

# Southdown Primary School



## Attendance Policy 2025

Chair of Governors:	Headteacher:
Ratified on:	Review by: <i>Summer 2026</i>

**Southdown Primary School**  
**Attendance Policy 2025**

Southdown Primary School has used Flintshire County Council's Model Policy for Attendance as a basis for this policy. We have provided our procedures first to allow ease of access for parents before the main content of the policy.

**Southdown Primary School procedures**

**Absences**

- Parents are requested to telephone, email or message the school office (01244 544473) on the first day of absence before 9.15am with the reason for their child's absence.
- After 9.15am the school administrator will send an absence text to parents of absent pupils asking them to contact school to confirm the absence and the reason for it. This will then be recorded on SIMS.
- Authorised absences may be illness, dental/medical appointments, family bereavement and some special occasions. If the school does not receive a reason for the absence or the reason is not acceptable the absence will be marked as unauthorised.
- If a child has to be taken out of school early, parents should report to the school office so that their child can be signed out on the school's electronic system.

**Lateness**

The school actively discourages late arrival. Pupils arriving late can often miss important information at the start of the day and disrupt the learning of the class. Children can often feel very uncomfortable entering the classroom after everyone else is settled.

- At Southdown the gates open at 8.45am for the start of the school day. Registration takes place at 9am.
- Pupils arriving after 9am but before 9.30am will be marked as 'Late' (L code), those arriving after 9.30am will be marked as 'late after registration' (U code) which will be an unauthorised absence.
- The time of arrival and number of minutes late will also be recorded for both L and U codes.

Where teachers are concerned about a child arriving late on a regular basis they will share their concerns with the Headteacher. The pattern will then be monitored and the teacher or Headteacher will speak to the parents about their concern.

## Monitoring

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. The table below highlights the impact of absence for one school year.

School Year Attendance	Number of Days Absent	Number of Weeks Absent	Number of Lessons Missed
90%	19	4	100
80%	38	8	200
70%	57	11.5	290

A child's absence will have an impact on his/her education and on the education of the class. Recent studies indicate that pupils who are consistently absent are more likely to under achieve academically and find it harder to make and keep friends.

Being late to school can also have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark. We are seeing an increasing number of pupils who are late to school on a daily basis and are looking to improve this. When children are late they are missing out on vital skills such as phonics, mental maths as well as important information about the structure and routine of the day.

We have a whole school attendance target this academic year of 93% and we are looking to achieve this with your help. If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact the school on 01244 544473

### Flintshire Education Support Officer at Southdown

Registers (attendance and lateness) are checked by the Education Support Officer (ESO) and the Headteacher on a regular basis, normally each half term at Southdown. The Headteacher and ESO will also discuss any issues/problems regarding attendance or lateness. The ESO acts in a supportive role and may send letters or visit homes where no response to absence has been received by the school and act as a liaison officer between home, school and the Social Services. At Southdown our ESO is Julie Mayos.

### Communication with parents/carers

As attendance and lateness is monitored on a regular basis any areas for concern will be initially discussed with parents/carers verbally.

- If a pupil's attendance falls to 90% or below and/or has a significant number of lates, parents/guardians will be contacted informing them of schools concern.
- If attendance/lateness does not improve a letter will be sent requesting that parents/guardian attend a meeting with the Headteacher to discuss ongoing concerns.
- It will be the decision of the Headteacher whether to request the intervention of the Education Support Officer (EWO), who will ascertain the reason for absence and provide support to the home as required.
- For all children in Reception to Year 6 a colour coded letter will also be provided on a termly basis (Appendix 3)

<b>GREEN</b>	95-100%	<b>YELLOW</b>	90-94%	<b>AMBER</b>	85-89%	<b>RED</b>	below 85%
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## **Introduction**

Flintshire CC is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

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 pupils being drawn into criminal and anti-social behaviour.

Flintshire CC Inclusion Services and partner agencies will endeavour to work with parents, and pupils to ensure that all pupils receive appropriate support to enable them attend school regularly.

This attendance policy reflects the local authority's School Attendance expectations.

## **Aims**

This policy aims to ensure that attendance and punctuality remains a key focus for all including Governors, Teachers, Parents, Pupils and Partner Agencies. Flintshire CC will strive to ensure schools:

- Offer a safe and friendly environment which welcomes children regardless of race, gender, sexual orientation or ability.
- Raise standards and ensure all pupils reach their full potential through a high level of school attendance and punctuality.
- Ensure all stakeholders receive communication and information about the importance of regular school attendance.
- Keep accurate and up to date attendance data.
- Regularly scrutinise attendance data.
- Identify those pupils with irregular attendance at an early stage and work with partner agencies to address any issues that may stop pupils from attending school regularly.
- Ensure that all pupils are safe and ensure all schools follow the local authority's Children Missing Education (CME) guidance.
- Encourage schools to reward those pupils who have made significant progress in raising attendance levels.

This document is prepared with reference to the All Wales Attendance Framework and the WG Guidance on Improving Learner Engagement and Attendance (Published October 2023).

