



Southdown Primary School



Attendance Policy 2026

Chair of Governors: 	Headteacher: 
Ratified on: 19 th May 2026	Review by: Summer 2027

Southdown Primary School
Attendance Policy

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 school's 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 5)

GREEN	95-100%	YELLOW	90-94%	AMBER	85-89%	RED	below 85%
--------------	---------	---------------	--------	--------------	--------	------------	-----------

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.

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 4).

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.

Flintshire County Council

Education & Youth

Schools Attendance Policy Template

Updated
March
2026

1. Introduction

Introduction

Aims	4
Core Principles	5
Legal Framework	5
Roles and Responsibilities of Schools	6
Roles and Responsibilities of Parents, Carers and Learners	8
Roles and Responsibilities of Education Welfare Service	8
Attendance Monitoring	10
Attendance Improvement Plans (AIP)	10
Fixed Penalty Notices (FPN)	11
Education Supervision Orders (ESO)	11
School Attendance Orders (SAO)	12
Prosecution for Non-Attendance	12
Children Missing Education (CME)	12
School-Based Strategies to Promote Attendance	13
Flexi-schooling, Reduced Timetables and Elective Home Education	13
Community Focused Schools (CFS)	14
Team Around the School (TAS)	14
Virtual Learning	14
Holidays in Term-Time	14
<i>Appendix 1 - Attendance Codes</i>	16-17
<i>Appendix 2 – Process Maps</i>	18 – 21
<i>Appendix 3 – Sample Attendance Letters</i>	22 – 25
Privacy Notice - Final Page	26

Introduction

Flintshire County Council (FCC) is committed to ensuring that every child and young person has access to a full-time, suitable education and feels a strong sense of belonging within their school community.

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. Persistent absence is often a symptom of unmet need and must be addressed through early identification, partnership working and proportionate intervention.

Flintshire County Council 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 policy sets out Flintshire's strategic and operational approach to school attendance and reflects the local authority's School Attendance expectations.

The policy is informed by:

- Belonging, Engaging and Participating: Guidance on improving learner engagement and attendance (Welsh Government, 2023)
- Welsh Government guidance on school attendance, registration and coding
- Welsh Government guidance on Children Missing Education (CME)
- The All Wales Attendance Framework
- The Education Act 1996
- The Education (Penalty Notices) (Wales) Regulations 2013
- Flintshire County Council's Code of Conduct for the Issuing of Fixed Penalty Notices

1. Aims

This policy aims to ensure that attendance and punctuality remain a priority for learners, parents/carers, schools, governing bodies, the local authority and partner agencies. Flintshire County Council will support schools to:

- Promote a safe, inclusive and welcoming environment where all learners feel valued and supported
- Raise attainment and wellbeing through high levels of attendance and punctuality
- Embed a whole-school culture that promotes belonging, engagement and participation
- Identify and address barriers to attendance at the earliest opportunity
- Ensure attendance data is accurate, timely and effectively monitored
- Safeguard learners through robust Children Missing Education procedures
- Apply statutory interventions fairly, proportionately and consistently where required

2. Core Principles

Flintshire's approach to attendance is underpinned by the following principles:

- Belonging first – learners attend more consistently when they feel safe, respected and included
- Early intervention – attendance concerns should be addressed before patterns become entrenched
- Shared responsibility – improving attendance requires collaboration between schools, families, the local authority and partners
- Graduated response – support is prioritised, with statutory action used only where necessary

- Safeguarding focus – absence and missing education are safeguarding concerns

3. Legal Framework

3.1 Statutory School Age

For the purposes of this policy, compulsory school age is defined in accordance with Section 8 of the Education Act 1996. A child reaches compulsory school age at the beginning of the school term following their fifth birthday and ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

3.2 Parental Responsibility

Under Section 7 of the Education Act 1996, parents have a legal duty to ensure that their child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any additional learning needs, either by regular attendance at school or otherwise.

Section 444 of the Act states that a parent commits an offence if a registered pupil fails to attend school regularly and the absence is unauthorised.

3.3 All children must have an education. The Education Act 1996 says:

- Parents (or carers) must make sure their children have an 'efficient' and 'suitable' education that meets their needs.
- Local authorities must make sure all children in their area are receiving a suitable education.

4. Roles and Responsibilities of Schools

School should regularly prepare reports to the Governing Body, Senior Management and for appropriate monitoring agencies 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.

