

Newbridge School

Ysgol Trecelyn



Attendance Policy

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1. Mission statement

Newbridge School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

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

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

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

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

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

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

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

2. Aims

The primary aim of this policy is to ensure that attendance and punctuality are prioritised and valued by all members of the school community, including governors, staff, parents, pupils, and external partners. We are committed to:

- Providing a safe, inclusive, and welcoming environment where all children are valued and supported, regardless of race, gender, or ability.
- Promoting high standards of achievement by ensuring regular attendance and punctuality, enabling all pupils to reach their full potential.

- Communicating the importance of regular attendance to all stakeholders through clear and consistent messaging.
- Identifying pupils with irregular attendance at an early stage and collaborating with partner agencies to address and remove barriers to regular school attendance.
- Maintaining accurate and up-to-date attendance records to inform decision-making and intervention.
- Recognising and celebrating pupils who demonstrate significant improvement or achieve consistently high attendance levels.

3. Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents, carers and pupils.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them, both now and in the future; we will offer reward schemes for individual learners, classes and year groups who have high levels of school attendance, no unauthorised absence and/or have shown to significantly improve their attendance rates.

We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual pupils and assist to overcome any barriers that may be preventing the expected level of attendance. These strategies may be school-based, or may be implemented jointly with other partners to ensure the most appropriate support for the individual and their family.

The home school agreement will contain details of how we will work with parents and carers and our expectations of what they will need to do to ensure pupils achieve good attendance. These expectations and potential consequences of not meeting the expectations will be regularly communicated to parents throughout the academic year in various ways such as text messages, the school website, newsletters and at parents' evenings.

The school and local authority will work closely together to raise the awareness of school attendance, promote good attendance and tackle unauthorised absence.

The school recognises and rewards excellent and improved attendance through a structured awards system managed by Progress Leaders and Heads of Key Stage. Students and forms with outstanding or improving attendance are celebrated with certificates, commendation letters, and other incentives.

The school has implemented a comprehensive rewards system to acknowledge and encourage excellent and improving attendance. Recognition includes certificates, commendation letters, and a variety of

incentives. Public recognition is provided through celebration assemblies held at the end of each term or half-term, where achievements such as 100% attendance, best form attendance, and most improved attendance are highlighted. Prizes such as sports tickets, Amazon vouchers, leisure centre passes, and queue-jumper vouchers are also awarded to motivate students. Additionally, pupils with 100% attendance are featured in school newsletters to further celebrate their commitment.

Celebration assemblies are held at the end of each term or half-term, where students with 100% attendance, the best form attendance, and most improved attendance are publicly acknowledged. Rewards may include sports tickets, Amazon vouchers, leisure centre passes, and lunchtime queue-jumper vouchers. Additionally, pupils with 100% attendance are highlighted in school newsletters.

To ensure the impact of the reward system, it is essential that rewards are meaningful to students and are given in a timely manner, allowing pupils to see a clear connection between their attendance and the benefits they receive.

4. School procedures

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

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (N code) and promptly followed up by the school as part of its early intervention and safeguarding strategies. This will be in the form of a text message, telephone call or letter to the parent or carer to enquire about the whereabouts of the pupil. If no reason is given by the end of 10 school days or the reason given is not reasonable, the pupil will be recorded as an unauthorised absence (O code).

The coding for any absences will be in accordance with the guidance provided by the Welsh Government's All Wales Attendance Framework as in Appendix 1.

Lesson registers help the school to identify truancy. Teachers are expected to contact the school office should truancy be identified through the school day.

The school Attendance Officer makes immediate contact with parents when truancy is suspected and contacts the Progress Leader, who makes further follow up with parents / carers and pupils.

When appropriate, pupils are placed on truancy report and closely monitored by Form Tutors / Progress Leaders.

5. Punctuality

Morning registration will take place at the start of school at 8:30am. The registers will remain open for a maximum of 30 minutes from this start time, in accordance with Welsh Government guidance. Any pupil arriving after this time will be marked as having an unauthorised absence (U code) unless there is an acceptable explanation i.e. school transport was delayed. In addition, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (M code in this instance).

