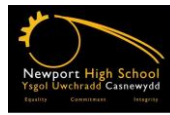


# Newport High Cluster Attendance Policy

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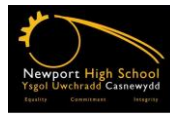
**September 2025**



## Terms and definitions

- **Attendance**-Traditionally, good attendance depends on circumstances, but is usually taken to be around 95%.
- **Compulsory school age.** Under section 8 of the Education Act 1996 and associated legislation, children become of compulsory school age on the 31 December, 31 March and 31 August (whichever comes first) following their 5th 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 their 16th birthday.
- **Education Welfare Service (EWS)** provides support for schools, learners and parents to ensure regular attendance and address problems relating to absence. The service liaises with other agencies and provides an important link between home and school, helping parents and teachers to work in partnership.
- **Family Engagement Officer** refers to a dedicated member of staff working with parents and could have the title of parent liaison officer, pastoral support officer community pastoral worker, family support worker, or wellbeing officer.
- **'Learner'** unless qualified, refers to a child, young person, learner or student of compulsory school age.
- **'School'** unless otherwise qualified refers to maintained, primary, secondary and special schools.
- **The Education welfare officer (EWO)** has a dual role to play as a provider of a service to the school and as mediator between home and school.
- The definition of **'parent'** is set out in section 576 of the Education Act 1996 and includes:
  - any person who, although not a parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person, and
  - any person who has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.



## **Introduction**

*“Under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The end-of-term dates are 31<sup>st</sup> March, 31<sup>st</sup> August and 31<sup>st</sup> December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16<sup>th</sup> birthday.”*

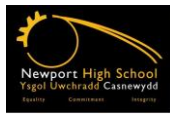
The Newport High Cluster of Schools purpose is to ensure that the provision outlined in our attendance policy promotes and considers the individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of *race, ethnic origin, language, 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.

The Newport High Cluster deliver the Curriculum for Wales which is based on four purposes. This demonstrates a breadth of the academic, well-being, and social benefits that learners gain by having excellent attendance at school which also supports learners' wider development as full and rounded members of society. Excellent and regular attendance at school is essential if learners are to succeed and fulfil their potential. To ensure learners' success, the Newport High Cluster employs a whole school approach with class teachers, form tutors, pastoral team, designated leadership, and the Educational Welfare Officer all being fully involved in monitoring students' attendance.

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

Finally, attending school is also crucial from a safeguarding perspective, ensuring that children are seen, safe, and heard, where concerns are raised the school has a duty to report.

***The practice of attendance is always at the discretion of the Headteacher.***



### **The Newport High Clusters shared principles:**

- Every child has a fundamental right to be educated, to flourish personally and to achieve their very best academic results, these are secure with high levels of attendance.
- By law all children of compulsory age must receive a proper full-time education.
- All stakeholders and teachers have a duty to ensure maximum attendance at school.
- Our cluster expects every student and Parent/Carer to aim for 100% attendance and excellent levels of punctuality in each academic term and year.
- There is a clear link between academic achievement and excellent attendance and punctuality.

### **The Newport High Clusters shared aims:**

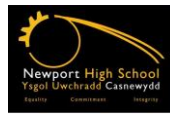
- To support and aim for 100% student attendance and excellent levels of punctuality in every class and every year group in every term.
- To encourage all students to take maximise their educational opportunities through high levels of attendance to school.
- To work in partnership with parents/carers and the Education Welfare Officer to address the factors that can negatively impact on student attendance.

### **The Newport High Clusters shared objectives:**

- To identify and challenge patterns of persistent non-attendance and provide relevant support to make necessary improvement.
- To reduce the percentage of unauthorised absences.
- To provide an effective and sustainable system for the monitoring of attendance.
- To recognise and reward high levels of attendance and punctuality and improvement in attendance every term.

### **The Wider aims of our attendance policy are to:**

- Inform parents/carers of the importance of excellent attendance and punctuality.
- 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.