4.1 Headteachers

Headteachers are responsible for:

- Overall implementation of attendance arrangements within school
- Ensuring registers are completed accurately and in line with Welsh Government guidance
- Determining whether absences are authorised or unauthorised
- Leading early intervention and engagement with families
- Working closely with governors, Education Welfare Services (EWS) and Supporting Improvement Advisors
- Referring concerns relating to Children Missing Education in line with FCC CME procedures
- Requesting Fixed Penalty Notices where appropriate ensuring evidence thresholds are met

4.2 Governing Bodies

Governing bodies are responsible for:

- Approving and annually reviewing the school attendance policy
- Monitoring attendance data and trends
- Appointing a lead governor for attendance
- Holding school leaders to account for attendance outcomes

4.3 School Staff

All school staff have a role in promoting attendance. Specific responsibilities include:

- Promoting attendance as part of daily school culture
- Completing registers accurately twice daily
- Ensuring consistent application of attendance procedures

- Monitoring attendance data and patterns
- Following up unexplained absences promptly
- Making first-day contact with parents/carers
- Managing registers, late arrivals and attendance records
- Liaising with EWS for advice and support with any attendance concerns

4.5. Keeping School Registers

The school attendance register is a legal document. Under The Education (Pupil Registration) (Wales) Regulations 2010, schools are required to maintain an accurate record of attendance.

- Mark registers twice daily (morning and afternoon) to support safeguarding
- Record attendance accurately on SIMS, including a reason for absence with a flag/comment and staff initials
- Ensure registers and Registration Certificates are accurate and complete daily, as they may be used as legal evidence by the Education Welfare Service

5. Roles and Responsibilities of Parents, Carers and Learners

5.1 Parents and carers are expected to:

- Ensure their child attends school regularly and punctually
- Notify the school promptly of absence and provide reasons
- Engage with school and support services to address attendance concerns
- Keep contact details up to date

5.2 Learners

Learners are expected to:

- Attend school regularly and on time
- Engage positively with learning and support
- Communicate concerns that may affect attendance

6. Roles and Responsibilities of the Local Authority Education Welfare Service (EWS)

The Education Welfare Service (EWS) is a statutory service supporting schools to ensure pupils attend school regularly. EWS meet or liaise with a senior member of staff to discuss cases and raise concerns.

Secondary schools have a designated Education Welfare Officer (EWO) or Education Social Worker (ESW) who:

- Liaises regularly during in-school attendance review meetings.
- Accepts direct requests for support via school review meetings, email or telephone.

Primary schools receive initial attendance support from an Education Support Officer (ESO) who:

- Conducts half termly attendance meetings
- Complete initial visits and support with early interventions.
- Transfer cases to an EWO or ESW where further support or legal action is required.

Schools retain responsibility for attendance registers; recording of marks is at the Headteacher's discretion per [WG Coding Guidance Appendix 1 - Attendance Codes](#).

The Education Welfare Service uses SIMS data to identify patterns and potential concerns proactively. Regular attendance profiles are also conducted by the Senior Learning Advisor – Engagement to identify patterns and individual learners that may require support.

The EWS operates under a Service Outline Statement and One Page Profile (FCC Education Engagement Services Policy, Dec 2024).

Under the Education Act 1996, Parents have a legal duty to ensure their children attend school regularly and punctually. Where parents fail to meet this duty, statutory action may be taken:

- **Fixed Penalty Notices (FPN)**
- **Education Supervision Orders (ESO)**
- **School Attendance Orders (SAO)**
- **Prosecution of Non-Attendance**

Statutory action is only used as a last resort. The EWS works to support parents, schools, and pupils first.

The support and intervention process, including FPN and court procedures, is provided in attached process maps for clarity.

7. Attendance Monitoring

Attendance is monitored continuously at school and local authority level by the Education Welfare Service. Welsh Government defines persistent absence as attendance below 90%. School should regularly profile attendance of students with attendance below 90%.

Flintshire operates a graduated response to address persistent absence:

- Attendance Letter 1 – Informs parents/carers attendance is <90% and is being monitored
- Attendance Letter 2 – Attendance has not improved, letter informs parents/carers that medical evidence IS now required to authorise absences. Home visits to be completed by allocated member of EWS
- Attendance Letter 3 - meeting to be arranged with parent/carer and EWO/ESW to be present. Attendance Improvement Plan can be discussed and implemented at this stage
- Attendance Letter 4 – No improvements and letter issued to parents/carers that a Fixed Penalty Notice is being applied for

Wherever possible, schools should send all attendance letters out to parents/carers via email. Good practice would be to add read and receipt as this will provide evidence that the email has been received and read. Sample attendance letters *Appendix 3* included in the policy.