Pupils arriving more than five minutes after the official start of school will be marked as late (L code) – unless this is unavoidable due to school reasons – e.g. school-organised public transport.

Afternoon registration will be at 12:45pm (Year 10,11) and 1:15pm (Year 7,8,9) and any pupil arriving after this time will be marked as present but late (L code) if they arrive within 30 minutes or an unauthorised absence (U Code) if they arrive more than 30 minutes after the start of the afternoon session.

Parents and carers are reminded that the local authority may issue a fixed penalty notice for persistent lateness after the close of the register in accordance with the local authority's Code of Conduct for the Issuing of Fixed penalty Notice for Non-School Attendance, if the number of unauthorised absences or lates (O or U codes) is 10 sessions or greater in the current term.

6. First day absence

Parents and carers are reminded that they should contact the school by 8:30am if their child is not able to attend school on that day. Parents and carers must state the **full** reason for the child's non-attendance (not just "feeling unwell") and indicate the likely date they will return to school. Parents should be prepared for school staff to ask questions about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving.

The 24-hour absence line is: (01495) 241891

If a parent or carer does not contact the school, staff will endeavour to ascertain the specific reason for non-attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a telephone call, texting service, a home visit from a member of school staff or an Education Welfare Officer. Once the specific information is received, the register will be amended to reflect the appropriate absence code (see Appendix 1 for the types of code).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to Children's Services or are looked after (CLA). The local authority's Education Welfare Service will be notified of unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the

child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.

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

7. Absence notes and supporting evidence

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

8. Medical and illness absences

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

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made.

9. Continuing and frequent absence

Within the school it is the responsibility of the class teacher/registration tutor or attendance officer to be aware of and bring attention to the head teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible. This may involve inviting the parents or carers and the pupil into school for a meeting. However, should this absence persist a referral will be made to the Education Welfare Service when the attendance drops below 90% for the preceding six school weeks.

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

10. Persistent absence

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 90% attendance). These pupils will be subject to an action plan to support their return to full attendance. This plan may include a referral to the Attendance and Wellbeing Service for additional support for the pupil and their family.

If the pupil and family does not engage with the action plan, court action may be taken against the main parent(s) or carer(s) via the Attendance and Wellbeing Service.

There are various agencies that the school can refer to for additional support for a pupil if needed, such agencies are:

- Education Inclusion Service
- School wellbeing team
- Education Child Psychology Service
- Children Social Services
- Child and Adolescent Mental Health Service
- School Nurse
- School Based Counselling
- Early Help Hub
- Youth Support
- English as an Additional Language (EAL)
- Gypsy Traveller Support
- Llamau
- Youth Offending Support

11. Absence related to discrimination

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

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

12. Leave of absence/holidays in term time

Leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum. Parents and

carers do not have the automatic right to withdraw their children from school for a family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

The school will consider any application for leave of absence but will only agree to absence for a family holiday or trip if we believe that there are exceptional circumstances. This includes absences related to sporting activities that take place during a weekend, but impact a pupils' attendance on the preceding Friday and following Monday. Parents and carers must apply in advance for permission for their child to have leave of absence (four weeks minimum notice for a family holiday). Forms to request a leave of absence can be obtained from the school, either in paper copy from the school office or from the school website. The head teacher will consider the request and respond in writing within 5 school days to inform the parent or carer whether the request has been authorised. Subsequently, a parent or carer can make an informed decision whether they wish to pursue the absence in the knowledge of any potential consequences.

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

13. Fixed Penalty Notices for Non-Attendance at School

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

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive) which may or may not include pupils who are persistently arriving after the close of the registration period (Recommended that registers be kept open for thirty minutes);
2. Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels;
3. Where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence);
4. Where a holiday in term time has been requested but has been unauthorised.

