



The Llanwern Cluster Attendance Policy

Success Starts at School

Date first agreed by Governors: March 30th 2017; reviewed annually

Chair of Governors: Anke Hillman

Headteacher: Vicky Curtis

Review Date: Autumn Term 2022

All Llanwern cluster schools have collaborated to produce this policy.

This attendance policy reflects Newport local authority's attendance strategy.

Introduction

Our school is committed to ensuring that regular school attendance is a priority. This will provide pupils with the best possible chances to succeed and to achieve their goals in life.

Regular school attendance is essential for all children and young people. Failure to regularly attend school is associated with a higher risk of poor educational achievement and attainment, limited job prospects, and can also increase the likelihood of pupils being drawn into criminal and antisocial behaviour.

Llanmartin Primary School and the Llanwern cluster of schools will endeavour to work with parents, pupils, the local authority and the Education Achievement Service (EAS) to ensure that all pupils receive an appropriate education and to attend school regularly. We believe that:

- All children and young people have right of access to an education appropriate to their individual needs;
- A balance of right and responsibilities between children and young people, parents, schools, other professionals and the wider community should be maintained;
- Early assessment, identification and intervention are keys to safeguarding the welfare and interests of children and young people.
- Promoting positive behaviour and excellent attendance is the responsibility of the whole school and the wider community including parents.
- All children should be at school, on time, every day the school is open unless the reason for absence is unavoidable. Schools and local authorities have a duty to publish attendance figures and to promote attendance. Equally, parents have a duty and responsibility to ensure that their children attend school on a regular basis.

Authorised and unauthorised absence

It is acknowledged that children are sometimes reluctant to attend school. Any problems which arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is inappropriate to cover up this absence or to give in to pressure to excuse them from attending. This gives the parents and the child the impression that attendance does not matter and in fact will only make the situation worse. Permitting absence from school without a good reason is an offence by the parent.

Schools have a duty in law to refer any absence over 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Educational Welfare Service.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved off-site activity, or absent. If a pupil of compulsory school age is absent, every half day absence from school must be classified by the school as either authorised or unauthorised.

Information regarding the cause of the absence will always be required, preferably in writing.

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents, pupils and partner agencies. We will strive to:

- offer a safe and friendly environment which welcomes all children equally.
- raise standards and ensure all pupils reach their full potential, through a high level of school attendance and punctuality.
- ensure all stakeholders receive communication about information on the importance of regular school attendance.
- identify those pupils with irregular attendance at an early stage and work with partner agencies to try and address any barriers that stop pupils from attending school regularly.
- keep accurate and up to date attendance data.
- ensure all pupils are safe, and for schools to follow the local authority's 'Children Missing Education' guidance.
- reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en>

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.

- With 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 headteacher for a minimum of 10 unauthorised sessions and rolling from one school year to the next.

The headteacher will inform the parent by letter that the school may request a fixed penalty notice for unauthorised absence. If an FPN is requested, the Senior Education Welfare Officer (Senior EWO) for the Local Authority will review the case with the school, taking into account 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.

Definitions

Compulsory school age – 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. For this purpose, the ends of the term dates are 31st March, 31st August and 31st 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 16th birthday.

'Parents' section 576 of the Education Act 1996 includes:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a young person or child, and any person, who although not a natural parent has care of a child or young person.

Meanings:

'EWS' – Education Welfare Service

'EWO' – Education Welfare Officer

'CME' – Children missing education'

❖ *Other terms and circumstances are explained in appendix 4.*

Attendance is everybody's concern and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

Role of Headteacher:

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body.
- Set attendance targets with the Local Authority, EAS challenge advisors and governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents when a holiday in term time is not authorised.
- Regular attendance reports shared and provided to governors.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures.
- Ensure policy is readily available for stakeholders including in the school, and on the website.
- To work with the Local Authority and EAS Challenge Advisors and to provide a comprehensive plan in terms of attendance.

Governing Body:

- Approve the policy and amend if necessary.
- Receive reports from the headteacher on a regular basis.
- Attend meetings as and when required.
- Ensure policy is shared with all relevant stakeholders.
- Lead governor for attendance is appointed.