8. Attendance Improvement Plans (AIP)

Parents and carers should be invited to attend school as part of the graduated response to their child's attendance (Attendance Letter 3). These meetings provide an opportunity to discuss attendance concerns and to develop an Attendance Improvement Plan (AIP), which can be completed and signed during the meeting.

If a parent or carer is unable to attend, a further letter should be issued offering an additional opportunity to participate. Failure to attend without providing notification may result in any absences remaining unauthorised at the discretion of the Headteacher.

9. Fixed Penalty Notices (FPN)

Fixed Penalty Notices may be considered under the Education (Penalty Notices) (Wales) Regulations 2013 where unauthorised absence persists despite supportive intervention.

Flintshire County Council operates FPNs in accordance with the FCC Code of Conduct, which sets out:

- Thresholds for unauthorised absence or lateness
- Evidence requirements and prior interventions
- Processes for issuing, monitoring and escalation

The decision to request an FPN rests with the Headteacher. Non-payment may result in prosecution under Section 444 (1) of the Education Act 1996 for failing to ensure regular school attendance. This may lead to an appearance in the Magistrates court and result in a fine up to £1,000 per child.

10. Education Supervision Orders (ESO)

Education Supervision Orders are provided for under the Children Act 1989 and may be considered where a child of compulsory school age is not being properly educated and where supervision by the local authority is necessary to ensure the child's educational needs are met.

An Education Supervision Order places the child under the supervision of the local authority and enables an Education Welfare Officer to advise, assist and, where appropriate, give directions to the child and their parents in relation to education. Education Supervision Orders are intended to be supportive rather than punitive and may be used where sustained non-attendance persists despite early intervention and partnership working, but where prosecution is not considered the most appropriate course of action.

11. School Attendance Orders (SAO)

School Attendance Orders are issued under Sections 437–443 of the Education Act 1996. A School Attendance Order may be considered where a parent has failed to demonstrate that a child of compulsory school age is receiving a suitable education and where the local authority believes that the child should attend a specified school.

School Attendance Orders are most commonly used where a child is not registered at any school and the local authority is not satisfied that suitable education is being provided, including in circumstances where Elective Home Education arrangements are considered unsuitable.

Failure to comply with a School Attendance Order may result in legal proceedings.

12. Prosecution for Non-Attendance

If there is evidence that parents or carers knew their child was not attending school and failed to take action, they may be prosecuted under Section 444(1A) of the Education Act 1996.

Upon conviction, parents or carers can face up to three months' imprisonment and/or a fine of up to £2,500.

13. Children Missing Education (CME)

Children Missing Education represent a significant safeguarding risk. Schools must:

- Notify the local authority where a pupil's whereabouts or educational provision is unclear
- Follow FCC CME procedures before removing a pupil from roll
- Maintain accurate registers and transfer records promptly
- No pupil should be removed from roll until a confirmed destination is established or the CME process is completed

14. School-Based Strategies to Promote Attendance

Schools are encouraged to adopt inclusive, evidence-informed strategies including:

- Positive school environments and strong relationships
- Effective transition planning
- Attendance assemblies and rewards
- Engagement with families through regular communication
- Breakfast clubs and wellbeing-focused provision

15. Flexi-schooling, Reduced Timetables and Elective Home Education

Flexi-schooling and reduced timetables should only be used in exceptional circumstances and must be time-limited, planned and subject to regular review. They must not be used as a long-term response to attendance difficulties or as a means of managing behaviour.

Any arrangement that results in a pupil attending school on a reduced basis must be formally agreed, clearly documented and include a plan for reintegration to full-time education. Parents retain responsibility for ensuring suitable education during any period not spent in school.

Elective Home Education (EHE) is a lawful choice under Section 7 of the Education Act 1996. Where parents choose to educate their child at home, Flintshire County Council will act in accordance with Welsh Government Elective Home Education

16. Community Focused Schools (CFS)

CFS play an active role in supporting school attendance through the service provided in published CFS Strategy and service delivery booklet

17. Team Around the School (TAS)

Team Around the school is a new project for 25/26 and is currently based within the Flint Community.

TAS Guidance and booklet is available to provide further details of this approach and its role is supporting with school attendance matters.

