



Caerleon Cluster

Attendance Policy/ Polisi Presenoldeb

This policy was adopted by the governing body of Caerleon Comprehensive School in February 2023 and will come into effect on 1st September 2023.

The Caerleon Cluster Attendance Policy has been agreed by all schools and Governing Bodies within the cluster.



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Our shared principles

- Every child has a fundamental right to be educated, to flourish personally and to achieve their very best academic results; these are more secure with high levels of attendance.
- By law all children of compulsory age must receive a proper full-time education.
- Parents/carers and teachers have a duty to ensure maximum attendance at school.
- Our cluster expects every student and parent/carer to aim for 100% attendance in each academic term and year.

Our shared aims

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

Our shared objectives:

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

The wider aims of our cluster attendance policy are to:

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



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

The Caerleon cluster aim to ensure that the provision outlined in the Attendance Policy considers the varied individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, religious or non-religious belief, family background or any other individual characteristics. We aim to ensure that all stakeholders also share these values.

Excellent and regular attendance at school is essential if students are to succeed and fulfil their potential. To ensure this, the Caerleon cluster employs a whole school approach toward attendance with class teachers, form tutors, pastoral teams, school support/attendance officer, designated leadership and the Educational Welfare Officer all fully involved in monitoring student attendance.

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

What Parents/Carers can expect from each school

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

What pupils/students can expect from school

- A safe learning environment in which students feel valued and secure.
- Consistently applied rewards and recognition for excellent and improving attendance.
- Support when experiencing any difficulties.
- Contact with home when feeling unwell.



- Home visits from the schools Education Welfare Officer (EWO), school meetings, letters, and telephone calls with parent/carers regarding attendance issues.



What the Cluster can expect from Newport City Council Education Welfare Service

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

Attendance Policy Guidance and Procedures

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

Specific responsibilities include:

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

Our cluster can expect all schools to:

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

Parent/carer responsibilities:

- To perform their legal duty by ensuring their children of compulsory school age attend regularly. Absences should only be for genuine illness or in exceptional circumstances.
- To ensure their children attend school punctually.



- To provide school with their current and at least two emergency telephone number(s), an email address for school records and keep school updated on any changes.
- To inform schools on the first day of their child's absence.
- To take holidays during the school holiday periods; any leave of absence during term time must be applied for in advance.

In the case of absence our parents/carers will:

- Contact school to notify of absence using agreed systems.
- Arrange medical appointments outside of school time whenever possible.
- Arrange family holidays during the school holidays.
- Contact the school to report any attendance concerns.

Student Responsibilities:

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

Our primary class teachers and secondary form tutors will:

- Raise the profile and importance of excellent attendance.
- Monitor attendance of their class/tutor group daily and ensure SIMS attendance records are updated.
- Collect information from students regarding any absence.
- Meet with parents/carers as appropriate.
- Use previous attendance figures to negotiate termly attendance targets with each member of the class/tutor group (primaries only).
- Support students in achieving attendance targets.
- Follow up attendance and punctuality concerns, robustly.

Comprehensive school subject teachers will:

- Liaise with Heads of Year about students whose learning is being negatively affected by repeated lateness or absence.
- Raise the profile and importance of excellent attendance.

Comprehensive school Heads of Year with the support of the Attendance Officer will:



- Monitor attendance fortnightly.
- Monitor the lateness of students who are late on a daily and fortnightly basis.
- Follow up with parents' students who are repeatedly late.
- Meet the Educational Welfare Officer on a regular basis.
- Distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays.
- Use attendance rewards to improve attendance.
- Meet with parents as appropriate.
- Provide a regular report on attendance in year groups for the designated senior lead.

Our School Support /Attendance Officers will:

- Monitor the SIMS system, and report concerns and faults to the relevant class teachers and school leaders.
- Contact all students on first day of absence by telephone/text message or letter.
- Refer students with repeated absences / uninformed absences to the Head of Year / designated school lead.
- Update attendance data twice daily primary / registration and every lesson secondary.
- Produce registers and statistics regularly for the school lead and Pastoral team.
- Communicate clearly to parents/carers of students who arrive late promoting punctuality and advising that lateness (after the close of registration) is recorded as an authorised absence.