To comply with [The Education \(Penalty Notices\) \(Wales\) Regulations 2013](#), Newbridge School will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The

Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

Each pupil's absence will be considered on its own merits and if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is significantly low, a referral to the Education Welfare Service may be considered as an alternative to requesting a penalty notice.

Examples of when a Fixed Penalty Notice can be issued:

- **Unauthorised absences** - Where at least 10 sessions (5 school days) are lost to unauthorised absences; these do not need to be consecutive. You will receive a formal notification from the Head teacher explaining the actions that may be taken;
- **Holidays in term time** - Parents do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect absences can have on a pupil's potential achievement. If you wish to take a holiday during term time you must apply in advance in writing to the school explaining the circumstances for the leave of absence. The school will consider any application for leave of absence, taking into account factors such as the time of year and overall attendance pattern. Parents should be made aware that a Fixed Penalty Notice could be issued for unauthorised leave of absence for five consecutive school days or more taken during term time, when there is a history of irregular attendance.
- **Persistent late arrival** - at least 10 sessions of late arrival at school after the register has 8:30 (there are two sessions in a school day, morning and afternoon);
- **Truancy** - where a child or young person comes to the attention of the Police during school hours for being absent from their registered school without an acceptable reason.

The definition of "parent" includes all natural parents, whether they are married or not; and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Penalties

- Paid within 28 days - £60 per parent per child
- After 28 days and before 42 days - £120 per parent per child
- After 42 days - You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

Section 444 of the Education Act 1996, makes it a criminal offence for a parent to fail to secure their child's attendance at the school at which they are registered and where that absence is not authorised by the school. Therefore, if the penalty notice is paid within the time limits above, no further action will be taken in connection with the offence. If the fixed penalty notice remains unpaid the parent/carer will be prosecuted in magistrate's court for the offence.

[Caerphilly County Borough Council – FPN Code of Conduct](#)

14. Reintegration

The school will welcome back all pupils on return from an absence. This will include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

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

15. Roles and responsibilities

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

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

15.1 The Parent/Carer

Under section 7 of the Education Act 1996, the 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 special educational needs the child may have. This can be by regular attendance at school, alternative provision or by elective home education (the parent can choose to provide education for their child).

A pupil's punctuality is also a legal requirement and parents/carers of a pupil who is persistently late (after the close of the register) can also face legal proceedings. Sometimes, there are situations at home that may make it difficult for a pupil to arrive on time and as such due consideration is given to any help or assistance a family may need in these circumstances.

Parents are encouraged to support the regular and punctual attendance of their children in a number of ways, including:

- taking an active interest in their child's school life and work.
- attending parents' evenings and other school events, if possible.
- ensuring that their child completes his/her homework and goes to bed at an appropriate time.
- being aware of letters from school which their child brings home or alternative communications from the school.
- ensuring that their child arrives at school on time each day.
- ensuring that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance.
- always notifying the school as soon as possible - preferably on the first morning - of any absence.
- avoiding booking family holidays during term-time.
- talking to the school if they are concerned that their child may be reluctant to attend.
- make all medical and dental appointments outside of school hours wherever possible

15.2 The School & Governing Body

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

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 86% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 85% or below over a six-week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised). However, the school can refer a pupil to the Education Welfare Service should there be concerns for the individual's wellbeing with attendance above 85% or for Wellbeing Response Visits.

SLT Attendance Lead will be responsible for the strategic management of attendance across the school. They will scrutinise the data on a weekly basis, monitor trends and patterns across cohort of pupils, and evaluate interventions

for their impact and effectiveness and direct resources for the best possible outcome.

Attendance Officer will be responsible for the daily operation duties of the attendance team. They will ensure that all registers, both session and lesson, are completed on a daily basis and if not will escalate this to the Attendance Lead for action. They will undertake the 'first day response' on each morning for those pupils whose families have not made contact. They will collate the supporting evidence, and chase any outstanding forms, absence notes, holiday request forms etc. The officers will compile the data in preparation for analysis by the Attendance Lead, form tutors and heads of year, and make the referrals to the Education Welfare Service.