18. Virtual Learning

Local information suggests that schools are utilising virtual learning to address a range of education and engagement issues on occasion. The AV 1 robot is also another means by which schools can support pupils with anxiety or EBSA.

The LA is working to improve the range of means by which virtual learning opportunities can be employed.

19. Holidays in Term-Time

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

All requests for term-time holidays must be submitted using the school's holiday request form and completed by the parent(s) or guardian(s). The Headteacher will determine whether the request is authorised, taking into account the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

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.
	93%	Missing 14 days of school. This is almost three weeks of Education lost
Red	92% and below	Missing more than 3 weeks of Education. A serious loss of learning that may have a detrimental effect on achievement.

Appendix 1 WG Attendance Codes

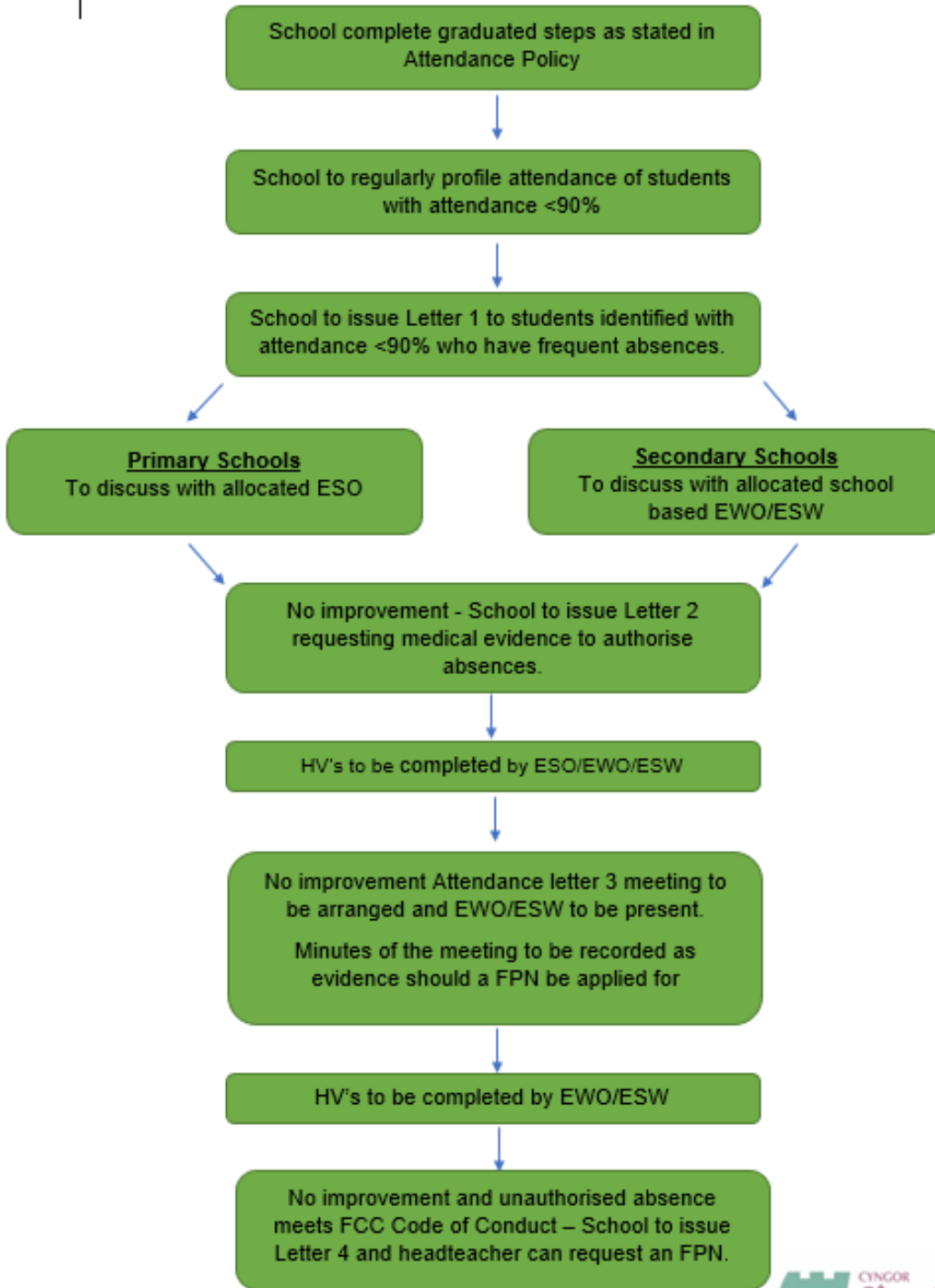
Code	Meaning	Statistical meaning
/ \	Present at registration	Present
L	Late (arrived before register closed)	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances (not covered by another code)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence (no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
X	Un-timetabled sessions for non- compulsory school age	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend

