



## School Attendance Policy

Initiated by:	SLT
Approved by:	Governors/SLT
Date Approved:	18 <sup>th</sup> June 2026
Operational Date:	18 <sup>th</sup> June 2026
Date of Review:	Summer 2029
Distribution:	SLT/TLR's/All relevant staff

Signed: Bob Harris      Chair of Governors

Signed:       Executive Headteacher

***Please note - where this document states the term “parent” it refers to any such person(s) or body that has legal responsibility.***

### **1. Mission Statement**

Ysgol Cambrian is committed to providing a full, rich and inclusive education for every pupil. We believe that regular attendance is fundamental to safeguarding, wellbeing and educational success. We aim to create an environment where pupils feel valued, supported and able to engage fully in learning. We recognise that early intervention, strong relationships and partnership working with parents and external agencies are essential in promoting attendance and ensuring the protection and wellbeing of all pupils.

### **2. Safeguarding and Attendance**

Ysgol Cambrian recognises that attendance is a safeguarding responsibility. Patterns of absence, lateness or non-engagement may indicate emerging or significant concerns about a pupil’s wellbeing.

The school follows:

- Wales Safeguarding Procedures (2019)
- Keeping Learners Safe (Welsh Government, 2023)
- Cwm Taf Morgannwg Safeguarding Board protocols and pathways
- Local Authority Attendance and Welfare Service procedures

Where attendance issues raise safeguarding concerns, the Designated Safeguarding Person (DSP) will be notified immediately. The DSP will assess concerns and take appropriate action, which may include:

- contacting parents
- completing a wellbeing assessment
- consulting with the Attendance and Welfare Service
- making a referral to Children’s Services
- convening a multi-agency meeting
- implementing a Team Around the Family (TAF) plan
- escalating concerns through CTM safeguarding pathways

Priority is given to pupils who are:

- on the Child Protection Register
- Looked After or previously Looked After
- known to Children’s Services
- identified as vulnerable through ALN or wellbeing assessments
- subject to multi-agency plans

Where a vulnerable pupil is absent and parents cannot be contacted, the school will follow CTM protocols, which may include:

- same-day home visits
- joint visits with the Attendance and Welfare Service
- immediate referral to Children’s Services
- police welfare checks

The Executive Headteacher has strategic oversight of safeguarding and attendance.

The Head of School, Nicola Clark, leads the operational implementation of attendance and safeguarding systems.

### **3. Aims**

- Promote excellent attendance and punctuality.
- Ensure pupils and parents understand the importance of regular attendance.
- Identify and address barriers to attendance at the earliest opportunity.
- Work collaboratively with parents and external agencies.
- Ensure attendance processes support safeguarding and wellbeing.
- Meet statutory requirements and Welsh Government guidance.

#### **4. Legal Framework**

This policy reflects:

- Education Act 1996
- Education (Pupil Registration) (Wales) Regulations 2010
- Education (Penalty Notices) (Wales) Regulations 2013
- Equality Act 2010
- Welsh Government's All Wales Attendance Framework
- Keeping Learners Safe (2023)

#### **5. Promoting Attendance**

Good attendance is built on strong relationships between the school, parents and pupils.

We will:

- communicate expectations clearly
- use early intervention strategies
- work with parents to remove barriers
- use multi-agency support where appropriate
- celebrate excellent and improving attendance
- ensure pupils feel safe, valued and supported

#### **6. School Procedures**

##### **6.1 Registration**

- Morning registration: 9:00am
- Registers remain open for 30 minutes
- Afternoon registration: 1:00pm

##### **6.2 Absence Coding**

Absences will be coded in line with the All Wales Attendance Framework (Appendix 1).

##### **6.3 First Day Response**

Parents must contact the school by 9:00am with the full reason for absence.

If no contact is made, the school will:

1. Send a text message
2. Follow up with a phone call
3. Conduct a home visit if necessary
4. Prioritise vulnerable pupils
5. Refer to the Attendance and Welfare Service where required

Unexplained absences of five days (or 24 hours for pupils on the Child Protection Register) will be escalated.