<https://www.gov.wales/belonging-engaging-and-participating>

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en>

## **Legal Framework**

The law that requires regular school attendance is:

### **The Education Act 1996. This Act and any amendments places a legal obligation on:**

- The Local Authority to provide services that enforce attendance.
- Schools to maintain an up to date and accurate register of pupil attendance and notify the Local Authority of a child's absence in accordance with local protocols (See Appendix).

### **Section 7 of the Education Act 1996 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 Local Authority believes the child should attend school. A SAO 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 powers to issue Fixed Penalty Notices (FPN). A code of conduct has been agreed by Flintshire County Council which allows Headteachers to apply for a £60 FPN when they have recorded the following on the school register.

- Minimum of 20 school sessions (10 school days) unauthorised absences in the current term (These absences do not have to be consecutive).
- Minimum of 10 sessions (5 school days) of lateness after the close of registration.
- Parents/carers failing to engage with school/EWO but where prosecution has not yet been instigated.

The Headteacher must be able to demonstrate that all efforts to address the absences have been made and that the process has been administered robustly within the school before any decision is made to apply for a FPN. Evidence of Absences Letters 1, 2 and 3 must be submitted with all FPN applications. The Headteacher must inform the parent/carer by letter that a request for a Fixed Penalty Notice will be made.

Support and advice with regard to FPN applications will be provided by a dedicated Education Support Officer within the EWO Service. All FPN's will be delivered by hand and all outcomes will be reported to the Headteacher

The Senior Learning Advisor for Engagement will oversee the FPN process and ensure the application meets the requirements of FCC's Code of Conduct.

**The decision to progress an application for an FPN is entirely that of the individual Headteacher.**

It is FCC policy to progress all unpaid FPN cases for Parental Prosecution (provided that Unauthorised Absences persist and that the case meets the legal threshold for a Parental Prosecution).

## **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 following their fifth birthday**.
- A young person ceases to be of compulsory school age on the last **Friday in June** of the school year in which they have achieved their 16<sup>th</sup> birthday.

'Parents' are defined in section 576 of the Education Act 1996 as:

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

Attendance is **everybody's concern** and the school will expect all stakeholders to play a part in improving attendance.

## **Roles and Responsibilities**

### **Headteacher**

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's Governing Body.
- Set attendance targets with the Challenge Advisors and Governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- To obtain regular attendance reports and for these to be shared Governors.
- To work closely with the Local Authority's Senior Learning Advisor- Engagement and the EWO Team Manager.
- To notify the Local Authority when a child is missing education and to follow the Local Authority's CME Policy.
- To ensure the schools' own Attendance Policy is up to date. To ensure this policy is readily available for parents and is displayed prominently on the school's website.
- To work with Supporting Improvement Advisors (SIA) and to provide evidence of attendance processes across the whole school.
- To set and review Attendance Targets in accordance with the WG All Wales Attendance Framework expectations.

## **Governing Body**

- To approve the Attendance Policy and to ensure it is updated annually.
- To receive attendance reports from the Headteacher on a regular basis.
- To ensure the Attendance Policy is shared with all relevant stakeholders.
- Attend meetings as and when required.

## **Senior Leadership Team**

- Work with all staff responsible for attendance and punctuality.
- Scrutinise school attendance data on a regular basis and profile missing register marks.
- Regularly check registers have been marked at registration.
- Ensure all absences are recorded in line with the WG Guidance on School Attendance Codes document. <https://gov.wales/school-attendance-codes-guidance>
- Monitor staff performance with regard to registration practices and address any deficits.
- Discuss potential initiatives to improve attendance with all staff and engage key staff in developing these initiatives.

## **Teachers**

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure that the correct codes are used and notes added.
- Ensure absences are accounted for by ways of a note provided by parents.
- Follow up unaccounted reasons for absence and refer concerns to SLT as early as possible.
- Continue to raise the profile of attendance to all pupils as part of a whole school approach.
- Contact the School Administrator with any queries/updates and ensure these are placed on SIMS system as a FLAG so that communication is clear across the school.

## **Pupils**

- Attend regularly and on time unless unwell.
- Inform the School Council of any ideas that may improve individual or class attendance.

## **Parents/Guardians**

- Must ensure their children attend school regularly and punctually.
- Must notify the school if their child is unable to attend on the first day of absence and regularly thereafter.
- Must keep the school updated of the parents/guardians' contact details, including mobile numbers, email and new addresses.
- Work with school and partner agencies to address any issues of irregular attendance of their children.

## **School Administrator/Assistant**

- To speak with parents on a daily basis to establish reasons for pupil's absence.
- To record absences daily in the register as and when required.
- To profile missing marks and to input reasons for absence on the SIMS system as a FLAG.
- Contact parents by Text/phone/email to inform them of absence and seek an explanation in a timely fashion every day.
- Work closely with EWO Service and support staff in school.
- To work with SLT and Headteacher closely.
- To ensure transfer of CTF of pupils is completed in a timely manner and pupils are not removed from roll unnecessarily (Never remove a pupil unless CME process is complete or the pupil has a legitimate destination).
- Regularly monitor schools answerphone, inbox or text messaging system and update FLAG on SIMS to reflect the information.

