



Pupil Attendance Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

WHOLE-SCHOOL POLICY ON ATTENDANCE

INTRODUCTION

This school policy document on attendance has been produced to explain to all concerned, the rights, responsibilities and rules relating to the attendance of pupils at the School. If children do not arrive in school, they cannot be educated. Good attendance and punctuality leads to the best learning outcomes.

Mission Statement

- Ysgol Dyffryn Conwy aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.
- We aim to ensure the achievement of high levels of attendance and punctuality by all pupils.
- With the intention of enabling all students to take full advantage of the educational opportunities available to them, we aim to encourage excellent levels of attendance and punctuality.
- We are committed to providing a full and efficient educational experience to all pupils. We believe that if pupils are to benefit from education, punctuality and good attendance is crucial. As a School, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is our policy to celebrate achievement. Attendance is a critical factor to a productive and successful school career. The School will actively promote and encourage 100 per cent attendance for all pupils.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and effectively as possible. We will adopt a clearly focused approach aimed at returning the pupils to full attendance at all times.

1. PRINCIPLES

At Ysgol Dyffryn Conwy we will:

- Ensure that staff are aware of the registration procedures and receive suitable in-service training on registration regulations and educational law.
- Complete registers accurately at the beginning of each morning and afternoon session.
- Address with parents/carers the importance of contacting staff early on **the first day of absence**.
- Display attendance rates around the school and reward good and improved attendance of all pupils
- Consult with pupils on their individual attendance and attendance targets
- Promote positive staff attitudes to pupils returning after absence.
- Consult with all members of the school community and the Education Social Work Service in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by senior managers and school governors.
- Send information each term to parents and pupils informing them of attendance rates and related issues.

- Work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed.
- Have in place procedures that allow absentees to catch up on missed work, without disrupting the learning of other class members
- Ensure that attendance policy and practices are monitored regularly and its impact measured using All Wales Core Data/School Effectiveness Framework.

2. PROCEDURES

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- Contact the parents by text or e-mail, if they have not responded by 3.00 p.m. a representative from the school telephones the home.
- The same procedure as above is followed on the second morning of absence.
- After **three days** of unexplained absence, send a letter.
- After **five days** of unexplained absence refer to the school's Education Social Work Service, using the prescribed referral form.
- The school keeps a register of vulnerable pupils and additional measures are taken in these circumstances.
- An individual pupil's re-integration plan should be adopted where a pupil is returning to school after any absence of longer than two weeks. In the event of a pupil returning after a long-term absence, then an Individual Re-integration Programme (IRP) will be implemented. The IRP will include all members of the School staff and will be designed to be as supportive of the pupil as possible.

In order to ensure the success of this policy every member of the School staff will make attendance a priority and convey to the pupils the importance of their education.

3. PRACTICE

At Ysgol Dyffryn Conwy we recognise the importance of good practice by:

- Keeping and maintaining registers accurately and the systems for recording pupil presence
- Ensuring the use of correct registration codes
- Maintaining a consistent approach to marking registers and the operating systems for recording pupil presence
- Identify a named Governor for attendance
- Regularly analysing attendance to inform reasons for absence, profile of persistent absence, identification of vulnerable groups and links to standards
- Ensuring that all staff know, understand and consistently apply the policy across school
- To ensure effective tracking is in place to identify any pupil whose attendance begins to slip
- Ensuring that staff know the whereabouts of all pupils every day for safeguarding purposes
- That school robustly implement Children Missing Education procedures i.e. school checklist, referral to ESW Service which can help limit absences on pupil records
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's Education Social Worker/Education Welfare Officer
- Recording carefully all telephone messages from parents and carers.

EVALUATION

It is important to set realistic targets; these targets will be set in consultation with the LA. As a school we will look at those interventions which have been successful as part of the evaluation process and also look at effective good practice across the Authority.