Appendix 2 – Process Maps

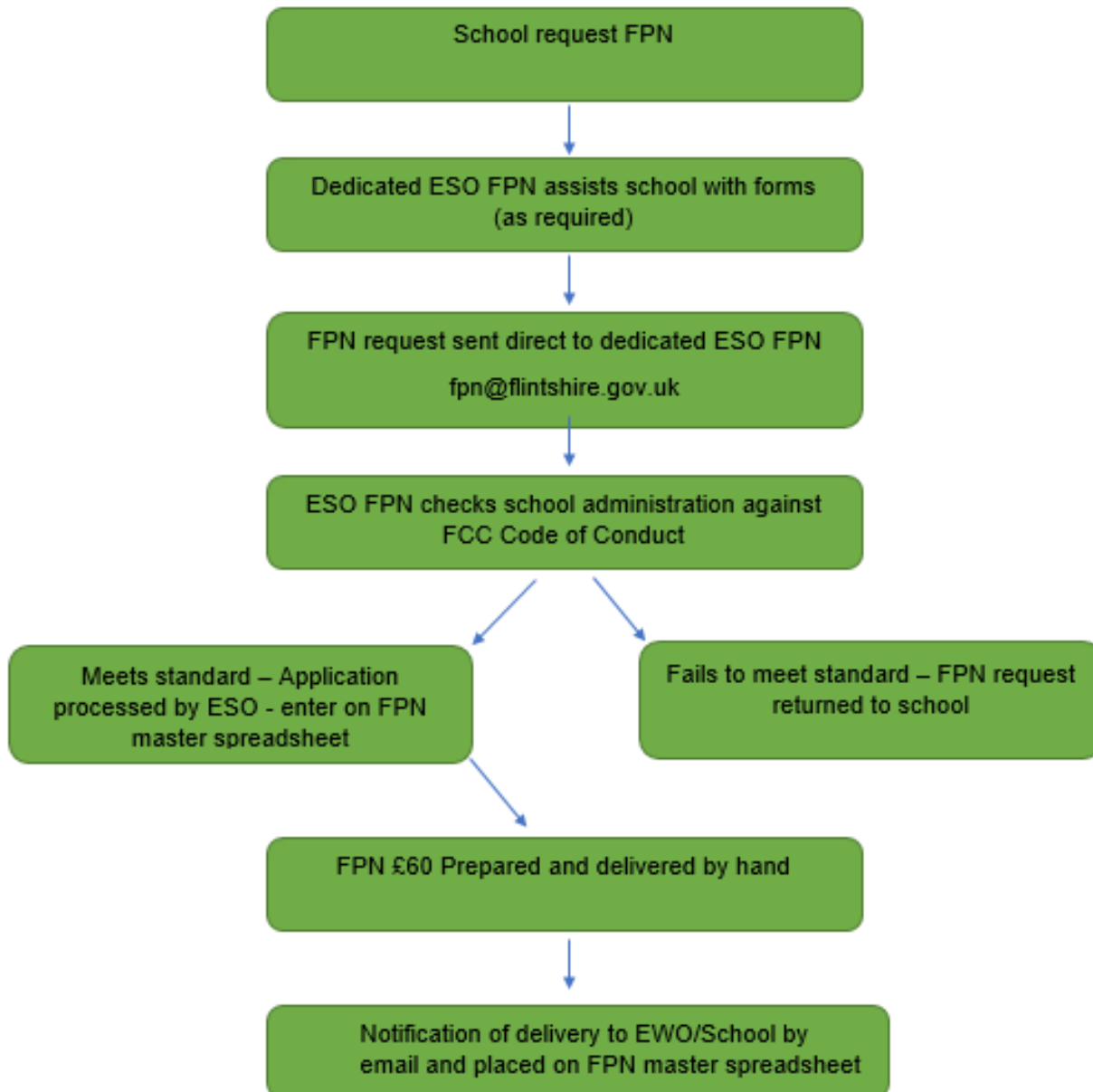
Process Maps

- 1 Process Map 1 – Attendance Monitoring Process Map 2025.
- 2 Process Map 2 – Fixed Penalty Notice £60 Process Map.
- 3 Process Map 3 – Fixed Penalty Notice £120 Process Map.
- 4 Process Map 4 – FPN Unpaid Court Statement Process.