## **Keeping school registers**

Southdown school's register is a legal document and under The Education (Pupil Registration) (Wales) Regulations 2010 the school is required to keep an accurate record of attendance.

- Registers must to be marked twice a day (once in the morning and once in the afternoon) to ensure pupils are safeguarded.
- Registers and Registration Certificates must be accurate as they are required as evidence when EWO service takes legal action.
- Schools Information Management System (SIMS) is used at Southdown and in schools across FCC to record all pupils' attendance.
- By the end of the school week the schools overall attendance registers **MUST** be completed to ensure an overall attendance figure can be calculated by the school.

## **Types of absences**

It is important for parents to understand the definition of the different types of absences. They are classed as **unauthorised absence** and **authorised absence**.

The Headteacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Headteacher.
- Agreed Flexi schooling
- Legitimate Dual Registration

Absences should remain unauthorised for the following reasons (Not Comprehensive):

- Truancy.
- Late after the close of registration.
- Staying at home for no legitimate reason – condoned absence.
- Shopping for school uniform.
- Birthdays.
- Holiday not agreed by the Headteacher.

In addition, there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.

Please see Appendix 1 which includes a breakdown of codes set by Welsh Government.

### **Punctuality**

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the school. **All pupils who are late must enter through the main doors of the school to ensure they are accounted for.**

### **Medical absences**

Where a child is continually absent from school for medical reasons (including mental health conditions such as anxiety) it will be necessary for the parent to provide medical evidence (e.g. certificate or letter from recognised medical service) to school. This will be requested by the school and may result in the pupil and family receiving appropriate support to enable the pupil to attend school regularly.

There may be times where a Reintegration Pastoral Support Plan (PSP) / Attendance Improvement Plan may be necessary which will be arranged in partnership with the family, pupil, relevant support service and school.

Any pupil that experiences long term absence for medical reasons can be considered for Home Tuition in accordance with the published FCC EOTAS Policy. Medical Home tuition support can also be procured and funded directly by the school if the Headteacher feels this support is appropriate.

### **Holidays during term time**

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (Pupil Registration Wales) Regulations 2010, Headteachers have discretion to authorise a holiday of up to 10 days during term time. Any holiday in excess of 10 days should only be authorised in exceptional circumstances.

Term time holidays can lead to problems in that:

- Your child's education suffers;
- Lessons and extracurricular activities are missed;
- Continuity of learning is lost;
- There is often no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday;
- The class is generally disrupted and other pupils may suffer as a result;
- You may be in breach of your legal obligation to send your child to school.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Appendix 2).

The Headteacher will make the decision and should take account of the following contributory factors:

- Time of year i.e. to ensure a successful transition to the child's new class, no days will be authorised in September and to ensure that pupils are fully prepared for the next phase of their education, no days will be authorised on Year 6 transition days to the High School.
- Length of time.
- Your child's general attendance and punctuality record. Holidays will be automatically refused authorisation if a child's attendance is already below the school's annual target. However, there may be 'exceptional' circumstances where absence may be granted.
- Impact on the child's learning;
- The number of similar requests;
- Any educational nature of the proposed holiday.

### **School procedures**

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This can be in the form of an email or phone call to the school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the Education Welfare Service (EWS). All schools have access to a dedicated Education Welfare Officer (EWO) and in primary schools attendance interventions commence with support from a dedicated Education Support Officer (ESO). Both EWO and ESO are members of the EWS.

Referral to the EWS is by email, telephone call or in dedicated Attendance Meetings to the allocated EWO. In primary school settings the referral is by email directly by the school to the Inclusion Mailbox. The EWS will reply confirming the referral and email updates and outcomes to school directly. School should note updates on SIMS as a flag. EWS accountability is via dedicated service recording on Capita ONE system.

## **Children Missing Education**

Schools have a duty to safeguard all pupils. The Education & Inspections Act 2006 requires the Local Authority to make arrangements to enable them to establish the identities of children residing within Flintshire who are not receiving an education. These may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence.

The duty lies with the Local Authority to investigate further in accordance with the published FCC CME Policy.

Pupils should not be removed from the school register until the pupil has been admitted to another school/ PRU or until the CME document has been completed and recorded by the LA.

Please see attached CME Referral Process for 23/24

For further information please refer to the Child Missing in Education (CME) Policy or contact EWS Service Lead for CME [Nina.Porter@flintshire.co.uk](mailto:Nina.Porter@flintshire.co.uk)

## **Schools Strategies to improve attendance**

FCC's aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. The EWS categorises attendance concerns in the following way.

