer (EWO)
- Early Help Team – earlyhelp@bridgend.gov.uk

The school also offers a wide range of intervention and support strategies and services such as ELSA, school based counselling and the Phoenix wellbeing centre to name a few. These services are available to support learners who are experiencing difficulties in school. The school can also refer to external agencies should the need arise.

Additional Support

If parents, carers or learners require any additional support then they can make contact with the school to request additional support via the schools give us a shout discrete email address; giveusashout@ccyd.org.uk or via the Early Help Team – earlyhelp@bridgend.gov.uk

Strategies to improve attendance.

We aspire for 100% attendance for all our learners. Certificates will be issued to learners who achieve 100% attendance each half term. Certificates for excellent attendance will be issued each half term to learners with an attendance percentage between 97% and 99%. Learners who achieve 100% attendance over the year will be invited to the annual

achievement and rewards evening to celebrate their achievement. Achievement points will also be issued to learners via classcharts.

AL10

To promote healthy attendance competition, each month all of the school's 50 form classes in year 7 to 11 will be ranked and placed into the attendance league. The AL10 or Attendance League 10 will group forms into categories from the "premiership" down to the "conference league". Form teachers will share this information with their form class to promote and foster healthy competition between form classes and hopefully raise learner attendance.

The School Environment

The school will provide a happy, welcoming and supportive environment to ensure all learners enjoy learning which results in good attendance. We work hard to ensure that the school is a happy place.

Attendance Banding

The school operates a banding process which provides parents/carers with information of the links between attendance and attainment. This shows which category the child's attendance falls into at key points across the year. The categories are detailed in the policy. Letters will be sent home at 3 key points of the year as follows;

- At the end of the first term to reflect the Autumn term attendance.
- At the end of the second term to reflect the Autumn and Spring term attendance.
- At Whitsun to reflect the First half of the summer term

Learner Involvement

It is recognised that learners must be involved in developing their own, and others' awareness of the importance of good attendance. Other learners in the form groups will work together on their attendance figures to develop their understanding of the impact attendance has on attainment and achievement.

Attendance Notice Boards

The display board near the entrance of the school includes regular information and updates regarding attendance matters and will be used to celebrate attendance achievements.

School Website – www.ccyd.co.uk

The school's website also provides parents/carers, learners, governors and the public with all the relevant attendance information including the school attendance policy, along with other school policies and procedures.

Staff Awareness

All staff are regularly updated regarding the importance of regular school attendance, and will discuss this with learners on a regular basis.

Attendance Assemblies

Celebrating attendance is a priority. Learners are issued with attendance certificates for 100% and excellent attendance each half term. The winning form that has the highest attendance for the month in each year group is presented with the year group attendance cup and published on the attendance notice board.

Transition Process

We as a school appreciate that learners may find it difficult to cope with the transition from primary to secondary school. Our school ensures that we plan carefully via our transition team for this process and give the children all the experiences they need to help them flourish at secondary school.

Parent/carers evenings

At parent/carers evenings attendance is discussed and the staff may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure the regular school attendance.

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service

The Education Welfare service is a statutory service which supports schools in ensuring all learners attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need. The EWO will meet with a senior member of staff within school and discusses those learners who have poor attendance, punctuality, engagement or where there are welfare issues.

The school, in a joint discussion will then refer the learner to the EWO if necessary. Individual circumstances of each learner will be considered. The EWO will then either send a letter, make a telephone call, undertake a home visit, or invite you into school for a meeting.

Parents/carers have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise they are committing an offence and the EWO will need to be informed. It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents/carers. However the EWS does not take this lightly and will endeavour to work and support parents, carers, schools and learners to improve attendance levels.

Additional Local Authority Support Services

The EWS sits within the early help team which comprises of a multi-disciplinary teams which are based in co-located areas across the county of Bridgend covering the North (CCYD), East (Civic Offices) and the West (Pyle life centre).

The early help team consists of a variety of support services including family support workers, family engagement officers, counsellors, and youth workers. The early help team is designed to support families and learners where a need has been identified. All officers are professionally trained and work with families, schools and agencies to ensure all parents and learners receive the best possible support to enable them to have better opportunities in life.

Parents can also self - refer into the service directly via: www.earlyhelp@bridgend.gov.uk

Role of Central South Consortium Joint Education Services.

Our school works closely with Central South Consortium which provides us with a nominated improvement partner who visits our school and advises and supports us in our school improvement process. Key stakeholders work closely together to secure improvement.