Senior Management Team (supported by office staff):

- Work with all staff responsible for attendance and punctuality.
- To look at attendance data on a weekly basis, linking in with the school EWO.
- Regularly check registers.
- Ensure all absences are recorded in line with the guidance of codes document including those unauthorised absence and no reasons provided.
- Regular and updated training on attendance for all relevant staff, using the Local Authority school data team.
- Raise issues of those staff not compliant with the completion of registers.
- Discuss any initiatives with all staff.
- To provide recognition or rewards to those pupils with improved or excellent attendance.

School Support Officer:

- Ensure all pupil absences are recorded, and notes received.
- To speak with parents on a daily basis to establish reasons for pupil's absence.

- Registers are completed on a daily basis and missing marks are 'mopped up'.
- Work closely with SLT and headteacher.
- Work closely with the schools EWO, providing valid attendance data on individual pupils.
- To attend set and pre-arranged meetings with the EWO.
- Contact parents/guardians of those pupils who have not attended and not provided reasons for absence on a daily basis.
- Truancy concerns are dealt with.
- To arrange letters and meetings for those parents whose children's attendance pose a concern.
- To monitor patterns of irregular attendance, alongside teaching staff.
- To check messages, if necessary either on the schools answerphone or text messaging system.

Class Teachers:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure absences are accounted for by ways of a note/ telephone call provided by parents.
- Follow up unaccounted reasons for absence with office support staff.
- To continue to raise the profile of attendance to all pupils.
- Contact office support staff with any queries and work closely with her.

Pupils:

- Attend regularly and on time unless unwell or received an authorised absence.

Parents:

- To ensure their children attend school regularly and punctually.
- To notify the school if their child is unable to attend, on the first day of absence and every day thereafter.
- To keep the school updated on parents/guardians contact details, including mobile numbers and new addresses.
- To work with school and partner agencies to address any issues of irregular attendance of their children.
- To work with their child in relation to homework, not completing homework is not a reason for missing school.
- To ensure their children attend regardless of the weather, the need to have haircuts, new shoes or if it is their birthday.

Keeping school registers

The school's register is a legal document and under The Education (pupil registration) (Wales) regulations

2010 the school is required to keep an accurate record of attendance. Registers need to be marked twice a day, once in the morning and once in the afternoon.

Registers may be needed in a court of law if deemed appropriate.

Schools' Information Management System (SIMS) is used in Llanmartin Primary School to record all pupils' attendance.

By the end of the school week the schools' overall attendance registers will be completed and an overall attendance figure will be calculated by the school.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as unauthorised absence and authorised absence.

Only the school's headteacher can decide on whether an absence should be classed in either one of these categories.

Absences may be authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Holiday agreed by the headteacher – this will be on a very rare occasion where it is deemed exceptional circumstances.

Examples of what are classified as unauthorised absence are listed below. They are, however, not limited:
Absences may be unauthorised for the following reasons:

- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the headteacher.

In addition, there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.

- Work experience.
- Where pupils are on roll at school and also at another education establishment.
- Intervention

Please see appendix 1 which includes a breakdown of codes set by Welsh Government. (These are pending the Welsh Government review)

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the class teacher Attendance Support Officer /Senior Leadership team.

Pupils who are late will be noted in the 'late book' in school and must enter through the main doors of the school.

Medical absences

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent to provide medical evidence to school. This will be initiated by the school and the EWO which will result in the pupil and family receiving the appropriate support in assisting in attending school regularly. There may be times where a reintegration plan may be necessary which will be a partnership agreement between the family, pupil, EWO and school.

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. This will only be authorised in exceptional circumstances.

All requests for holidays must be completed on the school's leave of absence request form and completed by the parents/guardians. (Please see Appendix 2).

The headteacher will make the decision and may include the following contributory factors:

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

School procedures

Parents are expected to contact school on the first day of absence and to provide reasons for their child's

absence. This reason will be kept on record by school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the Education Welfare Officer and other agencies.

As a school we have a duty to safeguard all our pupils; the Education & Inspections Act 2006, requires the local authority to make arrangements to enable them to establish the identities of children residing within Newport who not receiving an education. These may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence, for example. The duty lies within the Local Authority to investigate further. The Common Transfer File (CTF) will be sent to the forwarding school once being notified.

Schools' Strategies to improve attendance

We aim that all pupils achieve 100% attendance, however there maybe instances where pupils unfortunately are unwell or have other legitimate reasons for school absence.