Attendance Monitoring Process Map 2025

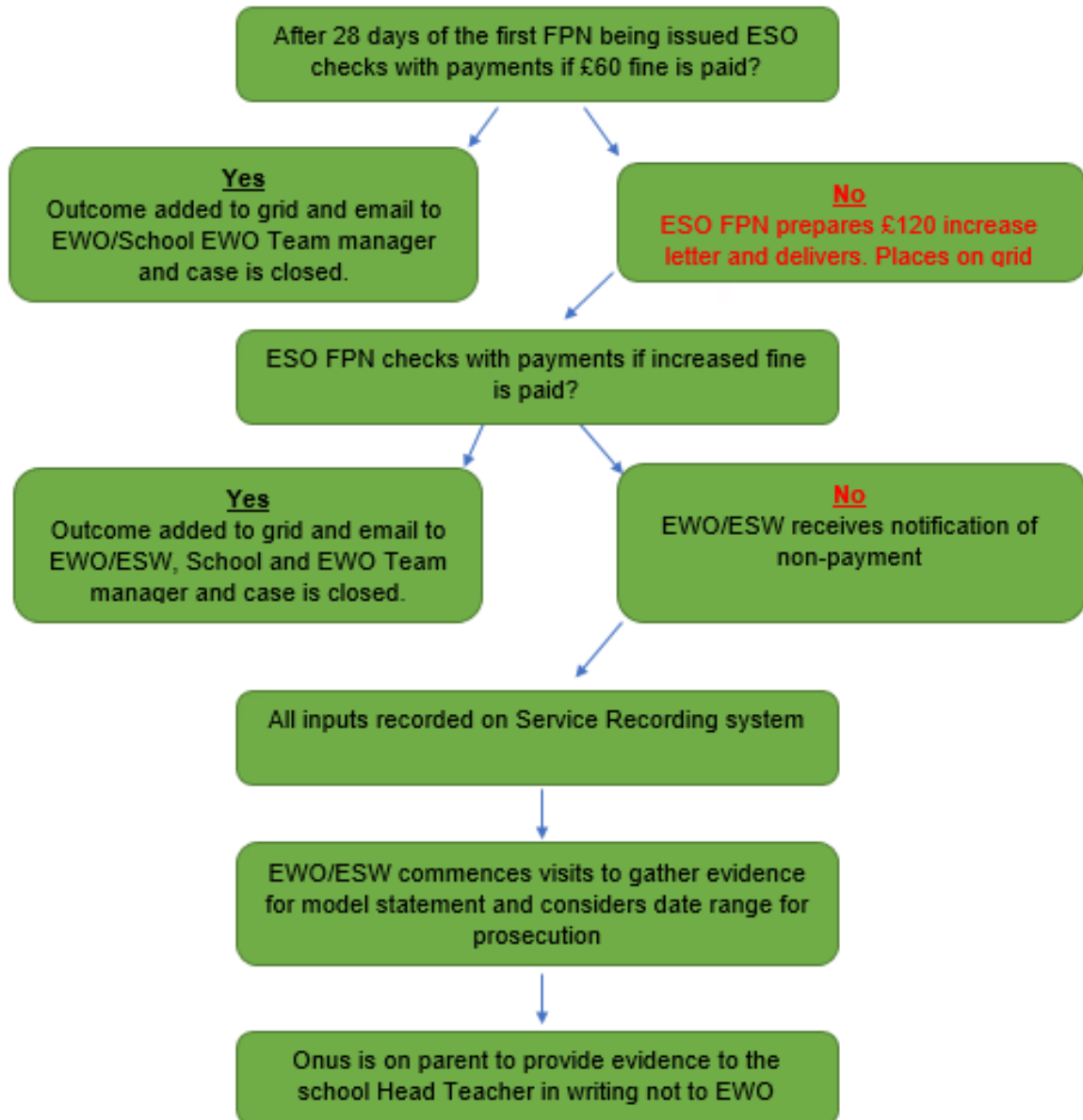


Fixed Penalty Notice £60 Process Map



FPN Allocation Stages and Legal Proceedings
EWO Service Steps 2025

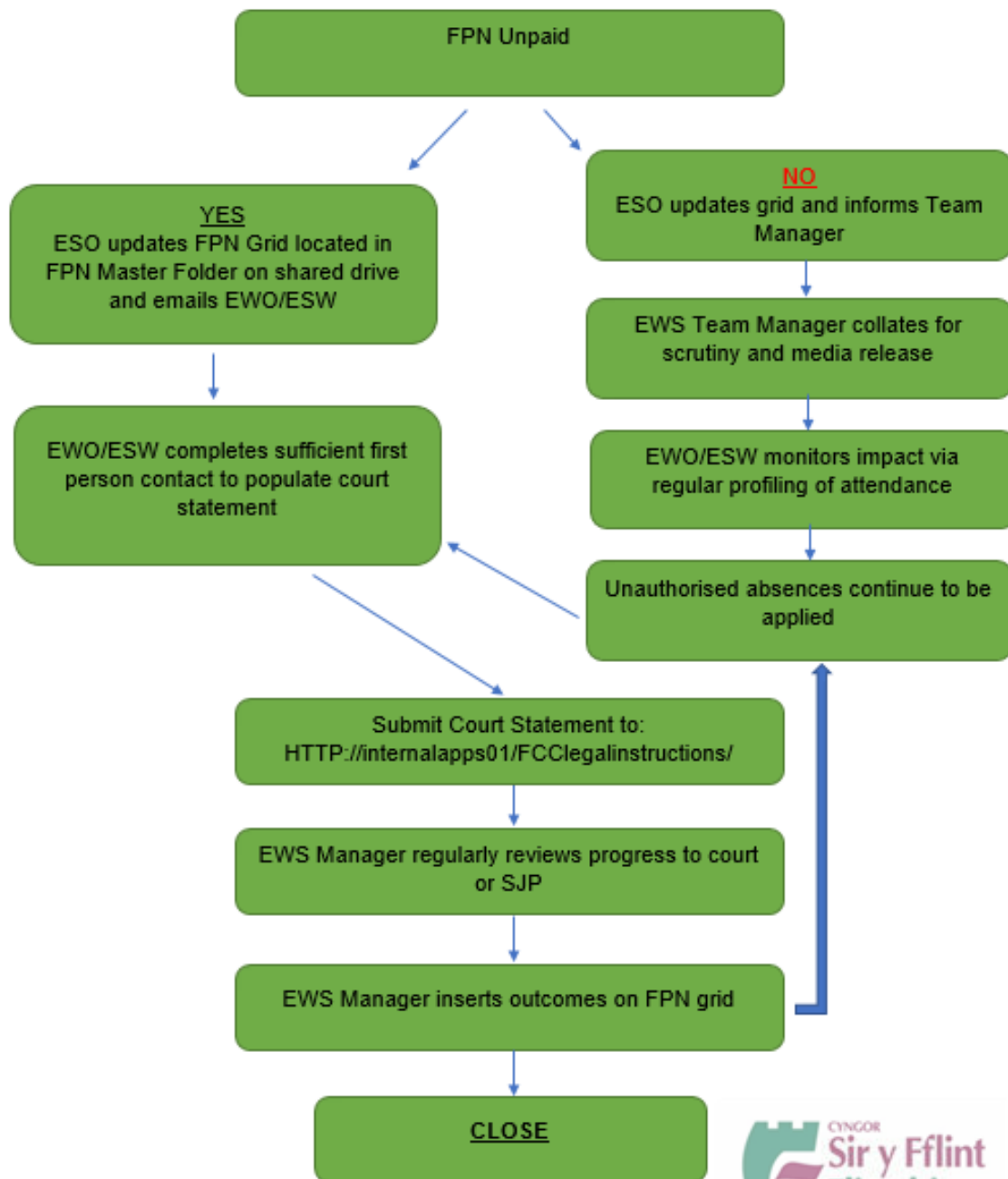
Fixed Penalty Notice £120 Process Map



FPN Allocation Stages and Legal Proceedings

EWS Service Steps 2025

FPN Unpaid Court Statement Process



Sample Attendance Letters

Letter 1 – Monitoring

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re: «full_name» - «year_reg»

The expectation of Schools, is that pupil attendance should not fall below%.

I regret to inform you that a check of attendance records reveals that «forename»'s average attendance for this school year is just «percentage_attendance»%.

I enclose a copy of «forename»'s attendance certificate for your information.

I would appreciate it if you could work with school staff to ensure that your child attends school regularly. However, if there are any particular difficulties as to why «forename» is unable to attend school, please do not hesitate to contact me.