The school Attendance Officer will share attendance information with Progress Leaders, Senior Staff and form tutors to follow up on a weekly basis.

Form group, year group and whole school summaries produced and shared each week. These are used to review attendance, absence (authorised and unauthorised) and punctuality on a weekly basis.

Progress Leaders will ensure that form tutors are clear on their responsibilities and that they consistently follow school attendance procedures. They will encourage 100% attendance and punctuality in their year group. They will ensure that parents and carers are aware of attendance / punctuality concerns promptly. They will work with the Education Welfare Service and other appropriate agencies to support 100% attendance and punctuality. They will work with the SLT Attendance Lead, Attendance Officer and other Senior Staff to ensure the accurate recording and monitoring attendance and absenteeism for all students (including analysis of sub-groups) within their year and applying appropriate strategies. They will acknowledge and reward a successful record of attendance through the school's rewards system, including the recognition of improved attainment and achievement of students through improved levels of attendance

Family Engagement Officer will be responsible for:

- **Attendance Oversight:** Managing a select caseload of pupils per year group and all attendance-related tasks for these students
- **Support for Attendance Issues:** Collaborate with the Progress Leader (PL) on attendance challenges by monitoring student attendance, setting improvement targets, arranging and leading meetings with students and their families, and liaising with the attendance officer to complete Early Warning System (EWS) referral forms.
- **Collaboration with EWO and Attendance Officer:** Work closely with the EWO and Attendance Officer to identify pupils requiring FEO intervention on a weekly basis and address any Fixed Penalty Notices (FPNs).
- **Home Visits:** Conduct home visits in partnership with the Education Welfare Officer (EWO) to identify barriers to attendance and establish targets for improvement.

- **Pastoral Process Management:** Organise and manage pastoral initiatives to facilitate students' reintegration into school.
- **Cohort Monitoring:** Oversee a specific group of students, tracking their progress and effectively communicating updates to parents and staff.
- **Support Referrals:** Complete Joint Assessment Family Framework (JAFF) referrals for families needing additional support.
- **Contributions to Strategic Planning:** Actively contribute to the School Evaluation Report (SER) and School Development Plan (SDP) to help achieve attendance targets.
- **NEET Support:** Coordinate NEET (Not in Education, Employment, or Training) meetings with JP, arrange home visits, and support Year 11 students in achieving positive destination outcomes.

Form tutors will be responsible for completing the session registers fully and accurately during every registration. This practice ensures good safeguarding processes, enabling the school to know where every pupil is at the start of all sessions and to commence the 'first day response' process if the pupil is not present. ClassCharts/SIMS notes fields should be used to ensure that the additional details relating to the absence are captured and retained on file. Form tutors will be expected to hold 'return to school' discussions with pupils after periods of absence to ascertain the reason and to understand if there are any barriers to the pupil fully engaging in their education or if they require any additional support.

Subject tutors will be responsible for completing lessons registers; ensuring they are completed fully and accurately during the lesson itself. Subject tutors will be expected to review the attendance for their subject area at pupil level, making judgments on trends in the data, undertaking discussions with pupils and parents if required where there are concerns.

15.3 The Education Welfare Service (EWS)

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

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

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

- the regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones;

- to investigate, locate and track children who are referred as “Children Missing from Education”;
- to oversee the education needs of vulnerable pupils e.g. Gypsy Traveller families;
- to work in partnership with the Police in the arrangement and coordination of formal truancy operations in accordance with Crime and Disorder legislation.

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

15.4 Supporting Engagement into Education, Employment and Training Team

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

15.5 Youth Service

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

15.6 The Police

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

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

It is recommended in the ‘All Wales Attendance Framework’ that the police officers operating the power to approach young people do so in uniform (due to

child safeguarding concerns) and where practicable are accompanied by an education representative such as an EWO, who will be able to check the school status of the young person concerned.