Llanmartin Primary School operate a 'Callio' process which provides us with information of the links between attendance and attainment. This shows which category the child's attendance falls into when attendance is as follows:

100% - Gold
95-99% Green
92-95% Amber
Below 92% Red

NB: Where a child falls in between these categories they will be rounded up to the nearest whole figure.

Each parent may receive a 'Callio letter' on a termly basis informing them of which category they are currently in. This ensures that early intervention is provided to pupils and families who are in need. (See appendix 3).

Pupil Involvement

Pupils nominated for the School Council discuss attendance. Attendance is a regular topic in meetings in order to assist pupils in achieving improved attendance levels. This strategy, alongside others undertaken by the Headteacher and EWO, has a positive impact with those pupils underachieving due to irregular attendance.

By ensuring pupils are involved in this process and giving them responsibilities, it will improve their confidence and self-esteem.

School's Website

The school's website will also provide parents, pupils, governors and the public with all the relevant attendance information including the school's attendance policy, along with information regarding the school's strategies and approaches.

School's Newsletters

This is another way of communicating with parents and our school's newsletters are sent out on a weekly basis. This includes informing parents and pupils where the school stands showing overall attendance figures.

Parents will need to check the attendance information on a regular basis and also check on school holiday dates and inset dates for the school, also shown on the weekly newsletter. Please ensure that you check regularly to ensure there is no confusion as wrong dates are not reasons for children to be absent from school.

The School Environment

The school will provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance. It is staffs' responsibility to ensure that the classroom and the school is a happy place.

Breakfast Club

Our school has the privilege of offering a breakfast to our pupils. Breakfast Club starts at 8.10 a.m. which is supervised by two members of staff. By children having this opportunity it allows them to have breakfast with friends, and ensures they have had a meal at the start of the day which statistics show helps the thinking process.

Staff Awareness

All staff are fully aware of the importance of regular school attendance, and pupils will regularly be made aware of this during the school day from staff.

Attendance Assemblies

Celebrating attendance is a priority, and involving pupils gives them an incentive, motivation and encouragement, with a sense of self-worth. This promotes the wellbeing of children as well as rewarding them.

Pupils with improved or 100% attendance will be celebrated at an end of term assembly each half term.

Transition Process

As we are all aware it is difficult at times to deal with change. We as a school appreciate that pupils may find it hard to cope with the transition from year groups and also from primary to secondary school. Our school ensures that we have all staff involved in this process and taster days for all pupils are set.

Parental Engagement Days

Parental engagement opportunities may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure the regular school attendance.

Rewards

Our reward scheme includes pupils. Rewards can include the following:

- Pupil Certificate
- £5 prize
- Extra treat
- 100% awards or recognition throughout the academic year for pupils

Role of the Local Authority Education Welfare Service

The Education Welfare service is a statutory service which supports schools in ensuring all pupils attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need.

The school, in a joint discussion will then refer the pupil to the EWO if necessary. Individual circumstances of each pupil will be considered. The EWO will then either send a letter home informing parents of your child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

Parents have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise are committing an offence and the EWO will need to be informed.

It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents. However, the EWS does not take this lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels.

Role of School's School Improvement Partners

Our school works closely with the Education Achievement Service (EAS) which provides us with a nominated School Improvement Partner who visits our school and advises and supports us in our school improvement process. School Improvement Partners, senior Local Authority staff and EWOs work closely with those schools needing additional support where attendance is a concern.

Attendance Panels

Attendance panels are seen as good practice in schools and may involve school governors, member of senior staff, EWO, parent and on occasions include the pupil. Whilst the panel's aim is to address the attendance of pupils, it is not always in the best interest of the pupil to be out of class.

Parents are invited into school to discuss their child's attendance, with a view for an action plan to be completed and signed which will regularly be reviewed. Letters of invitation will be sent to parents in advance and parents are asked to notify school as to whether they will be attending or not. If they are not available to attend then another letter will be sent. Failure to attend without notification may result in a visit or telephone call from the EWO.

First Day contact

Whilst we as a school operate a first day contact via our attendance officer, there may be times where the Education Welfare Officer will conduct this, and contact parents of those pupils who are absent on a specified day. This is deemed as good practice and identifies those pupils who are regularly absent at an early stage with a view to referring to additional support services.

Data Collection

Our school's attendance data is continually being tracked and monitored electronically both on an individual pupil level and also as a whole school. This data is collated by the Lead EWO and shared amongst all schools across Newport on a monthly basis.