## **Legal Framework**

The law outlining attendance is:

### **The Education Act 1996 which places a legal obligation on:**

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

### **Section 7 of the above act states that:**

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

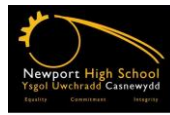
### **Section 444 further states that:**

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

### **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 Newport City Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in a twelve-week rolling term which do not have to be consecutive.
- Attendance below 92%
- Minimum of 10 sessions of lateness after the close of registration. Registration closes half an hour after the start of the school day.



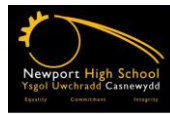
- Parents/carers who choose to take their children out of school to go on holiday during term time without authorisation from the Head teacher, rolling from one school year to the next.
- Truancy, where the child has come to the attention of the police or public or public during school hours for being absent from school, without acceptable reason.

The Head teacher will inform the parent by letter that the school may request a fixed penalty notice for unauthorised absence. If an FPN is requested, the Education Welfare Service Manager (EWS) for the Local Authority will review the case with the school, considering levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

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

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

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

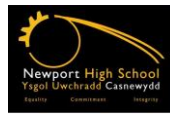


## **What Parents/Carers can expect from each school**

- All cluster school 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 the school.)
- A positive and welcoming atmosphere in which students and parents feel safe, secure and valued.
- A high priority of attendance and punctuality monitoring.
- Regular and efficient recording of attendance; twice daily.
- Early contact with parents/carers when a student fails to attend school without good reason.
- Early contact on any notified problems if a child is absent from school.
- Efficient and effective communication between home and school.
- Clear advice and guidance relating to the policy and procedures including the use of Fixed Penalty Notices.

## **What 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 in attending school.
- Contact with home when feeling unwell.
- Home visits from the schools' Education Welfare Officer (EWO) or Pastoral support team, School meetings, letters, and telephone calls with Parent/carers regarding attendance issues.
- Each designated leader in each school will have whole school responsibility for the management of attendance. Support will be provided by the School Support/Attendance officer who will act as coordinator of the SIMS system.
- 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 Headteacher.
- The school will contact the parent on the first day of absence if a reason for absence is not provided.



## **What the cluster can expect from Newport City Council Education**

### **Welfare Service**

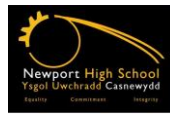
- Provide support to schools, students and parents/carers to ensure regular attendance and address problems relating to absenteeism.
- Support a multi-agency approach to provide important links between home and school. Work in partnership so that students will benefit from the educational opportunities available to them.
- Provide statutory support in the form of Fixed Penalty Notices, Cases for Magistrates Court proceedings for Education Supervision Orders.
- Swift follow up on CME (Children Missing Education) referrals.

### **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 Schools 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 students 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.
- Develop a graduated response to attendance. Graduated responses will be co-constructed to ensure consistency across all settings and support transition through use of common language and expectations.



## **Parent/Carer Responsibilities:**

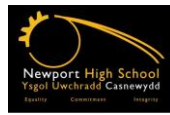
- To perform their legal duty by ensuring their children of compulsory school age attend regularly.
- Absences should only be for genuine illness or in exceptional circumstances.
- To ensure their children attend school punctually.
- To provide the school with their current and at least two emergency telephone number(s), an email address for school records and keep the school updated on any changes.
- To inform schools on the first day of their child's absence and any further absences.
- To take holidays during the school holiday periods; any leave of absence during term time must be applied for in advance.
- A child must be signed out of school or given permission to leave site by a parent/carer in accordance with the individual school's policy.
- To provide medical evidence for extended absence.

### **In the case of absence, our Parents/Carers will:**

- Contact school via telephone or email to notify of absence.
- Arrange medical appointments outside of school time whenever possible.
- Arrange family holidays during the school holidays.
- Contact the School Pastoral Support/Attendance Officer to report any attendance concerns or queries.

