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Information – Attendance

“Days off cost grades – Every lesson counts”

Welsh Government guidance (2013) states that when a child attends school on a regular basis, they take an important step to reaching their full potential and are given the greatest opportunity to learn new things and develop their skills. Under Section 7 of the Education Act 1996, the parent/carer is responsible for ensuring that their child of compulsory school age receives efficient full-time education. Section 444 of the Education Act 1996 makes it a criminal offence for a parent to fail to secure their child’s attendance at the school at which they are registered and where absences are not authorised by the school.

Important information about your child and their attendance is provided below:

1. Authorised absence

Only schools, not parents/carers, can authorise an absence. Schools must consider whether the reason for absence is reasonable before doing so (Welsh Gov Guidance 2013). Appointment cards, Doctors notes, hospital appointment letters etc may be used as evidence of an authorised absence. All other absences will be unauthorised.

2. Fixed Penalty Notices

If a child has 20 sessions (10 days) of unauthorised absence in one term a fixed penalty notice can be issued. These days/sessions do not need to be consecutive. A Penalty Notice may also be considered due to persistent late arrival at school, after the register has closed (at least 10 sessions of late arrival), or due to truancy.

3. Holidays

The school discourages holidays taken during term time and does not authorize those in excess of 10 days per year for holidays. Holidays in term time are not an automatic right and the 10 days are not an ‘allowed allocation’. The Headteacher determines in which exceptional circumstances the holiday request could be authorised.

4. Staged Approach

We are working with students to promote excellent attendance in school. Students attendance will be monitored with weekly, half termly and annual rewards for those with excellent attendance. Students who miss valuable days learning through absence will be placed on a stage offering support as outlined below;

Stage	Sessions missed	Intervention and Support
1	10 (5 days)	Letter to inform parents/carers of attendance
2	20 (10 days)	Pastoral meeting to plan support required
3	30 (15 days)	Meeting with Learning Director to review progress
4	40 (20 days)	Meeting with Deputy Head to plan next steps
5	50 (25 days)	Attendance Panel Meeting
6	65 (33 days)	Referral to Educational Social Worker*
7	80 (40 days)	Further Action including fixed penalty notice

*referral to ESW can be made if attendance is below 80% or if the Learning Director has serious concerns regarding a student’s attendance.

Thank you to all our families who continue to support students to be the best that they can be. Please do not hesitate to contact school if you require any further information, or visit our school website.