Monitoring and reporting

The school will regularly provide reports to the governing body, senior management and challenge advisors, and the local authority which will inform them of current attendance.

In addition, parents will also be notified through the school's regular communication channels.

Appendix 1

Code	Meaning	Statistical meaning
/\	Present at registration	Present
L	Late but 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

NEWPORT CITY COUNCIL

LLANMARTIN PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

NAME OF CHILD

CLASS

DATES REQUESTED From.....

To

Why is it necessary to take your child out of school?

Please provide details

.....

.....

.....

Declaration:

I understand that this holiday/ absence request may be authorised or not authorised and the headteacher will use his/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 Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or on the school's website)

Signature of Parent/Guardian

*** Please note holidays will NOT routinely be authorised.**

This section to be filled in by school only:

Current Attendance:	%
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The absence requested is Authorised / Unauthorised.

Signed**Headteacher**

Comment

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Appendix 3 – ‘Callio’

Communicating children’s attendance levels on a regular basis with parents is vital when improving attendance. Therefore, through the use of SIMS and SIMS Discover colour coded letters may be sent each half term to parents informing them of their child’s current attendance and where this falls on the colour chart. It is very clear and easy to understand; explaining how much school time has been lost to absence and the impact on their child’s education as a result.

Annual Attendance	School Missed (Over an academic year)	Result
100%	No lessons missed	Gold Standard – Superb! These pupils have the best chance of getting the top grades and jobs.
95 - 99%	95% = missing about two weeks of school	Green Standard – these pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95%	92% = missing about three weeks of school	Amber Standard – it will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92%	Missing more than three weeks of school	Red Standard – these pupils are missing too much school. This is likely to affect their grades and therefore the jobs available to them after leaving school..

When a child fall into the ‘red zone’ i.e. less than 92%, a set of clear procedures that follow to manage this level of attendance. These procedures are detailed on the final page of this policy.

An example letter that may be sent to a parent/carer highlighting a pupil’s attendance is on the following page.

EXAMPLE LETTER

Attendance Information

Name of child Class

Your child's attendance is currently 100%

We wish to congratulate your child on their excellent attendance of 100% so far this year. This is an excellent achievement and what we would consider to be the GOLD standard.

Annual Attendance	School Missed (Over an academic year)	Result
100%	No lessons missed	Gold Standard – Superb! These pupils have the best chance of getting the top grades and jobs.
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Below 92%	Missing more than three weeks of school	Red Standard – these pupils are missing too much school. This is likely to affect their grades and therefore the jobs available to them after leaving school.

As a school we believe that good attendance is where success starts.

Thank you for your continued support in our drive to ensure good attendance.

Best wishes,

Headteacher

An example of an attendance plan – these will vary according to the circumstances:

Who?	Action	Timescale	Template Tools
Attendance Clerk	<p><u>LETTER AND PHONE CALL TO PARENTS / CARERS</u></p> <ol style="list-style-type: none"> attendance levels will be monitored over next 2 weeks If no significant improvement a meeting held to develop a plan Keen to work together Named contact in school 	<p>Week 1 & 2</p> <p>2 weeks to improve attendance</p>	Letter of concern
<p>Present:</p> <ul style="list-style-type: none"> EWO Headteacher / Attendance Clerk Parents/Guardian Pupil 	<p><u>MEETING WITH PARENTS</u></p> <ol style="list-style-type: none"> Identify issues preventing attendance Develop joint attendance plan/Individual Development Plan 	<p>Week 3 – Meeting within 5 school days</p>	Attendance Action Plan / IDP template including attendance agreement
Attendance Clerk	<p><u>MONITOR IMPACT OF PLAN OVER 4 WEEKS</u></p>	<p>Week 4-7 –</p> <p>Attendance Action Plan/ IDP Monitoring</p>	
<p>Present:</p> <ul style="list-style-type: none"> EWO Headteacher / Attendance Clerk Parents/Guardian Pupil 	<p><u>ESCALATION MEETING</u></p> <ol style="list-style-type: none"> Review and update attendance plan Intensive support including home visits by EWO No further absence without medical support 	<p>Week 8 –</p> <p>Meeting within 5 days</p>	
Attendance Clerk	<p><u>MONITORING IMPACT OF INTENSIVE PLAN OVER 4 WEEKS</u></p>	<p>Weeks 9-12</p> <p>IDP Monitoring</p>	
Head Teacher	<p>FORMAL LETTER SENT and informs family a formal referral to the EWS</p>	<p>Week 13 – Formal letter sent to parents/guardian</p>	<p>Formal letter to parents informing the case has been referred to EWS</p>

Authorised Absences are mornings or afternoons away from school for a good reason like illness or other unavoidable causes (e.g. bereavement). Where possible medical appointments should be booked outside of the school day, however if this is not possible then some absences will be recorded as authorised if proof of the appointment is provided. Parents should be made aware that unless there is a valid medical reason that children should return to school following such appointments. If the child does not return to school the parents should be informed that the absence will become unauthorised.