When evaluating success we will consider whether or not:

- Attendance has improved.
- Punctuality has improved.

- Parental response to absences has improved.
- Re-integration plans have been successful.
- The School has been successful in raising the profile of attendance both within the school, governing body and the local community.
- The frequency of evaluation including on Governing Body meeting agendas.
- Pupils and parents are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the School.
- Pupils are aware of their own individual attendance and are given targets
- Attendance issues have been included as topics in school assemblies, Personal and Social Education (PSE) lessons or as a theme for any other lessons.
- The school's attendance policy is up to date of good quality and regularly reviewed.
- Ensure that attendance is fully integrated into other policy areas (such as Safeguarding).
- That the policy includes school's policy on holidays during term time
- That the school policy/strategy for improving attendance identify the roles of staff and procedures to be followed.
- That the school policy and practices are monitored vigorously and its impact measured.
- We utilise Conwy LA's School Attendance Self Evaluation Audit Tool to identify areas of improvement within school to assist with targets and to prioritise actions for improvement of Attendance'

4. RIGHTS AND RESPONSIBILITIES

School

- The school expects pupils to attend school regularly and to arrive on time in a condition fit to learn.
- The School will encourage good attendance and will investigate all absenteeism.
- The School staff will set a good example in matters of attendance and punctuality and will investigate all absenteeism and lateness promptly.
- The School will liaise with parents/carers if their child's attendance/punctuality causes concern.
- Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day at the start of the morning session and once in the afternoon session
- Schools need to be aware and adhere to Child Employment & Performance Licensing so that absences are appropriately and legally agreed and documented
- We will use the correct registration codes in a consistent manner and train staff accordingly

Pupils

- Pupils will ensure that they attend regularly and on time.
- Pupils will attend all lessons punctually.
- Pupils will be listened to and respected.
- Pupils will have individual records of attendance/punctuality acknowledged by the school.

Parents

- Parents are responsible for ensuring that their child attends the School regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents are responsible for informing the school by letter, telephone, or a personal visit of the reason for any absence on the first morning of that absence.
- Parents can expect the school to keep them fully informed of their child's progress.
- Be aware of letters from school which the child brings home
- Parents to attend Parents evening and other events
- To ensure that their child completes his/her homework and goes to bed at an appropriate time
- Avoid booking holidays during term time, unless it is regarded by the Head Teacher as exceptional circumstances
- Contact the school promptly if they have any concerns that their child is reluctant to attend school.

5. LEGAL RESPONSIBILITIES

Statutory Framework

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are registered as a pupil.

Section 7 of the 1996 Education 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 needs he/she may have either by regular attendance at school or otherwise. (S.7.,Pt.I Ch.I).

Section 444 further states that:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence." (S.444, Pt. VI Ch. II).

Also under Sections 444A and 444B of the Education Act 1996 (introduced by Section 23 of the Anti-Social Behaviour Act 2003) fixed penalty notices have been introduced as an alternative to prosecution under Section 444. Parents/carers may discharge potential liability for conviction for an offence under Section 444 by paying a penalty. Fixed Penalty Notices can be issued in relation to unauthorised absences (see Conwy Education Services Code of Conduct)

An offence is not committed if it can be demonstrated that:-

- The pupil was absent with leave (authorised absence).
- The pupil was ill or prevented from attending by unavoidable cause.
- The absence occurred on a day set aside for religious observance by the religious body to which the pupil/parents belong.
- The school is not within prescribed walking distance of the child's home to be eligible for free home to school transport. The Local Authority provides free transport where a child of statutory school age, under 11 years of age resides over 2 miles away from the nearest appropriate school, and where a child of statutory school age, over 11 years of age, resides over 3 miles from the nearest appropriate school. It should be noted that it is the responsibility of parents/carers to make arrangements for the safe transportation of their children to and from school (when they do not qualify for school transport) and to and from bus stops and pick up points.
- A limited defence is available to the parents of travelling children.
The act also places a legal obligation on:
 - The LA to secure that efficient education is available to meet the needs of its population (S.13, Ptl, Ch.III), and to enforce attendance (S.437, Pt.VI, Ch.II).
 - Schools to register attendance and notify the LA of a child's absence from school. (Inclusion & Pupil Support – Welsh Government Circular 47/2006).