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

However, school attendance data for 2022/2023 following the COVID 19 pandemic confirms that overall attendance in Wales has reduced and the EWS data profiles now include any pupil with 90% or less (this is the revised WG threshold to define persistent absenteeism)

Flintshire County Council encourages the following practises to encourage and support good attendance:

- Pupil involvement through the School Council.
- Parent Communication i.e. notice boards, school website and newsletters
- School Environment: Southdown provides a happy, welcoming and organised environment to ensure all pupils enjoy learning.
- Breakfast Club: Sunshine Club offers the option of a paid child care from 7.30am
- Access to Water: At Southdown children are encouraged to drink water as children that are well hydrated often have improved wellbeing and engagement in learning. We have a number of filtered water fountains across the school.
- Staff Awareness: All staff are fully aware of the importance of regular school attendance. Staff reminded children of the importance of regular school attendance during the school day and a holistic and consistent approach is applied across the school to ensure that all staff reinforce the school ethos and reflect the culture of the school at all times.

- Transition Process: Transition from Year 6 to 7 can be a challenging time for many pupils. It is essential that the transition process underlines the expectations with regard to school attendance and punctuality. Cases where school attendance has been a concern should be highlighted as part of transition arrangements. The EWS have made support for pupils commencing KS3 a service priority. Early intervention at transition can be more effective than later engagements where school attendance matters are concerned. Southdown has strong links with it's local High Schools, Elfed and Argoed and have an effective transition programme in place with these two schools.
- Parents evening: Parent's evenings is an opportunity for teachers to discuss attendance concerns as well as other school related matters. At these meetings if necessary parents can be signposted to support services for advice and guidance to ensure that they understand the benefits that result from regular school attendance.

### **Additional Attendance Strategies**

**Role of the Local Authority Education Welfare Service (EWS).** Informed by Page 46 of WG Publication October 2023 <https://www.gov.wales/belonging-engaging-and-participating>

The Education Welfare Service is a statutory service which supports schools to ensure that all pupils attend school regularly. Secondary schools have a designated school-based Education Welfare Officer (EWO) who will liaise with the school on a regular basis during in school attendance review meetings. The EWO can also accept direct requests for support by email/telephone call outside of such attendance meetings. Primary schools will receive initial attendance support from a locality-based Education Support Officer (ESO). The ESO will complete initial visits and support for school before transferring case work to EWO for additional visits and legal intervention where required

The EWO/ESO will meet/liaise with a senior member of staff to discuss cases and to highlight concerns. Schools have the lead role on all matters with regard to their attendance register and all recording of attendance marks is entirely at the discretion of a Headteacher in accordance with published WG Coding Guidance.

<https://gov.wales/school-attendance-codes-guidance>

The EWS has adopted a revised approach to the way it supports schools. The EWS has created a dedicated service outline statement and One Page Profile that underlines the way the service now operates (See FCC Education Engagement Services Policy and Practice Model Document Sept 2024).

The EWS now utilises current SIMS data to identify patterns and cases that may be of concern on a proactive basis. Regular school attendance data profiles are also conducted by the Senior Learning Advisor-Engagement to identify patterns and individuals that may require support

Parents have a legal duty to ensure their children attend school regularly and punctually under the Education Act 1996. Where parents fail to ensure the regular attendance of their child (or otherwise) they are potentially committing an offence and the EWS should be informed at the earliest opportunity.

It is unfortunate, but on occasions recourse to statutory powers may be required. This may result in a Fixed Penalty Notice (FPN) application or in the prosecution of parents/carers. It is FCC policy to prosecute all unpaid FPN cases and this is a key service performance indicator. However, the EWS does not take this action lightly and will endeavour to work and support parents, schools, and pupils to improve attendance levels until all of these avenues have been exhausted.

The support and intervention process provided by the EWS is attached to this policy as a series of process maps to clearly explain the intervention and FPN/Court process to schools (Appendix 4)

- 1 Process Map 1 - School Staff Attendance Monitoring Process.
- 2 Process Map 2 – FPN Application by school.
- 3 Process Map 3 – Increase of FPN to £120
- 4 Process Map 4 – EWO Service Legal Action

### **Role of School Improvement Advisors (SIA)**

Schools should work with their School Improvement Advisors who engages with school and advises/supports to promote the school improvement process. The SIA and the LA EWO Service can work closely together where this is possible to discuss those schools that may require additional support and where attendance is a concern.

### **Attendance Panels/Attendance Improvement Plans**

Attendance Panels are a strategy used in Wales to address attendance matters. Attendance panels often include School Governors, members of the Senior Staff in a school, EWO service, and parent/pupil. These panels can be utilised to examine progress and to review an Attendance Improvement Plan (AIP)

Parents should be invited into school as part of the graduated response to school attendance to discuss their child's attendance. An Attendance Improvement Plan (AIP) can be completed and signed during these meetings.

Letters of invitation to take part in Attendance Panel/AIP meetings should be sent to parents in advance by school wherever this is possible. If a parent/carer is not available to attend, then another letter should be sent to offer a further opportunity. Failure to attend without notification can result in any absences remaining unauthorised by the Headteacher.

### **Community Education Patrols (CEP)**

Community Education Patrols are a strategy employed under the Crime and Disorder Act 1998 when hotspots are identified at VARM/ASB.