## **Student Responsibilities:**

- To aim each year for 100% attendance and to attend school regularly.
- 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 will:**

- Raise the profile and importance of excellent attendance.
- Support students in achieving attendance targets.
- Follow up/raise attendance and punctuality concerns, robustly.
- Refer attendance and punctuality concerns to the attendance officer

## **Our secondary form tutors will:**

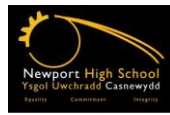
- Raise the profile and importance of excellent attendance.
- Take an accurate register
- Support students in a pastoral capacity in achieving attendance targets.
- Refer attendance and punctuality concerns to the attendance officer (and/or Pastoral lead/SLT).
- Follow internal truancy procedures in line with the school's graduated response.

## **Secondary school subject teachers will:**

- Liaise with Head of Year about students whose learning is being negatively affected by repeated lateness or absence.
- Raise the profile and importance of excellent attendance.
- Mark class registers accurately within the first ten minutes of the lesson.
- Follow internal truancy procedures.

## **Secondary school Head of Year with the support of the Pastoral Support Officer will:**

- Monitor attendance daily/weekly and ensure that SIMS/Classcharts attendance records are updated.
- Monitor the lateness of students who are late on a daily and weekly basis
- Follow up on all students who have been absent for 3 days or more through home contacts
- Follow up with Parents/Carers of students who are repeatedly late
- Communicate with the Educational Welfare Officer on a regular basis. (As designated by NCC)



- Discuss attendance issues with Form Tutors at weekly briefing sessions and team meetings.
- Distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays.
- Co-ordinate work for long-term absentees (when appropriate medical evidence has been provided.)
- Target a 'spotlight group' of students whose attendance can be improved and work with these students.
- Use attendance rewards to improve attendance.
- Arrange for the production and distribution of attendance certificates termly.
- Meet with parents/carers as appropriate.

### **Our School Pastoral Support /Attendance Officers will:**

- Monitor the SIMS system, and report concerns to the relevant class teachers and school leaders.
- Contact all students on the first day of absence by telephone/text message or letter.
- Refer students who have been absent for 4 days with no response to the designated school lead.
- Update attendance data as necessary with parental returns/holiday forms/manual registers.
- Produce registers and statistics when required for the school lead and Pastoral team.
- Address punctuality of persistent lateness concerns where needed.

### **The Designated Senior Lead will:**

- 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/ termly attendance targets based on previous attendance figures.
- Liaise with Progress Co-ordinators 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 Progress Co-ordinators and line managers.
- 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.
- Identify the barriers to attendance and support parents/students to overcome absenteeism.

### **Our Educational Welfare Officer (EWO) will:**

- Respond to urgent welfare concerns and carry out a home visit when required
- Meet with school attendance lead regularly to discuss attendance issues.
- Follow the legal process for parents where all other avenues have failed. This could include providing statutory support in the form of FPNs, cases for magistrates' court proceedings and the supervisory functions for Education Supervision Orders.
- The EWO will recommend school actions which may result in visiting parents of students who have unsatisfactory attendance and devising suitable home-school agreements for their reintegration to school.
- Visit parents as requested by the designated school leader.



## Authorised and unauthorised absence

Where a pupil is of compulsory school age, the register must show whether any absence was authorised by the school or unauthorised.

### Authorised absence

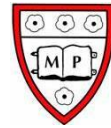
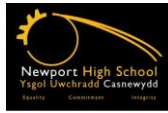
Authorised absence is where the school has either given approval in advance for the pupil to be absent from school, or where an explanation offered afterwards has been accepted by the school as satisfactory justification for absence. Only schools, and not parents or carers, can authorise an absence, and schools must consider whether the reason for absence is reasonable.