6. ABSENCE

Types of absence

It is vital to emphasise that there are two different types of absence: authorised and unauthorised, and that unauthorised absences may result in the involvement of the Education Social Work Service, and ultimately could lead to the prosecution of the parent in the Magistrates Court under Section 444 of the Education Act 1996, or be issued with a Fixed Penalty Notice under Section 444A and 444B of the Education Act 1996.

All absences must be explained by a note/phone call from the parent/carer. The school will then decide whether to authorise the absence or not.

Absence from the School will be authorised by the school if it is for the following reasons:

- Sickness;
- Unavoidable medical/dental appointments;
- Days of religious observance;
- Exceptional family circumstances, such as bereavement;

Absence from school will not be authorised for the following reasons:

- Shopping; Haircuts; Missed bus; Slept late; No uniform; Looking after brothers and sisters; Minding the house; Birthdays.

N.B. all medical/dental appointments should be made outside of school hours as far as possible.

7. AUTHORISED ABSENCE

Only a school can authorise an absence. Parents and the LA do not have the power to authorise absences.

The key points we will consider when deciding to authorise absence are:

- It is legal requirement that registered pupils of compulsory school age attend school regularly and punctually.
- Schools are not obliged to accept a parental explanation for pupil absence where there is doubt as to the validity of that explanation.
- Parents should be aware that only the school has that right to agree to a pupil's absence for family holidays in term time; each application for leave should be considered in view of the exceptional circumstances of the family.
- Schools should always expect regular and punctual attendance, even when the school is aware of family difficulties.
- Minding the house, looking after siblings, shopping or going on a trip will not normally be acceptable reasons for absence.

AN EXPLANATION IS REQUIRED FOR EVERY ABSENCE. IF ONE IS NOT FORTHCOMING THE ABSENCE WILL BE TREATED AS UNAUTHORISED.

- Where absence is authorised, we will remain vigilant to emerging patterns of non-attendance.
- Lateness should be actively discouraged and persistent lateness treated in the same way as irregular attendance.
- We work closely with the Education Social Work Service in order to promote regular school attendance.

NB: SCHOOLS NEED TO EXERCISE CAUTION IN THE AUTHORISATION OF ABSENCE

If we are suspicious of the explanation given by parents, the absence should be further investigated and left unauthorised until the matter has been clarified to the satisfaction of the school (please check registration codes). The decision taken by the school to authorise absence or not, is of critical importance in determining the level of involvement of the ESWS. If we have authorised a pupil's absence we have in effect given leave, therefore there is no case in law for parents to answer.

UNAUTHORISED ABSENCE:

Unauthorised absence is absence without approval from an authorised representative of the school and includes ALL unexplained absences.

If a child is absent with the approval of the school, for whatever reason, no offence is deemed to have been committed thus, the decision taken by the school to give, or withhold authorisation for an absence, is a critical factor in determining the LA's decision to prosecute.

PARENTALLY CONDONED ABSENCE

Parentally condoned absence is often more difficult to identify than any other form of pupil absence and is equally as damaging to the pupil's educational experience as any other form of absence. If staff have reason to doubt that the explanation offered about a particular absence is genuine, the absence should be treated as unauthorised. Since all absences are to be treated as unauthorised unless and until schools agree on a satisfactory explanation, it is important that we have procedures, consistently applied to pursue explanations and for amending registers. Such procedures would include a request for medical advice from the Consultant Paediatrician, School Health, regarding non-school attendance.