Attendance Drives

EWOs across the county will work collaboratively with schools, early help teams and sometimes the police to complete an attendance drive which will consist of visiting homes to parents of learners who are absent from school on a particular day and whose attendance is below the agreed target. Members from the early help team will assist the EWOs. This is a proactive partnership approach in assisting schools, parents, carers and learners in identifying issues with attendance and any other needs.

Attendance Panels

Schools may ask parents or carers to attend a meeting to discuss rates of attendance and punctuality so that support can be put in for the family. The panel in conjunction with the parent/carers will create a plan for improvement and set a review date. If the learner's attendance/punctuality improves then a further plan will be made and monitored. However, should the learner's attendance/punctuality continue to decline then a referral to the EWS will be made. If parents/carers fail to attend the meeting without prior communication then the matter will be referred to the EWS.

Truancy Patrols

Truancy Patrols are initiated by the school's police liaisons officers and the EWS. Under the Crime and Disorder Act 1998 this gives the Police the power to remove truants on the day of the truancy patrol. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety. The parents, carers and learners details are logged, along with the reasons for the learner being out of school. These patrols are held as and when needed throughout the academic year.

First Day contact

Whilst we as a school operate a first day contact, there may be times where this is supported by the Education Welfare Officer. This is deemed as good practice and identifies those learners who are regularly absent at an early stage with a view to referring to additional support services.

Data Collection

Our school's attendance data is continually being tracked and monitored electronically both on an individual learner level, group level and also as a whole school.

Monitoring and reporting

The school will regularly provide reports to the governing body, senior management and challenge advisors, and the local authority which will inform them of current attendance patterns. In addition, parents/carers will also be notified through the school's regular communication channels.

Roles and responsibilities:

Governors:

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and children to implement the policy effectively
- nominate or identify a member(s) of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, carers, children, and staff
- take time at governor's meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future
- support the policy and its promotion to the school and community

Headteacher & SLT:

As part of our whole-school approach to maintaining high attendance, the Head teacher and school leadership team will:

- be active in their approach to promoting good attendance to learners and their parents/carers, which includes forming positive relationships with families
- set attendance targets as part of the school development plan and target setting process
- nominate or appoint a senior member of staff to take the responsibility of overseeing and monitoring attendance

- monitor the effectiveness of the policy and procedures for raising and maintaining attendance
- ensure strategies are in place to promote and implement the policy throughout the school
- ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues
- ensure that government legislation on attendance is complied with and that any legislation is implemented
- ensure that systems to record and report attendance data are in place and working effectively
- make an annual attendance report with appropriate statistics to the governing body
- liaise with the EWS and Local Authority regarding attendance
- collate and distribute attendance materials to key staff
- promote and maintain the incentives and rewards system
- ensure attendance banding materials are embedded into the school attendance policy

Pastoral Leader/PSO:

As part of our whole-school approach to maintaining high attendance, the school's PL's or PSO's will:

- speak with parents and carers to establish reasons for learner's absence
- work closely with EWO and support staff in school
- record absences daily, registers as and when required
- mop up' missing marks, providing reasons and inputting reasons on the red flag system on SIMS or class charts.
- send text messages to those parents who haven't contacted school, or by telephoning parents/carers individually in order to establish reasons
- work with the DHT / EWO to discuss attendance
- check messages, if necessary, either on the schools answerphone or text messaging system
- meet with the EWO once per fortnight to discuss attendance of learners below 90%
- work with parents or carers to find solutions to attendance issues
- refer to the BCBC Early help team if necessary and appropriate
- refer to the school safeguarding officer if necessary and appropriate
- contact the police if necessary and appropriate to ensure learner wellbeing
- monitor attendance and report appropriately for groups of learners

Teachers:

As part of our whole-school approach to maintaining high attendance, the school's teachers will:

- **ensure that they are following the correct systems for recording attendance and that attendance is taken electronically every session via class charts or SIMS and where this is not possible a paper register will be submitted.**
- raise the profile of attendance and reinforce what it means to have and achieve excellent attendance
- be active in their approach to promoting good attendance to learners and their parents/carers, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that learners are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance policy

- ensure that all concerns regarding attendance and punctuality are shared with senior leadership team and the relevant support officers.
- contribute to meetings and interventions where they are needed

Learners:

As part of our whole-school approach to maintaining high attendance, we request that learners:

- be aware of the school's attendance policy. This will be communicated to them via the school staff, parents, carers and or external agencies.
- speak to staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- be in school promptly ready to learn, with the appropriate equipment.
- bring a note of explanation from their parents or carers (if required) to explain an absence that has happened or is foreseen.
- report to the school reception if they arrive late.
- attend celebratory events in relation to excellent attendance.