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

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

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

16. Callio Attendance Improvement Initiative

Newbridge School uses the Welsh Government's *Callio* Attendance Improvement Initiative, which aims to:

- Ensure that Parents/Carers are kept updated on their child's attendance
- Provide information on how attendance impacts a child's overall achievement and progress

Based on a child's attendance or *Callio* banding, parents/carers will receive a half-termly update and may be contacted by the school to collaborate on addressing any attendance concerns. As a parent or carer, this could involve a telephone conversation, a face-to-face meeting at the school, or engagement with our Education Welfare Officer. We will work together to ensure appropriate support and interventions with the child, which may include attendance action plans, meetings, and wellbeing sessions. The following banding will apply to pupil attendance:

| | | |
|-------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

See Appendix 3 for letters associated with the *Callio* system

17. Categorisation of absence

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

- ☐ Authorised Absence
- ☐ Unauthorised Absence
- ☐ Approved Educational Activity

Unauthorised absence

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

Authorised absence

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

Approved educational activity

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

This would include:

- ☐ Work experience placements

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

18. Dual Registration

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

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

19. Retention of records

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

20. Register checks

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

21. Attendance targets

A system for analysing performance towards the targets has been established and the head teacher is responsible for overseeing this work. The school and Governing body will make use of the attendance data available from the Consortium and the local authority when reviewing its targets and analysis of the outcomes in comparison with similar schools from across the region.

The head teacher will present the attendance data in each of the termly reports to the Governing body for the figures to be scrutinised against the attainment data. The Governors will have the opportunity to challenge the data alongside

the practices for managing attendance, in order to tackle the overall absence rates across the school and within specific cohorts of learners.

The Governing Body is required to set targets for attendance every year for the year end and provisional targets for the next two years. These targets set an expectation of year on year improvement.

These are:

- Agreed with Governors and recorded each year in the school development plan
- Provided for the Local Authority and EAS each year, with all other school targets

22. Graduated Response to absence

| Attendance | Actions |
|-----------------|--|
| 100%-90% | <p>School's actions:</p> <ul style="list-style-type: none"> • expect parent/carer to make telephone contact with School on first day of absence • make telephone contact with parent/carer on first day of absence where necessary • generate a 'reason for absence' letter when there is failure to contact; where necessary requesting medical evidence to support continuing 'illness' absences • invite parent/carer in for an interview • issue 'Callio' 'Green Letter' to parents for children with attendance percentages of above 96% • engage Family Engagement Officer to work with pupils and families • consider the use of Fixed Penalty Notices (FPNs) in respect of unauthorised absences exceeding five days per term - contact EWS • issue 'Callio' 'Amber Letter' to parents for children with attendance percentages between 92% and 96% and continue to monitor • issue 'Callio' 'Red Letter' to parents for children with |

| | |
|----------------------|--|
| | <p>attendance percentages below 92% and continue to monitor</p> <p>In cases where pupils have attendance absence ‘patterns’ from 90% and below and where the strategies utilised by the school have not brought about improvements, then alerts to be discussed with EWS in order to provide advice and guidance on further actions.</p> |
| 90%-85% | <p>School’s actions:</p> <p>Discuss with EWS pupils whose attendance is 90% or below and is a cause of concern. Discuss reasons for absence e.g. health</p> <ul style="list-style-type: none"> • agree actions to be undertaken by EWS, such as <ul style="list-style-type: none"> - send a warning letter, outlining monitoring period - issue an FPN • continue to liaise with EWS if attendance continues to decline • having made a home visit if no contact has been made with the child or parent/carers then <ol style="list-style-type: none"> 1. Confirm if either MIA or Social Services are involved and request their support. 2. Contact the Police on 101 requesting a Welfare Check |
| 85% and below | <p>EWS to issue B notice; SEWO and or AIO to advise in respect of commencing Court Action.</p> <p>Time scale between A notice and B notice and B notice and court action should be 10 – 15 school days depending on the individual case.</p> |

APPENDIX 1

The registration system

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

| CODE | DESCRIPTION | MEANING |
|----------|--|-------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| F | Extended family holiday | Authorised absence |
| G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorized absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late (after registers closed) | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | Un-timetabled sessions for non-compulsory school-age pupils | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |

| | | |
|----------|-------------------------|-------------------------------------|
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to pupils | Not counted in possible attendances |

APPENDIX 2

Legislation and guidance

The Education Act 1996 Part 1, Section 7 states:

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

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

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

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

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

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

Registers and admission.