North Wales Police have the power to engage parents found with children during school hours. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Community Education Patrols are employed as an occasional strategy that is dependent on the availability of resources and is intended to promote the benefits of regular school attendance/to promote partnership working.

Parents and pupils details are logged, along with the reasons for the pupil being away from school. Schools are emailed to inform them of the details obtained. (Not currently running within FCC)

### **First Day contact**

School should operate a first day contact process to confirm why a child is absent when no suitable explanation has been received. This process is deemed to be good practice and is an essential part of a robust safeguarding process within a school. Such pupils can then be referred to support services in accordance with the terms of this policy. There are a variety of devices that can text/call and employ digital means to contact parents in an automated manner. Some of these systems can record contacts directly onto the school SIMS.

### **Data Collection**

School's attendance data is continually being tracked and monitored electronically both on an individual pupil level and as a whole school. This data is collated by the Local Authority and shared with the SLA Engagement and the EWO Manager on a regular basis. Contact with Headteachers and schools' staff where data clarification is required is an established part of LA function. Such practice is intended to foster positive dialogues with schools in a collaborative manner at the earliest opportunity. Proactive data profiling is a key practice requirement of all school based EWO staff for 23/24 looking for persistent absentees below 90%.

### **Monitoring and Reporting**

School should regularly prepare reports to the Governing Body, Senior Management and School Improvement Advisors to ensure that levels of attendance are clear and that attendance codes are accurate. Parents should also be notified through the school's regular communication channels stated in this policy.

### **Virtual Learning**

Local information suggests that schools are utilising virtual learning to address a range of education and engagement issues in during 2023. The LA is working closely with WG to identify a protocol to share with schools and this will be updated in 23/24.

### **Mental Health and Emotional Wellbeing Impact Statement**

Southdown Primary School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been quality impact assessed and we believe that it is line with the Equality Act 2010 as it is fair, it does not priorities or disadvantage any pupil and it helps to promote quality at Southdown Primary School.

## Appendix 1: The Registration System

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

DESCRIPTION		MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not dual registration)	Approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending another establishment)	Approved educational activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (not agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness	Authorised absence
J	Interview	Approved educational activity
L	Late (before register closes)	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 educational activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after register closes)	Unauthorised absence
V	Educational trip or visit	Approved educational activity
W	Work experience	Approved educational activity
X	Un-timetabled sessions for non-compulsory school aged 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 NOTIFICATION OF A CHILD'S ABSENCE FROM SCHOOL

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance. All Wales Attendance Framework (2011)



### Important Information for Parents/Carers

- Parents and carers are discouraged from removing their children from school for a holiday during term time.
- There is no automatic right to absence for a family holiday.
- Authorisation will depend on current attendance record. Our attendance target this year is 95%
- Requests for leave of absence should be sent to school **no less than** 4 weeks prior to the start of the holiday
- This form **MUST** be completed by parents/carers before requests will be considered

<b>Child's Full Name:</b>			
<b>Class:</b>			
<b>First Day of Absence:</b>			
<b>Return to School Date:</b>			
<b>Number of school days requested:</b>			
<b>Reason for removing your child from school during term time:</b>			
<p><i>I understand that this holiday request may be authorised or not authorised and the Headteacher will use her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority EWO Service which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website).</i></p>			
<b>Signed:</b>		<b>Date:</b>	

**The Headteacher will assess the request and you will receive a response via text in due course.**

### SCHOOL USE ONLY

<b>Current attendance %:</b>	
<b>Number of late marks recorded:</b>	
<b>Total days requested on this occasion:</b>	
<b>Total days already taken this academic year:</b>	

<b>Authorised:</b>	<b>YES</b>	<b>NO</b>	<b>Comments:</b>
<b>Signed:</b>			
<b>Absence marked on SIMs:</b>			
<b>Parent/Carer informed by text:</b>			

Appendix 3 -Green Attendance Letter example

Ysgol Gynradd Southdown  
Linderick Avenue  
Bwcle  
Sir y Fflint  
CH7 2NP  
Ffôn: 01244 544473  
Ebost: [somail@hwbcymru.net](mailto:somail@hwbcymru.net)



Southdown Primary School  
Linderick Avenue  
Buckley  
Flintshire  
CH7 2NP  
Phone: 01244 544473  
Email: [somail@hwbcumru.net](mailto:somail@hwbcumru.net)

Miss Charlotte Luke  
Headteacher/Pennaeth  
[www.southdownprimaryschoolbuckley.co.uk](http://www.southdownprimaryschoolbuckley.co.uk)  
[@SouthdownCP](https://twitter.com/SouthdownCP)

«date\_of\_printing»,

Dear «salutation»,

Your child, «chosen\_forename»'s attendance for the Autumn Term is «percentage\_attendance» %.

This means that they are in our 'green' category and their attendance is excellent.

Congratulations to your child and a big thank you to you for striving to get them to school, it really has a huge impact on their learning.