### Unauthorised absence

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

### Absent 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	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 registers close	Unauthorised Absence
V - Educational Visit or Trip	Approved Educational Activity
W - Work Experience	Approved Educational Activity
Y - Partial or enforced closure	Attendance not required
X - Non-compulsory school age abs	Attendance not required
# - School closed to all students	Attendance
Z - Students not on role	Attendance not required



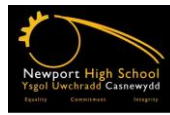
## **Procedure for Absence Concerns:**

- Mark register with the appropriate code.
- School to initiate first day response to Parent/carer via text, email or phone.
- If the absence remains a concern, school will make further contact with home via phone and email.
- If required, the school will send written correspondence letter 1, in addition, they may invite the parent or carer for a school-led meeting.
- If needed, school to action further correspondence with letter 2, should there be insufficient improvement with the attendance. In addition, the school will invite the parent or carer for a school-led meeting
- 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.
  - Parent fails to fully engage.
- School must continue to keep the EWO regularly update 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.

In the event that absence is below 95% and 10 sessions (equivalent to 5 school days) have been missed due to I or M codes, then future medical absences require appropriate supporting medical evidence.



## **Entertainment Licenses:**

Headteachers will consider applications for Entertainment / Performance Licenses as required and work with the Local Authority Education Welfare Service who would issue this licence.

## **Leave of absence in term time**

The Education (Student Registration) (Wales) Regulations, make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, Head Teachers 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, the circumstances for leave should be considered exceptional. The Newport High Cluster takes a consistent and standard response and does not authorise any holiday in term-time. FPNs will be issued if a significant number of days are taken for holiday and the case meets the criteria for FPN.

## **Fixed Penalty Notices**

When the local authority Education Welfare Service, working with the school, has fully explored the reasons for regular non-attendance and exhausted all reasonable intervention and support mechanisms with little success, the use of other statutory interventions and sanctions will be considered such as Fixed penalty notices.

### **For information**

**Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines may result in prosecution.**



### **FPN, these may be considered appropriate when:**

- At least 10 sessions (5 school days) are lost due to unauthorised absence in the last 12 academic weeks. 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.

### **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.



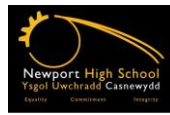
## **Admissions and deletions from school roll:**

- Schools are required to inform the Local Authority in every circumstance when they are about to delete a student's name from the admissions register.
- This would include informing the Local Authority of the student'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 student leaving their school.
- Elective Home education (more information can be located via this NCC Website link.

[Elective home education | Newport City Council](#)

## **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 and welfare in conjunction with supporting staff.



*Ref: Medical letter Secondary/ Primary*

**Insert name**

**Address 1**

**Address 2**

**Post code**

**Date**

**Dear Insert Name**

**Re: Insert Name**

NAME has accumulated over five days of medical, dental, or illness-related absences during the current academic year. It is acknowledged that these absences have been communicated from home; however, following our cluster attendance policy, medical documentation will be necessary to authorise any additional absences from school. Should the student be deemed too ill to attend school, and we receive the appropriate documentation, such as medical appointment cards, prescriptions, or a formal letter from a healthcare provider, we can explore support options to facilitate his/her educational success at Newport High School.

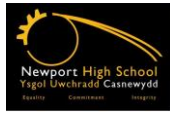
Schools do not require confidential medical details; only a letter from the healthcare provider confirming the absence and indicating that the student has been or is too unwell to attend school. Consequently, I must notify you that in the absence of the necessary supporting documentation, we will be unable to authorise any further absences, which will be recorded as 'unauthorised.' This situation will persist until appropriate evidence is provided and may lead to a referral to the Education Welfare Service.

If you have any questions or wish to discuss how we can collaborate to enhance your child's attendance, please schedule an appointment with INSERT NAME/DESIGNATION.

Yours sincerely

INSERT NAME

**School Attendance Admin Team**



Ref: Attendance Letter 1/Secondary

Insert name

Address 1

Address 2

Post code

Date

Dear Name

RE: NAME AND Form

I am writing to inform you that Name's current level of attendance is XX.XX%.

While this figure remains below the national threshold of 95%, we are becoming increasingly concerned that continued absences may begin to impact Name's ability to gain the maximum benefit from their studies and achieve their full academic potential.