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

Attendance targets

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

Guidance documents relating to attendance

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.

- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

Code Use for Common Courses and Activities

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

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

APPENDIX 3

Callio Attendance Improvement Initiative

- 1) Initial Letter
- 2) Green Banding Letter
- 3) Amber Banding Letter
- 4) Red banding Letter

4th November 2024

Dear Parent/Carer

At Newbridge School, good attendance is a top priority, and we set high expectations for all our pupils. We are writing to remind all parents of the importance of school attendance and our commitment to your child's education success.

Newbridge School is using the Welsh Government's *Callio* Attendance Improvement Initiative, which aims to:

- Keep you updated on your child's attendance
- Provide information on how attendance impacts your child's overall achievement and progress

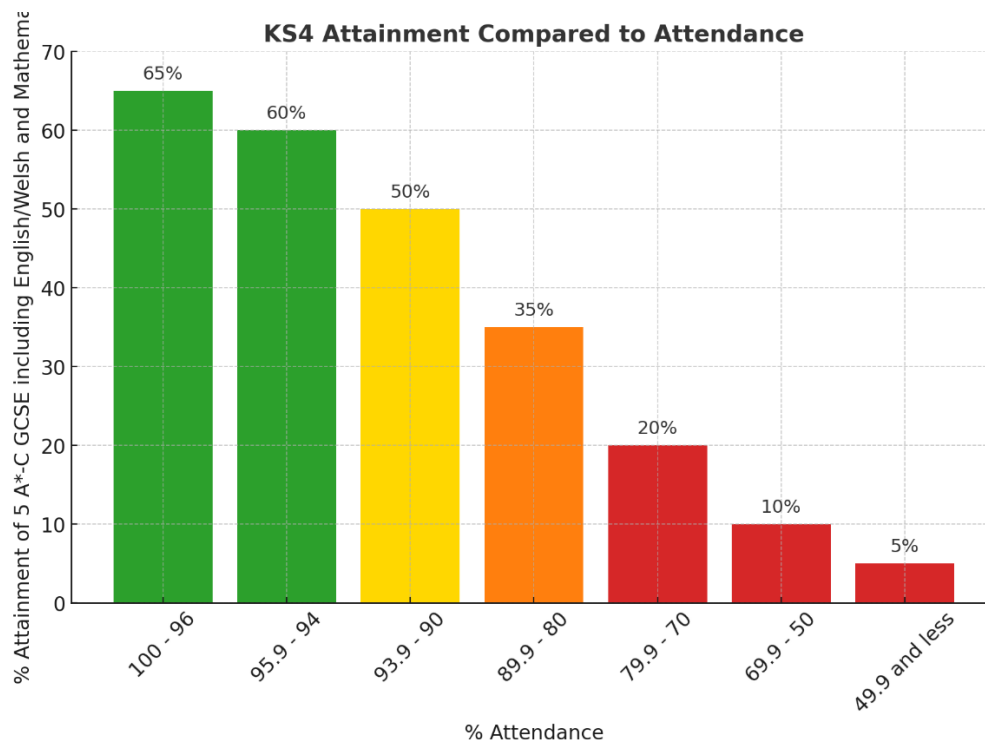
Based on your child's attendance or *Callio* banding, you will receive a half-termly update and may be contacted by the school to collaborate on addressing any attendance concerns. As a parent or carer, this could involve a telephone conversation, a face-to-face meeting at the school, or engagement with our Education Welfare Officer. We will work together to ensure appropriate support and interventions with your child, which may include attendance action plans, meetings, and wellbeing sessions.