When the absence is authorised, schools will use the appropriate code to record the absence. It is essential that there is consistency in the way that schools record absences so that data provided to the Local Authority and Welsh Government is correct. **Authorised absences are still counted as 'absent' and will affect a pupil's attendance percentage.**

Unauthorised Absences are those which the Local Authority does not consider reasonable and for which no 'leave of absence' has been agreed by the School. These include:

- Holidays during school time
- Parents keeping children of school unnecessarily, e.g. for company, or when they feel unwell themselves, or when a sibling is unwell
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

It is not appropriate for schools to authorise absences for shopping, looking after other children, birthdays, hair appointments etc.

Parentally Condoned Absence – there may be many reasons why a parent chooses to keep their child away from school. It is essential that, when school staff feel that worrying pattern of non-attendance is emerging that they work closely with the Education Welfare Service to ensure that the appropriate level of intervention and support can be offered to the parent and child to encourage attendance. The first action of a school/ EWO should always be to make contact with the parent.

Lateness especially if persistent should be treated in the same way as irregular attendance. Parents can be prosecuted if the issue of persistent lateness is not resolved. Lateness can be just as damaging to a pupil's educational career as persistent absence. It leads to very bad habits that employers will not accept, for instance.

Family Holidays during term time – The Pupil Registration (Wales) Regulations 2010 gives schools *discretionary* power to grant up to ten days' leave for the purpose of an annual family holiday during term

time. In very exceptional circumstances a school may authorise a holiday of more than ten days.

Parents do not have the automatic right to withdraw their child (ren) from school for a holiday, and in law, have to **apply for permissions in advance**. Schools are very clear about both the effect of term time holidays on their performance figures and on the damage they do to the individual child's progress.

Requests for leave of absence for Children who are Looked After must be made by the Social Worker and **NOT** the Foster Carer. If such a request is received the School should immediately refer this case to the Senior Educational Welfare Officer or Pupil Services Manager.

Extended Overseas Trips should only be agreed where schools have taken into full account the National Assembly guidance and individual circumstances. Parents should be advised of the impact such a lengthy absence will have upon their child (ren) and be encouraged, where possible to take their holiday to coincide with school closure. Trips overseas are the same as family holidays. For many of the children involved, it is critical that their time in school is maximised and whether it is for linguistic or delayed attainment reasons, parents need to be encouraged to plan for trips in the 13 weeks available to them outside term times.

Parents should be advised that their child's name will be removed from the school register if he/she has not returned to school on the expected day of return. Legally, a child can be taken off a school register if they have not attended for 4 weeks (because of parental action). In these circumstances the parents would need to make an application for re-admission on their return to UK and may not be guaranteed the school of their choice, as all available places could be taken. Therefore, a change of school would be required.



23.1.23 .

A. Hillier
Chair of Governors

23.01.2023



Ysgol Gynradd Llanmartin Primary School

Waltwood Road

Newport

NP18 2HB

Tel. No: 01633 412660

Fax No: 01633 413672

Email: llanmartin.primary@newportschools.wales

Website: <https://llanmartinprimary.co.uk>

Follow us on Twitter: @LlanmartinPrim

Headteacher: Mrs V. J. Curtis,
BEd (Hons), NPQH

NEWPORT CITY COUNCIL

LLANMARTIN PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

NAME OF CHILD

CLASS

DATES REQUESTED From.....
To

Why is it necessary to take your child out of school?

Please provide details
.....
.....
.....

Declaration:

I understand that this holiday/ absence request may be authorised or not authorised and the headteacher will use his/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 Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or on the school's website)

Signature of Parent/Guardian

Please note holidays will NOT routinely be authorised.

This section to be filled in by school only:

Current Attendance: %

The absence requested is Authorised / Unauthorised

SignedHeadteacher

Comment
.....