Research clearly shows that students with attendance above 95% are significantly more likely to achieve five GCSE grades A\*-C, including English and Mathematics. This level of achievement opens up broader educational and career opportunities in the future. In contrast:

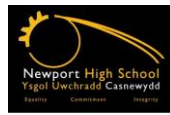
- 90% attendance equates to approximately **95 missed lessons**
- 85% attendance equates to approximately **143 missed lessons**
- 80% attendance equates to approximately **190 missed lessons**

We kindly ask for your continued support in ensuring Name attends school regularly and punctually. Parental engagement is vital in supporting student success, and we are committed to working in partnership with you to help Ashton-Lee reach their full potential.

Should you have any queries or wish to discuss this matter further, please do not hesitate to arrange an appointment with your child's Head of Year.

Yours sincerely

School Attendance Admin Team



*Ref: Attendance letter 2 /Secondary*

**Insert name**

**Address 1**

**Address 2**

**Post code**

**Date**

Dear Name

I am writing to inform you that, at present, «Forename» «Surname» 's level of attendance stands at «M\_\_Present» %.

We previously contacted you regarding «Forename» 's attendance, which is below the school target of 95%, as outlined in our cluster attendance policy directed by Newport City Council. Unfortunately, there has been no significant improvement in attendance, and this remains a cause for concern due to the increasing number of absences throughout the academic year.

Please be reminded that regular school attendance is a legal requirement. It is important that any underlying issues contributing to poor attendance are addressed promptly.

You are therefore invited to attend a school attendance meeting with [Name of Staff] on [Date] at [Time] to discuss «Forename» 's absences and to collaboratively develop an action plan aimed at improving attendance.

Should you be unable to attend on the scheduled date, please contact the school at your earliest convenience to arrange an alternative time.

Please note that if there is no improvement in «Forename» 's attendance, a referral will be made to the Education Welfare Service, which may lead to legal proceedings.

Additionally, you can monitor your child's attendance at any time via the ClassCharts app.

Thank you for your prompt attention to this matter. We look forward to working with you to support «Forename» 's continued progress.

Yours sincerely,

**School Attendance Admin Team**



*Ref: Attendance letter 1 /Primary*

**Insert name**

**Address 1**

**Address 2**

**Post code**

**Date**

**Dear Insert Name**

**Re: Pupil's Name – Year Group**

Annwyl/Dear Parents,

At present, there is concern that the amount of time **pupil's name** is absent from school will affect **his/her** ability to gain maximum benefit from learning and achieve **his/her** full potential.

If **pupil's name** attendance is above 95%, you will be giving **him/her** a much greater chance of making a consistently good level of progress in learning. Therefore, in the future, **he/she** will have a much greater chance of achieving well in assessments, particularly in English and Maths and secure the best possible employment opportunities.

An attendance of 90% or below is equal to potentially 95 lessons being missed across an academic year. 85% means that 143 lessons could be missed. 80% is equal to 190 lessons potentially being missed, any of which will have a significant impact on **pupil's name** learning potential if allowed to continue.

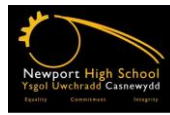
I would appreciate it if you could ensure **pupil's name** attends school on a regular basis in order to improve this level of attendance. Parental support in this is essential if we are to help **pupil's name** achieve her full potential.

If you wish to discuss **pupil's name** attendance at school and any barriers to improvement, please contact me on **01633 \*\*\*\*\***.

Cofion/Regards,

**Head Teacher's name** – Head Teacher

**School name.**



*Ref: Attendance letter 2 /Primary*

**Insert name**

**Address 1**

**Address 2**

**Post code**

**Date**

**Dear Insert Name**

**Re: Pupil's Name – Year Group**

Annwyl/Dear Parents,

At present, there is concern that the amount of time **pupil's name** is absent from school will affect her ability to gain maximum benefit from **his/her** learning and achieve her full potential.

If **pupil's name** attendance is above 95%, you will be giving **him/her** a much greater chance of making a consistently good level of progress in learning. Therefore, in the future, **he/she** will have a much greater chance of achieving well in assessments, particularly in English and Maths and secure the best possible employment opportunities.