Parents/Carers:

As part of our whole-school approach to maintaining high attendance, we request that parents:

- ensure that their children attend school regularly and punctually.
- engage with their children's education – support their learning and take an interest in what they have been doing at school.
- promote the value of good education and the importance of regular school attendance at home.
- encourage and support their children's aspirations.
- contact the absence line by 9:00am to report their child's absence
- follow the set school procedure for reporting learner absence, ensuring that the school is updated on parent/carers contact details, including mobile numbers, addresses and email addresses.
- do everything they can to prevent unnecessary school absences, such as where possible making medical and dental appointments outside of school hours.
- use the school support services when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.
- keep the school informed of any circumstances which may affect their child's attendance.
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance.
- do not take their children out of school for holidays during term time.
- attend celebratory events in relation to excellent attendance.

Appendix 1 Legal Framework

The law outlining attendance is:

The Education Act 1996 which places a legal obligation on:

- the local authority to provide and enforce attendance;
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the above act states that:

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

Section 444 further states that:

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

School Attendance Orders (SAO):

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

The Education (Penalty Notice) Wales Regulations 2013 :

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices. (FPN). A code of conduct has been agreed by Bridgend County Borough Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the police during school hours without a justified reason.
- Parents/carers failing to engage with school/EWS but where prosecution has not been instigated.

The Head teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Lead Education Welfare Officer (Lead EWO) for the local authority. The Lead EWO will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the BCBC website. www.bridgend.gov.uk

Appendix 2 Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31st March, 31st August and 31st December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

'Parents' section 576 of the Education Act 1996 includes:

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

Meanings:

'EWS' – Education Welfare Service

'EWO' – Education Welfare Officer

'CME' – Children missing education'

'CSCJES' – Central South Consortium Joint Education Service.

'CTF' - Common Transfer File – pupil file transferred to and from school.

Appendix 3 Registration codes

Code	Meaning	Statistical Category
/	Present AM	Present
\	Present PM	Present
B	Educated Off Site	Present
C	Other Authorised Circumstances	Absent
D	Dual Reg – Attending Other Establishment	Present
E	Excluded	Absent
F	Extended Family Holiday (agreed)	Absent
G	Family Holiday (not agreed)	Absent
H	Family Holiday (agreed)	Absent
I	Illness	Absent
J	Interview	Present
L	Late	Present
M	Medical	Absent
N	No reason provided for absence	Absent
O	Unauthorised Absence	Absent
P	Approved Sporting Activity	Present
R	Religious Observance	Present
S	Study Leave	Absent
T	Traveller Absence	Absent
U	Late (after reg closed)	Absent
V	Educational Visit	Present
W	Work Experience	Present
X	Non-Compulsory School Age Abs	Not required to attend
#	School Closed to all learners	Not required to attend
Y	Partial or forced closure	Not required to attend
Z	Pupil Not On Roll Yet	Not required to attend
-	All Should Attend / No Mark Recorded	Absent

PUNCTUALITY



SCHOOL STARTS PROMPTLY AT 8:30am



Any learner who arrives after 8:30 will have to press the bell and wait to enter

Late learners will need to sign in late via reception and will be spoken to by staff.

Learners late to school without a genuine reason will be subject to a sanction at break, lunch or afterschool

Persistent lateness may be dealt with via a Fixed Penalty Notice or via the Education Welfare Service

Attend Today, Achieve Tomorrow, Attendance Works

***Full details can be found in the attendance policy via the school website www.ccyd.co.uk**

Appendix 5 – Attendance Banding Table - Learner

Attend to Achieve - Miss School Miss Out Make Every Day Count			
Attendance Banding			
Purple	100%	Zero days off This is Excellent Attendance!	This is going to give you the best chances of achievement and attainment.
Green	99% - 97%	97% is the equivalent of Missing 4 days of school over a school year.	You are making the most of the opportunities offered to you in school. You are in a good position to make progress towards your targets and achieve.
Yellow	96% - 93%	93% is the equivalent of missing 13 days of school over a school year. This is almost 3 weeks of school. Your parents/carers could be given a Fixed Penalty Notice for non attendance	You are missing learning and may need to work harder to catch up with your peers. With improved attendance you will have a better chance to achieve your full potential.
Red	<92%	92% is the equivalent of missing 15 days of school over a school year. This is 3 weeks or 15 lessons of school missed. Your parents/carers could be given a Fixed Penalty Notice and a visit from the Education Welfare Service. 80% is the equivalent to missing 38 days of school . This is more than 7 weeks or a half term of school missed.	You are at risk of not achieving your full potential due to the days you have missed from school. You are at risk of becoming a persistent absentee. Welsh Government class learners with an attendance of 80% or less as a persistent absentee. This is going to have a serious and detrimental impact on your achievement and attainment.
Clear your pathway to success, talk about things that are impacting your attendance. If you need help or support please get in touch with your school.			