Green	100%	Best chance of success.  Your child is taking full advantage of every learning opportunity - thank you for your support.
	99%	
	98%	
	97%	
	96%	
	95%	
Yellow	94%	Satisfactory: At least 2 weeks of learning missed.  Your child may have to spend time catching up with work.
	93%	
	92%	
	91%	
	90%	
Amber	89%	At least 4 weeks of learning missed.  Your child may be at risk of underachieving and may need extra support from you to catch up with work.
	88%	
	87%	
	86%	
	85%	
Red	84% and below	At least 5 ½ weeks of learning missed. Your child's poor attendance has a significant impact on learning and they are missing out on a broad and balanced education.

If you require a print out of the attendance marks, please do not hesitate to contact the school office. If you spot any mistakes, please let us know immediately and they can be rectified.

Yours sincerely,

Miss Luke

## Appendix 3 -Red Attendance Letter example

Ysgol Gynradd Southdown  
Linderick Avenue  
Bwcle  
Sir y Fflint  
CH7 2NP  
Ffôn: 01244 544473  
Ebost: [somail@hwbcymru.net](mailto:somail@hwbcymru.net)



Southdown Primary School  
Linderick Avenue  
Buckley  
Flintshire  
CH7 2NP  
Phone: 01244 544473  
Email: [somail@hwbcumru.net](mailto:somail@hwbcumru.net)

Miss Charlotte Luke  
Headteacher/Pennaeth  
[www.southdownprimaryschoolbuckley.co.uk](http://www.southdownprimaryschoolbuckley.co.uk)  
[@SouthdownCP](https://twitter.com/SouthdownCP)

«date\_of\_printing»,

Dear «salutation»,

Your child, «chosen\_forename»'s attendance for the Autumn Term is «percentage\_attendance» %.

This means that they are in our 'red' category and their attendance is falling significantly below the expected level. This may be due to genuine illnesses or other authorised circumstances. However please make every attempt to get your child in to school every day next term and aim to improve their attendance category.

If you feel you need support with your child's attendance please speak to us as soon as possible and we will discuss any appropriate strategies that may help. If attendance continues to cause us concern we may involve our Education Support Officer (ESO). The ESO's role is to work with families and to offer further advice and support beyond that of the school.

Green	100%	Best chance of success.  Your child is taking full advantage of every learning opportunity - thank you for your support.
	99%	
	98%	
	97%	
	96%	
	95%	
Yellow	94%	Satisfactory: At least 2 weeks of learning missed.  Your child may have to spend time catching up with work.
	93%	
	92%	
	91%	
	90%	
Amber	89%	At least 4 weeks of learning missed.  Your child may be at risk of underachieving and may need extra support from you to catch up with work.
	88%	
	87%	
	86%	
	85%	
Red	84% and below	At least 5 ½ weeks of learning missed. Your child's poor attendance has a significant impact on learning and they are missing out on a broad and balanced education.

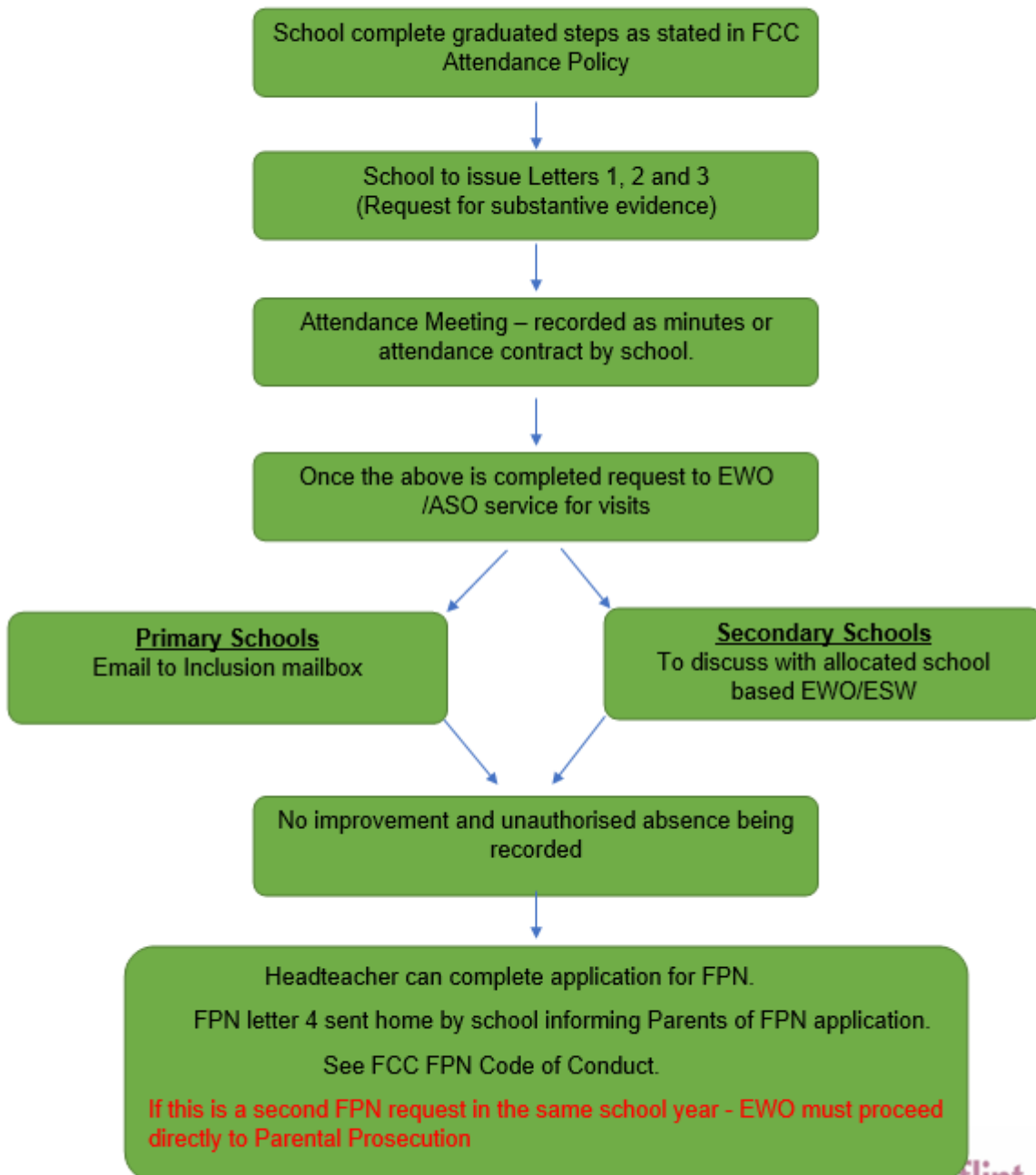
If you require a print out of the attendance marks, please do not hesitate to contact the school office. If you spot any mistakes, please let us know immediately and they can be rectified.