8. FAMILY HOLIDAY DURING TERM-TIME

Welsh Assembly guidance states:

"In term-time parents do not have an automatic right to withdraw pupils for holidays and authorisation remains at the discretion of the Head Teacher, but this holiday must not exceed 10 days in any academic year". Exceptional circumstances remain at the discretion of the Head (The Education (Pupil Registration) (Wales) Regulations 2010.

Exceptional circumstances remain at the discretion of the Head Teacher as school know their pupils and families, and are better placed to make those judgements. If the Head Teacher's decision is not to agree the request, then the holiday will be an unauthorised absence (G).

A suggested list of exceptional circumstances could be:-

- Those families of serving armed forces personnel
- Parents of a child experiencing a life limiting illness
- Family that has suffered acute trauma
- To attend a wedding or funeral of a person close to the family
- Any other circumstance that is viewed as exceptional (if an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence).

Local Authority leaflets on taking holidays during term time are very clear regarding these requests, and this information should be relayed to parents regularly. We follow Conwy Education Services' guidance that **every holiday request is viewed as exceptional**.

The following list shows how taking time off during term time can impact on attainment:-

1 day missed = 6 lessons lost

1 week missed = 30 lessons lost

2 weeks holiday during term time = 60 lessons lost

90% = 20 days off school per year/120 lessons

85% = 30 days/180 lessons

80% = 35 days/210 lessons

G.C.S.E. grades as well as other school tests and exam results can be seriously affected by unnecessary absence. The difference between success and failure in a school career depends on attendance.

In law, parents have to apply for permission in advance, to withdraw pupils from school for a holiday. Such permission is granted in accordance with arrangements made by the governing body. All requests for holiday leave should be in writing, ideally **four** weeks before the holiday, and the application should be made by parent/parents with day-to-day care of the child even if they are not actually going on holiday themselves.

Welsh Government guidelines clearly state that the reference to exceptional circumstances means that the parent must make out a strong case for taking the child away for a holiday during term time. Schools should carefully explore with parents why such exceptional leave of absence is necessary. Where such absences are sanctioned, they should be counted as an **authorised** absence. Where parents fail to abide by the agreement reached with the school and keep a child away from school in excess of the period agreed or, where parents fail to apply for permission, the extra time taken should be treated as an **unauthorised** absence.

The following factors should also be considered when assessing requests – no one factor should be regarded as conclusive:

- The time of year of proposed trip
- The length and purpose of the holiday
- The duration of the holiday and its impact on continuity of learning
- The circumstances of the family and the wishes of parents
- The overall attendance pattern of the child (% of attendance will also determine whether it is to be considered).

Parents should not expect, or be led to expect, that schools will agree to family holidays during term-time. Schools should reinforce this fact on a regular basis with parents. An unambiguous and explicit statement about taking holidays in term-time should be included in all Conwy schools' prospectuses and Handbooks for parents. In the case of ethnic minority parents special care should be taken to ensure that the regulations are fully explained and understood. Interpreters should be used if necessary.

9. EXTENDED OVERSEAS TRIPS

When making judgements about extended absence for pupils from ethnic minority families, schools must take account of Welsh Government guidelines on holidays during term time. It is important that we show an understanding of the parents' perspective even though they may not be able to give permission to extend absence. We should consider the following:

- A visit involving family overseas has an entirely different significance from the normal associations with 'holiday' which is the category recognised by the Welsh Government;
- Visit may be very important in terms of children's identity and self-esteem as they grow up;
- Parents may feel that the visit outweighs the importance of their child's uninterrupted attendance a school – maintaining family links may involve greater significance and greater pressure in some societies than it does in many western societies;
- The reason for parents making a visit may be family illness, bereavement etc.