Appendix 6 – Attendance Banding Table – Parent/Carer

Attend to Achieve - Miss School Miss Out Make Every Day Count			
Attendance Banding			
Purple	100%	Zero days off This is Excellent Attendance!	This is going to give your child the best chances of achievement and attainment.
Green	99% - 97%	97% is the equivalent of Missing 4 days of school over a school year.	Your child is making the most of the opportunities offered in school. They are in a good position to make progress towards their targets and achieve.
Yellow	96% - 93%	93% is the equivalent of missing 13 days of school over a school year. This is almost 3 weeks of school. Parents/carers could be given a Fixed Penalty Notice for non attendance	Your child is missing learning and may need to work harder to catch up with their peers. With improved attendance they will have a better chance to achieve their full potential.
Red	<92%	92% is the equivalent of missing 15 days of school over a school year. This is 3 weeks or 15 lessons of school missed. Parents/carers could be given a Fixed Penalty Notice and receive a visit from the Education Welfare Service. 80% is the equivalent to missing 38 days of school . This is more than 7 weeks or a half term of school missed.	Your child is at risk of not achieving their full potential due to the days they have missed from school. They are at risk of becoming a persistent absentee. Welsh Government class learners with an attendance of 80% or less as a persistent absentee. This is going to have a serious and detrimental impact on your child's achievement and attainment.
If your child needs help or support please get in touch with your school.			

Appendix 7 – Attendance Target Setting Page

Attendance Tracking & Target Setting

Half Term 1 Sept - Oct					Half Term 2 Sept - Dec					Half Term 3 Sept - Feb					Half Term 4 Sept - Mar					Half Term 5 Sept - May					Half Term 6 Sept - July				

Appendix 8 – Attendance Letter 1

Attendance Letter 1

Date

Dear Parent/Carer

Pupils name:

Attendance: %

Number of lates (L) before 09:30:

Number of lates (U) after 09:30:

We as a school strive to improve and encourage attendance of all our pupils, thus ensuring that every pupil achieves the best possible outcome and to grow and mature into responsible young adults to secure employment for their future.

School attendance is compulsory and is a legal requirement. Therefore, I request your assistance in ensuring your child attends school regularly. We appreciate that all pupils might be unwell and that you, as a parent/carers, fulfil your statutory responsibility and inform the school of reasons for absence on the first day and every day after that.

If your child's attendance does not improve, I will contact you again to arrange a meeting to discuss the issues and plan for improvement. We may also refer to the Education Welfare Service (EWS) to support raising your child's attendance.

Please get in touch with me on the above telephone number if you have any queries or wish to provide us with any further information about your child/children.

Alternatively, you may wish to gain further voluntary support from the Early Help Service. If so, please get in touch with them via:

Email: earlyhelp@bridgend.gov.uk

Telephone: 01656 815420

Thank you for your co-operation.

Yours sincerely,

Appendix 9 – Attendance Letter 2

Attendance Letter 2 – Inform and Support

Date

Dear Parent/Carer

Pupil's name:

Attendance: %

Number of lates (L) before 09:30:

Number of lates (U) after 09:30:

Following the previous letter I sent to you, I continue to be concerned by your child(ren)'s attendance/punctuality. Therefore, I would like to meet with you so that we can discuss the overall nature of absences and find ways that, as a school, we can support your child.

Date of Inform and Support Meeting:

Time of Inform and Support Meeting:

If the meeting date and time are not convenient, please get in touch with the school to arrange a mutually convenient time to meet.

If you are unwilling to engage in this meeting, I will need to refer the attendance concerns to the Education Welfare Service (EWS), so that they can offer their support.

I look forward to meeting you to identify ways to improve your child's attendance.

Thank you for your co-operation.