Yours sincerely,

Miss Luke

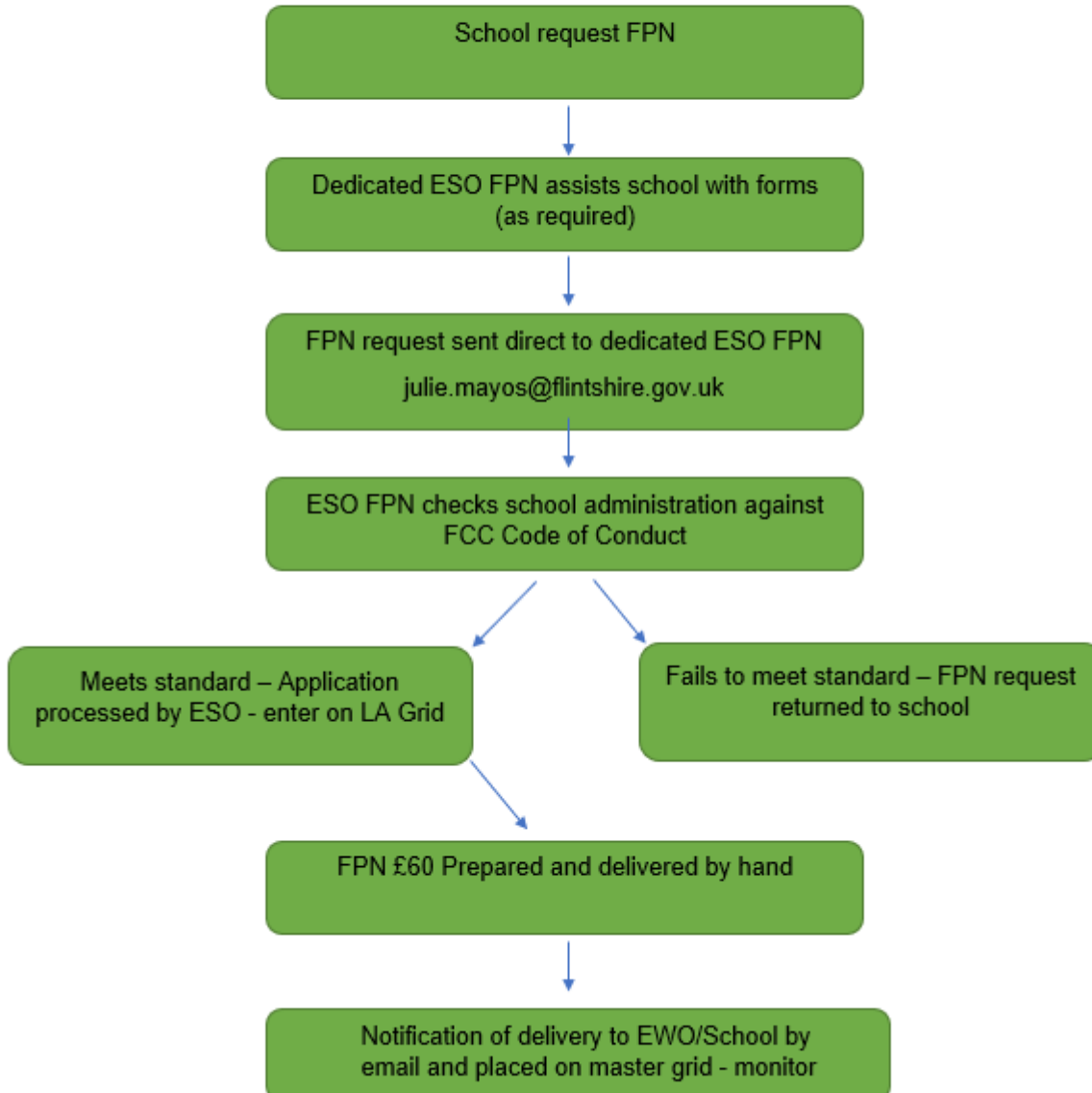
FCC EWO Service Attendance Support

**Schools Process Map 1**



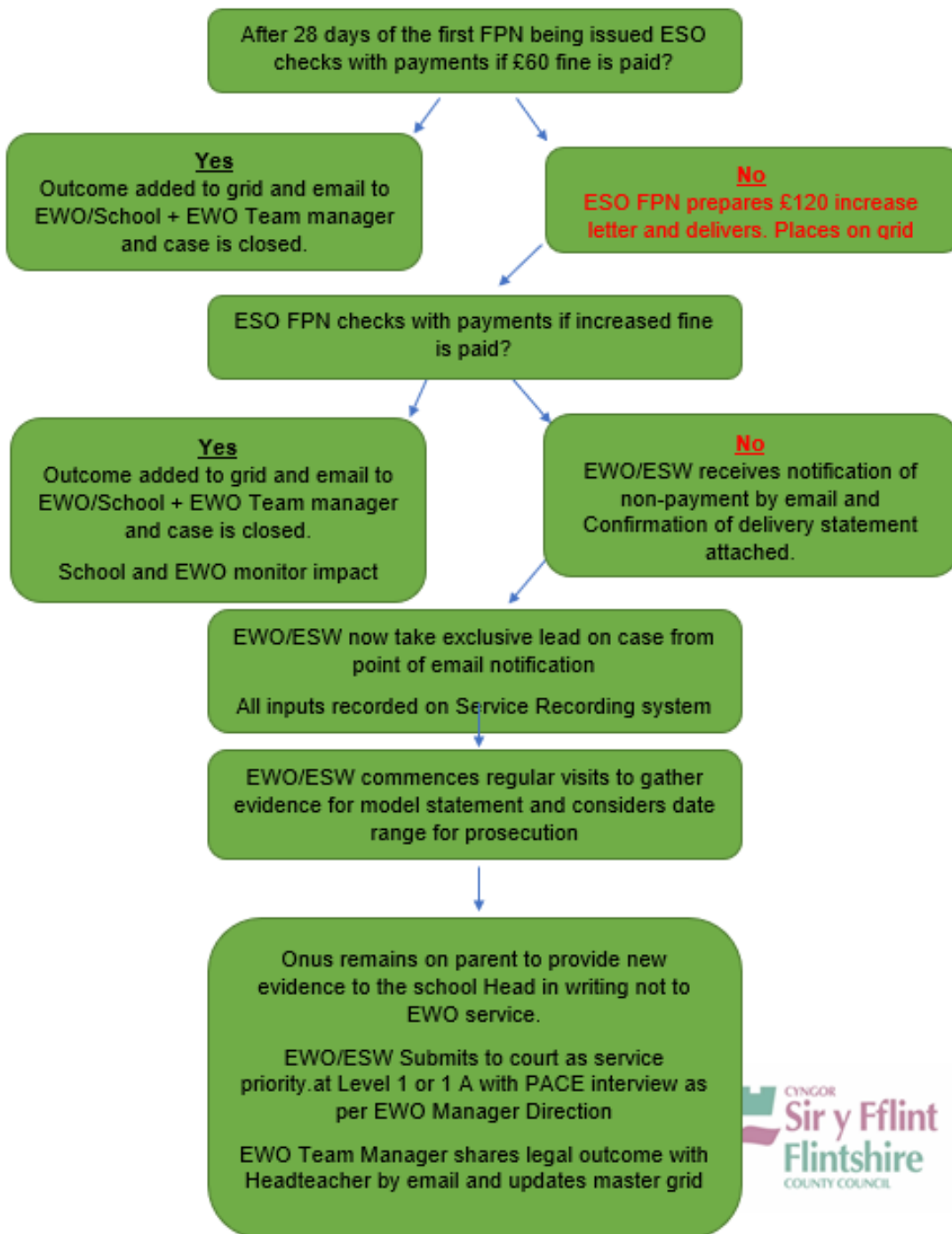
## EWO Service Process Map 2

### Fixed Penalty Notice £60 Process Map



## EWO Service Process Map 3

### Fixed Penalty Notice £120 Process Map



## EWO Service Process Map 4

### Legal Statements Process Map