However, we should explain to parents that:

- As far as possible, advanced permission must be agreed (**4 weeks**)
- The absence should be planned carefully with the school
- Where possible, extended visits should be made during school holidays particularly July/August
- If visits must be taken during term time, absence should not exceed two weeks (10 school days) unless under exceptional circumstances agreed by the Head Teacher
- Holidays during examination time should be avoided at all costs
- Pupils who miss six weeks or more of school, fall behind in their schoolwork by a full term
- Some pupils never catch up and will under-perform in their examinations
- Their child's name may be removed from the register if he/she has not returned to school within 20 days of the expected return date and no explanation has been given.

If extended absence is agreed, we should consider:

- The potential educational value of the visit i.e. preparing a study pack; asking the pupil to make notes/observations during the holiday in relation to a current or forthcoming class topic; asking the child to gather memorabilia/souvenirs with other pupils

- The amount of school work missed and how to help the pupil catch up on his/return to school.

10. LATENESS

A pupil's punctuality for school is a legal requirement (Inclusion & Pupil Support Welsh Government Circular 47/2006) and the parents/carers of a pupil who is persistently late after registration closes are guilty of an offence under the Education Act 1996 and could be prosecuted in the Magistrates Court, or issued with a Fixed Penalty Notice for the unauthorised absences.

A careful balance needs to be struck between being too punitive and too accepting of a pupil's lateness. Once the reasons for lateness have been established, the school, parents and pupils need to work in partnership to resolve difficulties. Where the home situation makes it difficult for the pupil to arrive on time, the school may need to refer the case to the Education Social Work Service or Social Services.

11. GOOD PRACTICE

Conwy LA recommends that schools consider the following good practice:-

Keeping the Registers

The registers are a legal document and must be kept accurately and neatly. The register may be requested in a court of law as evidence in a prosecution for non-attendance, or for the issuing of a Fixed Penalty Notice. It may also contribute data to pupils' end-of-term reports, records of achievement and to leavers' references.

An accurate and consistent registration system is crucial if poor attendance and punctuality are to be tackled. It is vital that pupils are aware that registration is a significant part of the school day.

It is expected that Conwy schools will follow Welsh Government guidance and adhere to the common standards and suggested codes when recording absences in the register *Education (Pupil Registration) (Wales) Regulations 2010*.

Analysis of Attendance Data

All schools hold a great deal of information about attendance which should be used for strategic planning and effective liaison with the ESW Service and can thereby enable schools to manage attendance issues more effectively.

It is suggested that sampling weekly attendance at specific sessions may be helpful in highlighting regular patterns of non-attendance and may reveal for example, an association with certain subjects, teachers or teaching groups. Such analysis can draw attention to the deterioration or improvement in the attendance of individual pupils. The analysis can help target intervention more selectively and help establish the causes of absence.

12. THE ROLE OF THE EDUCATION SOCIAL WORK SERVICE

The role of the Education Social Workers/Education Welfare Officers (ESW/EWO) work closely with schools and families to resolve attendance issues. Legal action to enforce school attendance can only be taken by the ESWS.

The ESW/EWO has a dual role to play as a provider of a service to the school and as a mediator between home and school. However, attendance is the responsibility of the whole school and the pupils' parents.

REFERRING A CASE TO THE EDUCATION SOCIAL WORK SERVICE

The ESW/EWO time is inevitably limited. The standard ESWS referral should always be used to provide as much detailed information as possible. The school's own procedures for dealing with absence should have been exhausted before a referral is made to the ESWS. Welsh Government

Circular 47/2006 Inclusion & Pupil Support points out that prior to a referral to ESWS schools should make an effort to address the non-attendance through:

- Action by the class tutor, as part of their day-to-day duties;
- Involvement of others within the school e.g. Head of Year, Head teacher, Deputy Head or Assistant Head;
- Contact with the parents via telephone;
- Inviting parents into school for a meeting.