Yours sincerely/Yn gywir

Headteacher/Pennaeth

Letter 2 – Medical Evidence

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re: «full_name» - «year_reg»

I recently wrote to you expressing my concerns regarding «forename»'s school attendance and informed you of the expectations of Schools, Local Authorities, Inspectors and the National Assembly for Wales.

I regret to inform you that a check of attendance records reveals that «forename»'s attendance is «percentage_attendance»% with no improvement.

I enclose a copy of «forename»'s attendance certificate for your information.

Any further absences will be recorded as unauthorised unless medical/other written evidence is provided.

I would appreciate it if you could work with school staff to ensure that your child attends school regularly. However, if there are any particular difficulties as to why «forename» is unable to attend school, please do not hesitate to contact me.

Yours sincerely/Yn gywir

Headteacher/Pennaeth

Letter 3 – Invite to Meeting

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re: «full_name» - «year_reg»

I am concerned to note that «chosen_forename» has been absent from school again. As you will appreciate «chosen_forename»'s attendance is a serious concern and every day they are absent from school has a detrimental impact on their learning and achievement.

«chosen_forename»'s attendance is a serious issue and the expectation of Schools, Local Education Authorities, Inspectors and the National Assembly for Wales, is that «chosen_forename»'s attendance should not fall below 95% during any part of the academic year. The school has no choice but to pursue any absenteeism and report any pupils who fall below 90% attendance to the Local Education Authority, «chosen_forename»'s attendance is currently only «percentage_attendance»%.

I enclose a copy of their attendance certificate for your information. Please note that some of these absences are unauthorised and unexplained and we would appreciate you attending a meeting at school with me on **DATE** at **TIME** to discuss «chosen_forename»'s continued poor attendance and hopefully put in place strategies to assist them in improving their attendance.

I would also like to inform you that in line with the schools attendance policy; I will be informing the Local Education Authority via the Educational Welfare Officer about «chosen_forename»'s continued absence this academic year.

If you would like to discuss this matter further please do not hesitate to contact me at the school and I look forward to meeting with you. If you are unable to attend this meeting please contact me at your earliest opportunity to arrange an alternative date or time as it is very important we meet.

Yours sincerely/Yn gywir

Headteacher/Pennaeth

Letter 4 – FPN Application

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re: «full_name» - «year_reg»

Attendance: «percentage_attendance»%

I am writing to you to inform you that I will be applying to the Local Authority to request a Fixed Penalty Notice of £60.

The School staff have written to you and arranged a meeting to discuss the concerns that exist with regard to the unauthorised absence that is recorded on our schools attendance register. These matters remain unresolved to date and no evidence has been received to enable me to authorise the absences.

Yours sincerely/Yn gywir

Headteacher/Pennaeth

Cc: EWO

Privacy notice

Your data will be processed by Flintshire County Council only for the specific purposes of assessing your enquiry. Flintshire County Council may share pupil data with other local authorities, the NHS, Police and agencies for the purpose of performing background checks. This may involve transferring your data outside of the European Economic Area if you have resided in any country outside the EEA.

Flintshire County Council will retain information for 10 years. If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>

Appendix 4 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 93%
- 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

Child's Full Name:			
Class:			
First Day of Absence:			
Return to School Date:			
Number of school days requested:			
Reason for removing your child from school during term time:			
<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>			
Signed:		Date:	

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

SCHOOL USE ONLY

Current attendance %:			
Number of late marks recorded:			
Total days requested on this occasion:			
Total days already taken this academic year:			
Authorised:	YES	NO	Comments:
Signed:			
Absence marked on SIMs:			
Parent/Carer informed by text:			

Appendix 5 -Green Attendance Letter example

Ysgol Gynradd Southdown
Linderick Avenue
Bwcle
Sir y Fflint
CH7 2NP
Ffôn: 01244 544473
Eboost: somail@hwbcymru.net



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

Miss Charlotte Luke
Headteacher/Pennaeth
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 5 -Red Attendance Letter example

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



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

Miss Charlotte Luke
Headteacher/Pennaeth
www.southdownprimaryschoolbuckley.co.uk
@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%	
Yellow	95%	Satisfactory: At least 2 weeks of learning missed. Your child may have to spend time catching up with work.
	94%	
	93%	
	92%	
	91%	
Amber	90%	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.
	89%	
	88%	
	87%	
	86%	
Red	85%	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.
	84% and below	

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