An attendance of 90% or below is equal to potentially 95 lessons being missed across an academic year. 85% means that 143 lessons could be missed. 80% is equal to 190 lessons potentially being missed, any of which will have a significant impact on **pupil's name** learning potential if allowed to continue.

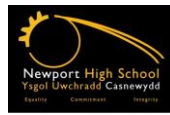
It is essential that we meet to discuss how the school can support you in ensuring **pupil's name** attends school on a regular basis in order to improve this level of attendance.

I would be grateful if you could **call the school office on 01633 \*\*\*\*\* to arrange a date and time for us to meet**, within the next seven school days.

Cofion/Regards,

**Head Teacher's name – Head Teacher**

**School name.**



Ref: September email to families

Dear Families,

Please be reminded of the following from our Cluster Attendance Policy.

### **Leave of absence in term time**

The Education (Pupil Registration) (Wales) Regulations, make clear that Head Teachers may not grant any leave of absence during term time unless there are Exceptional Circumstances. When unauthorised leave of absence in term time has been taken, the school may apply for a Fixed Penalty Notice. If the child fails to return to school on the agreed date, the school must take action and consider following the Child Missing in Education (CME) process. Leave of absence requests will be considered by the Headteacher/Attendance Lead and the Governing Body. Note: Leave of Absence will not be authorised for a holiday.

### **Fixed Penalty Notices (FPNs)**

Any child who accrues 10 sessions (5 days) of unauthorised absence either as a block or over a period of time will automatically be referred to the Education Welfare Service (EWS). If attendance still fails to improve following EWS intervention then a Fixed Penalty Notice will be considered. This is a fine of £60 per child in the first instance. If this fine is not paid within a set period then the fine increases to £120 per child. Failure to pay this fine will result in prosecution. In view of this it is vitally important that parents contact school on the first day of any absence. Any unexplained absences will automatically mean that any applications for Leave of Absence in Term Time will be unauthorised.

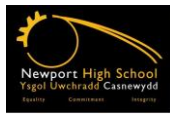
### **Term time holidays**

Term time holiday pose a significant issue to attendance across the cluster. They are not authorised by any school. Please be aware that unauthorised absences due to holidays could result in a Fixed Penalty Notice being issued.

Cofion/Regards,

**Head Teacher's name** – Head Teacher

**School name.**



Ref: Leave of absence request

**Newport High Cluster - Leave of absence request form.**

Please list all school age children in your family

Student's Name ..... Form..... School.....

Student's Name ..... Form..... School.....

Student's Name ..... Form..... School.....

Student's Name ..... Form..... School.....

Home Address .....

I wish to apply for my child/children to be absent from school during the following dates:

Date of last day at school ..... Date of return to school .....

Total number of school days missed .....

Please explain the circumstances regarding this request.

.....  
.....  
.....

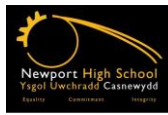
I wish to make an application for my child/children named above to have an authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Fixed Penalty Notice or referral to the education welfare service.

Name of Parent/Carer making application .....

Signed ..... Date .....

*Leave of absence applications will be considered by the Headteacher/Attendance lead or Governing Body.*

**PLEASE RETURN THE COMPLETED APPLICATION FORM GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE.**



Our Ref: Attendance/UA

DATE

Name

Address 1

Address 2

Address 3

Postcode

Dear Name

Thank you for informing us that Name will be absent from school during the period [Insert Date] to [Insert Date].

Please be advised that this absence will be recorded as *unauthorised*.

Regular school attendance is a legal requirement. Following the COVID-19 pandemic, the Welsh Government has reinstated the use of Fixed Penalty Notices for non-attendance at school, including persistent late arrival after the school register has closed. In line with this guidance, all schools in Newport have resumed the use of Fixed Penalty Notices to help ensure that children and young people access their education consistently.

Should a pupil accumulate 10 unauthorised sessions (please note that one full school day is counted as two sessions: a morning and an afternoon), a Fixed Penalty Notice may be issued for any absences not authorised by the school, including those taken for holidays during term time.