In general, formal referrals should take place if:-

- A pupil fails to attend schools continuously for ten school days;
“All schools, including independent schools, must inform the LA at agreed intervals of the name and address of any registered pupil who fails to attend the school regularly or has been absent continuously for ten or more school days, schools should provide the reason for the absence, if known...”
- A pattern of irregular attendance is either continuing or worsening (sporadic days or blocks of absence);
- Parents do not accept their responsibilities for ensuring the child attend school and are refusing to discuss ways of improving attendance with the school;
- Condoned unjustified absence is increasingly a problem;
- Or the parents ask for excessive authorised absence.

13. PROCEDURES FOR FOLLOWING UP ABSENCE

Every Conwy school should have effective and recognised procedures for identifying and following up absences and for weekly formalised liaison with their Education Social Worker/Education Welfare Officer.

The Role of School Staff

Ysgol Dyffryn Conwy Attendance Team:

Attendance Champion: Miss Branwen McBride

SMT Attendance Lead: Mr Roger Beech

ESW: Mrs Anwen Brown

Progress Leaders:

Year 7 Mrs Leah Jones

Year 8 Mrs Elin Atherton

Year 9 Mrs Elin Atherton

Year 10 Mrs Catrin Jones

Year 11 Mrs Catrin Jones

Year 12 Mrs Glenda Barlow

Year 13 Mrs Glenda Barlow

In the first instance the Progress Leader is usually responsible for following up unexplained absences using the standard procedures previously outlined. The Progress Leader and the Form Tutor will liaise weekly to check registers to enable early identification and intervention of poor attendees.

The Attendance Team (Assistant Head and Attendance Champions KS3 and KS4) will have weekly meetings with the ESW/EWO to agree the way the school and the LA/ESW will work with and support the pupil whose attendance is poor.

- If a pupil returns from absence without a letter of explanation a letter requesting information should be sent home.
- All contact with parents/carers should be recorded and "sick-notes" from parents/carers and medical certificates should be dated, named and initialled by the Form Tutor/Head of year/Attendance Support Officer. These notes should be placed in an absence envelope at the back of the register or similar, or on the pupil's file
- Where explanations for absence are unsatisfactory, or where absence persists, the Attendance Team should invite the parent(s) to school to discuss any difficulties which may prevent the pupil from attending school. If parents do not attend or send their apologies, the ESW/EWO will follow their own processes outlined above.
- Where there are problems of lateness, the Attendance Team should contact the parent(s) either by telephone or by the standard letter.
- The production of a daily list of absentees which would be readily available to all teaching staff.
- Registration by Subject Teachers for every subject group.
- Subject Teacher inform the Head of "suspicious" absences from lessons
- Regular spot checks and patrols by identified senior teaching staff during the day to detect and deter lesson truancy
- The School's senior management Team/Attendance Team should be seen to pay special attention to latecomers.

See also annual School Attendance Strategy.

14. PRIMARY/SECONDARY TRANSFER

The school works in partnership with our feeder primary schools to share information and ensure consistent application of Conwy LA's attendance policy across the cluster including:

- Visits to feeder primary schools will be made in order to secure the fullest support for all pupils during secondary transfer.
- Establish a clearly defined and regularly reviewed strategy to facilitate secondary transfer.
- Systems to monitor and review the progress of all Year 7 pupils.
- Effective liaison with the ESW/EWO attached to feeder primary schools.
- Identify at-risk pupils in Year 6 and notify Head of Year 7 prior to transfer.
- Involve the whole school in taking responsibility for assisting new pupils including buddy systems between 6th formers and pupils in year 6-7.
- Engage pupils through transition activities including transition DVD and buddy visits, transition and taster days, visits to primary schools by the year 7 Progress Leader, ALNCO/Assistant Head.
- Involve parents of Year 6 and 7 from the very beginning e.g. open evenings, transition evenings and additional year 7 parent evening (November).