We are also in the process of expanding our range of rewards and incentives for excellent attendance. These will include prizes such as sports tickets, Amazon vouchers, leisure centre passes, and lunchtime queue-jumper vouchers.

The charts below illustrate the relationship between attendance and academic achievement over the course of the academic year.

| | | |
|-------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

The benefits of good attendance are clear. Pupils with strong attendance are more likely to achieve higher academic outcomes, enjoy school more, and enhance their future prospects.



Our attendance target for your child is a minimum of **97%** for this year. This target equates to a maximum of 6 days of absence over the entire academic

year. We kindly ask all parents/carers to maintain high expectations for attendance throughout the term and the year ahead. While we understand that there may be valid reasons for your child's absence, we urge you to keep the school informed of any necessary absences.

It is imperative that we work together to ensure high attendance, promoting the best possible educational outcomes for your child. Should you require any support or have concerns regarding your child's attendance, please do not hesitate to contact their Progress Leader or our School Attendance Officer.

A copy of our school attendance policy, including details on holidays during term time and the use of Fixed Penalty Notices, is available on our website: <https://www.newbridgeschool.org.uk/>

Yours sincerely

A handwritten signature in black ink, reading "Ian Ratcliff". The signature is written in a cursive style with a large initial "I".

Ian Ratcliff

Senior Lead for Attendance

Newbridge School

Dear Parent/Carer

In line with our *Callio* Attendance initiative, I am writing to inform you of your child's attendance and the category they fall within. You will be aware that this communication is sent to all learners every half term and that we monitor attendance regularly.

I am pleased to inform you, your child is currently in the Green category of 100% -97% attendance, at «percentage_attendance»%.

| | | |
|-------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

I would like to congratulate «chosen_forename» on this achievement and thank you for your support in making it possible. We want to emphasize the importance of maintaining this high level of engagement in their education, as any drop in attendance could impact their attainment. Thank you for your continued partnership in helping your child reach their full potential.

Yours sincerely

I Ratcliff

Ian Ratcliff

Senior Lead for Attendance

Newbridge School

«date_of_printing»

Dear Parent/Carer

In line with our *Callio* Attendance initiative, I am writing to inform you of your child's attendance and the category they fall within. You will be aware that this communication is sent to all learners every half term and that we monitor attendance regularly. Across the school year, this could mean that your child is missing at least 3 weeks or 75 lessons.

Your child is in currently the Amber category of 96%-93% attendance, at «percentage_attendance»%

Across the school year, this could mean that your child is missing around 14 days of school.

| | | |
|-------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

We are committed to working with families to improve school attendance. If you have any issues or concerns, I encourage you to reach out to your child's Progress Leader or our School Attendance Officer to discuss how we can best support you and your child.

Yours sincerely

I Ratcliff

Ian Ratcliff

Senior Lead for Attendance

Newbridge School

«date_of_printing»

Dear Parent/Carer

In line with our *Callio* Attendance initiative, I am writing to inform you of your child's attendance and the category they fall within. You will be aware that this communication is sent to all learners every half term and that we monitor attendance regularly.

Your child is currently in the Red category of 92% and below attendance, at «percentage_attendance»%.

Across the school year, this could mean that your child is missing at least 3 weeks or 75 lessons

| | | |
|-------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lessons. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

As a school we are keen to work with parents/carers to resolve any problems. Parents/Carers have a legal responsibility to ensure their child attends school and not doing so may lead to a Fixed Penalty Notice being issued. On receipt of this letter, we would like you to arrange an appointment with our school Attendance Officer to discuss ways of working to improve your child's attendance together.

Yours sincerely

I Ratcliff

Ian Ratcliff

Senior Lead for Attendance

Newbridge School

APPENDIX 4
Process Flowcharts

- 1) First Day Absence
- 2) Ongoing monitoring of attendance

First Day Absence