#### **7. Medical Evidence**

Where illness is frequent or prolonged, the school may request medical evidence such as:

- appointment cards
- consultant letters
- prescription labels

Without evidence, absences may be unauthorised.

#### **8. Persistent and Frequent Absence**

- Persistent absence: below 90% attendance
- School referral threshold: below 87% over six weeks (or LA-agreed threshold)
- Pupils will receive an action plan and may be referred to the Attendance and Welfare Service.

#### **9. Fixed Penalty Notices**

A Fixed Penalty Notice may be requested where:

- there are 10 unauthorised sessions in a term
- parents fail to engage with support
- a pupil is found truanting in public

- an unauthorised holiday is taken

The school will follow the Local Authority Code of Conduct.

### **10. Leave of Absence / Holidays**

Parents must apply in advance.

The Executive Headteacher will consider requests and respond within 5 school days.

Unauthorised holidays may result in a Fixed Penalty Notice.

### **11. Reintegration After Absence**

The school will support pupils returning from absence through:

- reintegration plans
- catch-up support
- wellbeing check-ins
- multi-agency involvement where needed

### **12. Roles and Responsibilities**

Parents

- Ensure regular attendance
- Inform the school of absences
- Provide evidence where required
- Work with the school to improve attendance

School

- Maintain accurate registers
- Monitor attendance weekly
- Implement early intervention
- Escalate concerns appropriately
- Work with external agencies
- Report attendance to governors

Executive Headteacher

- Strategic oversight of attendance and safeguarding  
Head of School (Nicola Clark)
- Operational leadership of attendance systems
- Oversight of first-day response, monitoring and intervention

Attendance Officer

- Daily register checks
- First-day response
- Evidence collection
- Data preparation
- Referrals to AWS-Attendance and Welfare Service
- Support families
- Conduct home visits
- Lead statutory interventions
- Track Children Missing Education

### **13. Attendance Initiatives**

The school will work with the Local Authority to deliver:

- Wellbeing Response Visits
- Meet and Greet sessions
- Targeted attendance groups
- Reward systems for excellent/improving attendance

### **14. Appendices**

- Appendix 1: Attendance Codes
- Appendix 2: Legislation and Guidance

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## **APPENDIX 2**

### Legislation and guidance

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude and
- (b) to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent means natural parents and includes any person who has parental responsibility or has day to day care of the child.

Section 444 1, 1(a) and (ZA) contains the details of when an offence is committed if a child fails to attend school or alternative provision arranged by the Local Authority.

The Education (Penalty Notices) (Wales) Regulations 2013 set out the framework for the operation of the Fixed Penalty Notice scheme.

The Equalities Act 2010 (Statutory Duties) (Wales) Regulations 2011

Registers and admission.

- The Education (Pupil Registration) (Wales) Regulations 2010
- The Education (School Day and School Year) (Wales) (Amendment) Regulations 2006

Attendance targets

- The Education (School Performance and Unauthorised Absence Targets) (Wales) (Amendment) Regulations 2006.

Guidance documents relating to attendance

- All Wales Child Safeguarding Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

## Code Use for Common Courses and Activities

<u>EXCEPTIONS</u>	<u>Code</u>	<u>Bromcom Notes Field Exemplar</u>
Music Exams	B	Music Exam. Letter provided & copied
Speech & Language Therapy	B	SALT Letter provided & Copied
Asthma Clinic	M	Asthma Clinic. Appointment card copied
Physiotherapy	M	Physiotherapy Appointment card copied
Sporting Tours	C	Tour (E.g. Rugby) and date. Evidence copied
Football Academy (With classroom learning)	B	E.g. Cardiff Academy with classroom. Letter copied
Football Academy (Without Classroom learning)	C	E.g. Swansea Academy. Letter copied
Club & National Competitions	P	Activity / Competition, Place and Date. Letter copied
Overseas Trips through Competitions	P	Activity / Competition, Place and Date. Letter copied
Travelling Time to Competitions (With letter from the Club)	C	Travelling to (Place Name) for competition . Letter copied
E-learning where there is an agreed package with the L.A	B	E-learning. Evidence Letter copied.
Child Performance	C	Child Performance. Evidence with L.A.

\* Any evidence provided to support code usage must be retained by school