15. RE-INTEGRATION AFTER ABSENCE: Key Principles

- The pupil needs to feel welcome and supported.
- Support needs to be readily available.
- A named key person with whom the pupil is comfortable should be appointed to support the pupil.
- Reasons for absence should be discussed, and where possible changes made to prevent further difficulties.
- Negotiate a pupil agreement/contract containing aims and targets and review dates.
- An individual timetable should be negotiated and produced, and reviewed.
- Sensitively re-integrate pupils who have been absent through a structured and individually tailored programme.
- Ensure that all staff are aware of the pupils who are re-integrating after an absence.

- Ensure ALL staff are aware of the procedures and practices for sensitively re-integrating pupils back into school.

KEY TO NEW ATTENDANCE CODES

The recommended codes are grouped under the following 5 statistical categories:

- *present;*
- *approved educational activity (treated as present);*
- *authorised absence;*
- *unauthorised absence;*
- *not required to attend.*

Code	Meaning	Statistical category
A	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	present
D	Dual registered (i.e. present at another school)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work Experience (not work based training)	approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	authorised absence
F	Agreed extended family holiday	authorised absence
H	Agreed family holiday	authorised absence
I	Illness	authorised absence
M	Medical or dental appointment	authorised absence
S	Study Leave	authorised absence
E	Excluded but no alternative provision made	authorised absence
R	Day set aside exclusively for religious observance	authorised absence
T	Traveller absence	authorised absence
N	No reason for the absence provided yet	unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	unauthorised absence
U	Late and arrived after the register closed	unauthorised absence
X	Untimetabled sessions for non-compulsory school- age pupils	not required to attend
Y	Partial and forced closure	not required to attend
Z	Pupil not on roll yet	not required to attend

School closed to all pupils

not required to attend

Appendix 1: Letter to Parents – Conwy LA



Cyfarwyddwr Strategol Gwasanaethau Gofal Cymdeithasol ac Addysg / Strategic Director of Social Care and Education Services

Jenny Williams

Pennaeth Gwasanaethau Addysg (Prif Swyddog Addysg) / Head of Education Services (Chief Education Officer)

Richard Ellis Owen

Adeiladau'r Llywodraeth, Ffordd Dinerth, BAE COLWYN, LL28 4UL
Government Buildings, Dinerth Road, COLWYN BAY, LL28 4UL

Gofynnwch am / Please ask for:



01492 575013



01492 575014



Ein Cyf / Our Ref:

Eich Cyf / Your Ref:

Dyddiad / Date:

Annwyl Riant/Gofalwr/Gwarcheidwad

Dear Parent/Carer/Guardian

Presenoldeb Ysgol/Gwyliau

Re: School Attendance/Holiday Leave

Darllenwch yr wybodaeth ganlynol yn ofalus.

Please read the following information carefully.

Bydd cymryd eich plentyn/plant allan o'r ysgol yn ystod tymor ysgol yn effeithio ar eu presenoldeb a'u cyrhaeddiad.

Taking your child/children out of school during term time will impact on their attendance and overall attainment.

Mae presenoldeb rheolaidd yn ganolog i agenda ac ymdrech Llywodraeth Cymru i godi cyrhaeddiad yng Nghymru, a dengys ymchwil fod gan bresenoldeb a chyrhaeddiad gyswllt cryf â'i gilydd.

Regular attendance is central to Welsh Government's agenda and drive to raise attainment in Wales, and research indicates that attendance and attainments are strongly linked.

Nid yw'r gyfraith yn rhoi hawl awtomatig i rieni gymryd eu plentyn/plant allan o'r ysgol yn ystod tymor ysgol. Bydd pob cais am wyliau yn cael ei ystyried gan y pennaeth yn unigol.

The law does not grant parents an automatic right to take their child/children out of school during term time. All requests for holidays will be considered by the Headteacher on an individual basis.

Dylai rhieni bob amser ofyn am ganiatâd am wyliau gan adael 4 wythnos i'r ysgol ystyried ac ymateb.

Parents must always request permission for holiday leave allowing 4 weeks for the school to consider and respond.