These notices may be issued by Newport City Council at the request of the Education Welfare Officer (EWO), the school, or the police. The fine is £120 per parent per child, reduced to £60 if paid within 28 days.

If you have any questions regarding this matter or would like to discuss your child's attendance further, please do not hesitate to contact the school.

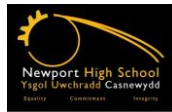
Yours sincerely

**School Attendance Team**



Ref: Graduated Response - Secondary

Stage	ATT	Tutor	Attendance officer/Admin	ATT Form time support	Pastoral support	HOY	SLT	EWS	Increase
1	100-96%	Submit accurate registers via classcharts  Introduce HERO Attendance competitions and awards	Standard absent text  ATT codes updated  Friday Hero ATT Merits  100% Weekly ATT Merits		Any missing lessons followed up with Truancy intervention notes added to class charts on the register.	HERO Certificates issued monthly by HOY.  Competition updates  Reward assemblies	Attendance Hero ambassadors to form a consultation group		Gold Hero ATT Letter
2	95-94%	Support staff learning conversation and coaching-95% per term.  Updates sent to ATT officer to log on EDUKEY and action support.	PSO to follow up 3 day abs  ATT-admin Letter 1 sent at 95%  No meds sent at 10 U/abs marks under 95%- Update tracker and EDUKEY		Inform PSO/HOY of 3 day abs follow up if required  93% phone call home to Parent/Carer to discuss attendance concerns and support. Logged on EDUKEY				Green Hero ATT Letter Form tutor



3	93-90%	Form Tutor check-in and celebrate improvements.	SAM letter 2	Support staff–target group mentoring X 2 weeks–monitoring. Logged in EDUKEY		Complete SAM paperwork in meeting.  My concern 3day U/As an no contact from P/C  Intervention group allocation			Amber Hero ATT Letter  Sustained increased improvement merits issued.
4	89-85%	Form Tutor check-in and celebrate improvements.	SG- absent text-to be followed up on the same day-SJD	PSO spot check-in with student.	Intervention Group-2 weeks logged on Edukey.	EWS and HOY meeting.  Ref to IP for support  OPP  ALNco support	Half termly SLT attendance surgeries	Referral sent to EWS at 10%U/ABS	Pink Hero ATT Letter  Sustained increased improvement merits issued.
5	84%	Form Tutor check-in and celebrate improvements.	SG- absent text-to be followed up on the same day	HoY interview and coaching to be logged on EDUKEY  OPP Review	Inclusion Panel Wellbeing/ PACE/ EBSA/ ASPIRE Learning coach support.	EWS and HOY Home visits  OPP ATT target	Half termly calendared SLT GOV meetings  STL meetings during Parent evening.	EWS intervention	Sustained increased improvement merits issued.



Ref: Graduated Response - Primary Template - to be amended by individual schools retaining the same percentages.

Stage	Att %	Class Teacher	Attendance officer	Admin	Pastoral support	EWS	Comms
1	100-96%	Take register.	Issue callio letters	Update registers with absence reasons / chase absences (first response).			Promote 'HERO' - Here Everyday Ready On-time
2	95-94%	Report concerns through agreed school procedures.	Issue callio letters				Promote 'HERO' - Here Everyday Ready On-time.
3	93-90%	Discuss attendance at parents evenings.	Issue callio letters Meet with parents/carers after letter 2 issued		Family engagement officers (where applicable) liaise with families.	Promote 'HERO' - Here Everyday Ready On-time.	
4	89-85%		Issue callio letters Monitor and work with EWO		Family engagement officers (where applicable) liaise with families.	Involvement with families after referrals made.	Promote 'HERO' - Here Everyday Ready On-time.
5	84%		Issue callio letters Monitor and work with EWO		Family engagement officers (where applicable) liaise with families.	Involvement with families after referrals made.	Promote 'HERO' - Here Everyday Ready On-time.

Rewards - Schools may determine individually to reward/incentivise attendance although this is not a mandatory part of the policy.