Yours sincerely,

Appendix 10 – Punctuality Letter

Punctuality Letter 1

Date

Dear Parent/Carer

RE: Punctuality «forename» «surname» «reg» «year»

I write to inform you that your child was late to school on the following occasions:

«dates_of_lates_before»

«dates_of_lates_after»

Poor punctuality has a negative effect on learning and is very disruptive to the learning for all pupils. Your child has missed valuable teaching and learning time due to being late.

Should your child not improve their punctuality we will need to meet to discuss the issues and plan for improvement. This may involve a referral to the Education Welfare Service.

Please ensure your child arrives at school before the start of first lesson which is at 09:00 prompt.

If there are any issues you wish to discuss, please do not hesitate to contact me at the school.

I would be most grateful of your support and co-operation with this matter.

Yours sincerely,

Alternatively, you may wish to gain further voluntary support from the Early Help Service. If so, please get in touch with them via:

Email: earlyhelp@bridgend.gov.uk

Telephone: 01656 815420

Thank you for your co-operation.

Yours sincerely,

Appendix 11 – Absence During Term Time Request Form



ABSENCE DURING TERM TIME REQUEST FORM

Please complete this form and return it to the school at least 2 weeks before the planned absence.

ONLY IN INDIVIDUALLY UNIQUE CIRCUMSTANCES WILL THE SCHOOL CONSIDER AUTHORISING ABSENCE DURING TERM-TIME.

In doing so we will consider:

- * the time of year of the planned absence and the length and purpose of the absence
- * the duration of the absence and its impact on the continuity of learning and or examinations
- * the overall attendance pattern of your child

ABSENCE REQUEST - to be completed by the parent / carer

Learner Name: _____ Form Class: _____

No. of Days: _____ From: _____ To: _____

Details of the individually unique circumstances for which the absence is requested;

Name of Parent / Carer: _____

Email address: _____

Signature of parent / carer: _____ Date: _____

DECISION

- ☐ The request for absence has been authorised and a _____ code will appear on your child's attendance certificate. We request that your child makes every effort to catch up on work missed.
- ☐ The request has unfortunately **NOT** been authorised for the reasons identified below and, should you decide to take your child out of school, a **G** code will be recorded on your child's registration certificate which represents an unauthorised absence.
- ☐ No details of individually unique circumstances have been provided on the form
- ☐ The circumstances are not considered individually unique.
- ☐ **We will be requesting that the EWS issue a Fixed Penalty Notice should you take your child out of school for the absence detailed above.**

Signature :

Gareth Pope: Deputy Headteacher

Date:

Appendix 12 – Staged response letters and codes

Letters requested from the main office (letters to be signed prior to being posted)

Code SIMS/PM	Provision Map Y/N	Name of letter in SIMS	Reason for sending	Responsible/ Signature
GA1	N	General Attendance Intro.	Introduction to attendance procedures	GDP
A1	N	Absence from school 1	Chasing reasons for absence	HB/PSO
A2	N	Unauthorised code letter	Chasing reasons for absence	HB/PSO
C1	Y	Pastoral Leader C1 Concern & Inform	Attendance percentage below 95% Pastoral Leader - C1 - Inform Poor attendance	Pastoral Leader
C2	Y	Pastoral Leader C2 Inform & Support in school meeting	No improvement in attendance or punctuality. C2 - Inform & Support Letter invites parent/carer to school.	Pastoral Leader
L1	Y	Pastoral Leader - L1 Late Letter	Learner is regularly late for school (includes info. regarding FPN's)	Pastoral Leader
H1	Y	Home Visit	Written confirmation / record of planned home visit.	Pastoral Leader / SLT
T1	Y	Internal Truancy	Letter to inform parent/carer of internal truancy.	Pastoral Leader
A1	Y	Truancy	Letter to inform parent/carer that their child absconds or truants from school. (includes info. regarding FPN's)	Pastoral Leader / SLT
SG1	Y	Non-attendance and non- engagement	Child is not attending school and parent is not communicating reasons for absence with school.	Pastoral Leader / SLT
BL	N	Attendance Banding (one for each category)	Purple / Green / Yellow / Red	DHT
SG2	Y	Continued no attendance and engagement (referral to agencies).	Child is still not attending school and the parent is still not communicating reasons for absence with school.	DHT
MS	N	Move of schools	Child is moving schools is not attending CCYD but hasn't started at the new school	DHT
AP	Y	Attendance Panel	Inviting parent/carer to an attendance panel	DHT
FPN	Y	n/a (via GDP)	FPN letter	EWS
EWS	Y	n/a (via EWS)	EWS Prosecution	EWS