The designed senior lead in school will, as appropriate:

- Ensure that all key staff are aware of whole school and year group attendance targets and progress on achieving these.
- Produce summary documents for Governors and the Headteacher.
- Ensure parents, staff and students are made aware of changes to attendance recording or reporting.
- Monitor attendance weekly.
- Negotiate annual attendance targets based on previous attendance figures.
- Liaise with Heads of Year and the Educational Welfare Officer to ensure resources are used effectively and students monitored appropriately.
- Meet with parents as appropriate.
- Ensure attendance is discussed in fortnightly meetings between all Heads of Year and line managers (Secondary) and with class teachers (primary).
- Raise the profile of, and reward, good attendance on a regular basis.



- Review persistent unauthorised absences, issue warning letters and liaise with the Local Authority over the issue of Fixed Penalty Notices.

Our Educational Welfare Officer (EWO) will:

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

Absence from school:

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

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

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

Absence Codes:

B - Educated off-site	Approved Educational Activity
C - Other authorised circumstance	Authorised Absence
D - Dual-registered	Approved Educational Activity
E - Excluded	Authorised Absence
F - Extended family holiday (agreed)	Authorised Absence
G - Family holiday (not agreed)	Unauthorised Absence
H - Family holiday (agreed)	Authorised Absence
I - Illness	Authorised Absence
J - Interview	Approved Educational Activity
L - Late (before registers close)	Present
M - Medical appointment	Authorised absence
N - No reason yet provided for absence	Unauthorised Absence



O - Unauthorised absence

P - Approved sporting activity

R - Religious observance

S - Study Leave

T - Traveller absence

U - Late after registers close

V - Educational Visit or Trip

W - Work Experience

Y - Partial or enforced closure

X - Non-compulsory school age abs

- School closed to all pupils

Z - Pupils not on role

Unauthorised Absence

Approved Educational Activity

Authorised Absence

Authorised Absence

Authorised Absence

Unauthorised Absence

Approved Educational Activity

Approved Educational Activity

Attendance not required

Attendance not required

Attendance

Attendance not required



Registration:

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

Procedure for absence concerns:

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

Medical appointments:

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

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

Entertainment licenses:

Schools will only consider granting leave of absence for pupils who are in possession of an up to date entertainment/performance license.



Leave of absence in term time

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

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

- The child is of statutory school age (5 years and above).
- The requested leave does not fall within the assessment/examination period for the year group.

Holiday requests

The Caerleon Cluster takes a consistent approach and does not authorise any holiday in term-time; indeed FPNs are issued if a highly significant number of days are taken for holiday.

Fixed Penalty Notices (FPN)

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

FPNs may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays.
- Persistent late arrive at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival.
- Truancy, where the child has come to the attention of the police or public during school hours for being absent from school, without an acceptable reason.
- Fixed Penalty Notices are currently set at £60 and must be paid within 28 days. Non-payment within this time frame results in a total penalty of £120. Non-payment of fines will result in prosecution.



Child Missing Education (CME)

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

Admissions and deletions from school roll:

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

Re-integration

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

Elective Home Education (EHE)

For further information on EHE please visit the [Newport City Council Website](#).



Appendices (Caerleon Comprehensive Only – Primaries in the cluster use different letters)

Email 1

Dear Parent/Carer of \$Forename\$ \$Surname\$ \$RegGroup\$

I am writing to inform you that \$Forename\$’s school attendance, for the academic year to date, is currently XX%. This has been discussed between the Head of Year and the school’s Attendance Officer and \$Forename\$’s attendance will continue to be monitored.

We appreciate our students are unwell from time to time and I would like to thank the parents and carers who contact the school to inform us when this is the case.

If your child’s absence is due to a holiday or an evidenced medical issue then this has been noted in school; there is no need to inform us again. Should you feel you need support with improving \$Forename\$’s attendance then please contact their Head of Year whose contact email address can be found on the Contact page of the school website at www.caerleoncomprehensive.net

Please be aware that where it is evident that there are no underlying reasons that are impacting on school attendance, then a Fixed Penalty Notice may be considered.

Kind regards

Mr A Gardner - Assistant Headteacher



Email 2

Dear Parent/Carer of \$Forename\$ \$Surname\$ \$RegGroup\$

I am writing to inform you that \$Forename\$'s school attendance, for the academic year to date, is currently XX%. \$Forename\$'s attendance has not improved since the previous attendance email you were sent. This means that your child has missed too much school and it is very likely that their academic progress has been affected as a result.

This has been discussed between the Head of Year, Attendance Officer and Assistant Headteacher. \$Forename\$'s attendance will continue to be monitored closely and an improvement is expected. Should this not be the case, you will be invited in for a school meeting to discuss the issue.

The school wishes to continue to support \$Forename\$ with their attendance; please contact \$Forename\$'s Head of Year should you believe there to be anything they need to be made aware of. The email addresses for Heads of Year can be found on the Contact Us page of the school's website at www.caerleoncomprehensive.net

Please be aware that where it is evident that there are no underlying reasons that are impacting on school attendance, then a Fixed Penalty Notice may be considered.

Kind regards

Mr A Gardner - Assistant Headteacher



Email 3

Dear Parent/Carer of \$Forename\$ \$Surname\$ \$RegGroup\$

I am writing to inform you that \$Forename\$’s school attendance, for the academic year to date, is currently XX%. \$Forename\$’s attendance has not improved since the previous attendance email you were sent. This means that your child has missed too much school and it is very likely that their academic progress has been affected as a result.

This has been discussed between the Head of Year, Attendance Officer and Assistant Headteacher. At this stage we would like to invite you into school for a meeting to discuss \$Forename\$’s attendance. We would like this meeting to take place on XXX at XXX.

Please be aware that if \$Forename\$’s attendance does not improve following the school meeting then a referral will be made to the Local Authority’s Education Welfare Service. The purpose of this is to support you with improving \$Forename\$’s attendance so that we can ensure they progress in school to the best of their ability. Following the submission of the referral the school’s Education Welfare Officer will be in touch with you to see what support you need.

Please be aware that where it is evident that there are no underlying reasons that are impacting on school attendance, then a Fixed Penalty Notice may be considered.

Kind regards

Mr A Gardner - Assistant Headteacher



FPN

Parent name & address

Dear xxxxxx

RE: Student name & form - Financial Penalty Warning Letter

I have reviewed xxxx's attendance record and am concerned to note that xxxx has incurred xx absent sessions and xx unauthorised absent sessions, this academic year. Xxxxx's attendance is currently xx%. I enclose a copy of xxxx's attendance certificate.

May I remind you that as a parent/carer of a child who is a registered student at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school will continue to monitor xxxx's attendance and consideration is being given to the issue of a Fixed Penalty Notice.

Moving forward, we will only authorise sickness absence upon receipt of evidence of a visit to a GP.

Support and guidance regarding attendance is available from school or the Local Authority, however should you have any specific queries in relation to this message, please do not hesitate to contact me.

Yours sincerely

Mr A Gardner
Assistant Headteacher



MED

Name & address of parent

Dear xxxx

RE: Unauthorised Medical Appointments - Student name & Form

A recent register check of xxxxx shows that his attendance is currently xx%. Although it is understood that some of these absences are supported with a note or a telephone call, we would also now request a letter from the family GP or any other medical professional, confirming that xxxx is, or has been “too ill to attend school”, for any future periods of illness.

On receiving this letter, we will be in a position to discuss which strategies can be put in place to support xxxx’s education.

The Education Welfare Officer may also have been in contact with you.

I must therefore inform you that without the relevant letter and/or supporting information from the family GP, we are unable to authorize absences due to illness. As a result of this, absences from xx will be marked as unauthorized and this will continue unless the appropriate letter/evidence is received.

**School do not require confidential medical information to be shared, only a letter from the GP or any other medical professional supporting the absence, and stating that xxxxx has been or is “too ill to attend a school”.

Please be aware that where it is evident that there are no underlying reasons that are impacting upon school attendance, then a Fixed Penalty Notice may be considered

If you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