Mae rheoliadau Llywodraeth Cymru yn nodi y gall penaethiaid, mewn amgylchiadau eithriadol gyntuon i hyd at 10 diwrnod o absenoldeb yn ystod blwyddyn academiaidd y tu hwnt i ddyddiadau gwyliau ysgol statudol.

Welsh Government regulations state that Headteachers may, in exceptional circumstances agree up to 10 days absence during an academic year outside statutory school holiday dates.

Os ydych yn ystyried bod eich cais am wyliau yn eithriadol bydd angen i chi lenwi'r ffurflen sydd ynghlwm ac efallai y gofynnir i chi fynychu

If you consider that your request for a holiday is exceptional you will need to complete the attached form and you may be asked to attend an interview

cyfweliad yn yr ysgol i drafod eich cais.

in the school to discuss your request.

Os na ystyrir fod y gwyliau o fewn amgylchiadau eithriadol, ond eich bod dal yn cymryd eich plentyn/plant o'r ysgol, bydd yr absenoldeb yn cael ei gofnodi fel un **diawdurdod**.

If the holiday is not considered to be an exceptional circumstance, but nevertheless you still take your child/children out of school, the absence will be recorded as **unauthorised**.

Bydd yr Awdurdod Lleol yn cael eu hysbysu ynglŷn â gwyliau diawdurdod. Gall hyn olygu Hysbysiadau Cosb Penodedig yn cael eu cyflwyno. Sylwer y gallai cosb o'r fath gael ei gyflwyno i bob rhiant ar gyfer bob plentyn a gymerir o'r ysgol. Hysbysiad cosb penodedig yw dirwy o £60 sy'n cynyddu i £120 os nad yw'n cael ei dalu o fewn y 28 diwrnod cyntaf. Bydd methiant i dalu yn arwain at gamau cyfreithiol yn cael eu dechrau yn y Llys Ynadon.

The Local Authority will be notified of unauthorised holidays. This may result in a Fixed Penalty Notice being issued. Please note that such a Penalty could be issued to each parent for each child taken out of school. A Fixed Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Failure to pay will result in legal action being instigated in the Magistrates Court.

Gobeithiaf y byddwch yn cefnogi hyn ac yn gwerthfawrogi fod hyn yn seiliedig ar dystiolaeth fod disgyblion sy'n mynychu'r ysgol yn rheolaidd, yn cyflawni gwell canlyniadau o gymharu â disgyblion sy'n colli cyfnod sylweddol o'u haddysg.

I hope you will support this position and appreciate this action is centred upon evidence that pupils who attend school regularly, attain better outcomes in their education compared with pupils who miss significant period of their education.

Yn gywir / Yours sincerely



Richard Ellis Owen

**Pennaeth Gwasanaethau Addysg (Prif Swyddog Addysg)
Head of Education Services (Chief Education Officer)**

Copi i / Copy: Ffeil / File

Appendix 2: Letter to parents on receipt of Holiday/Absence Request

[Date]

Dear Parent/Guardian,

We have received your request for your child/children to be absent from school because of a family holiday.

On this occasion, in line with our absence policy, this absence will be classed as **UNAUTHORISED**.

Ensuring high attendance remains a whole school priority as part of our strategy to improve standards and to work with parents and pupils to ensure that pupils have the best opportunities to reach their potential. We thank you for your support in ensuring the day to day attendance of your child/children.

We understand the reasons for your application for a holiday however it is only in exceptional circumstances that absences for holidays within term time can be agreed.

We understand that you may decide to continue with your holiday arrangements anyway and if this is the case we ask that you contact the school on so that we can arrange work for your child/children over any absence period.

Yours sincerely

Mr Owain Gethin Davies

[Headteacher]

cc
Progress Leader Year _____

SIMS - Pupil File

See also:

- Conwy LA – Small Holidays Leaflet (School Website)
- Conwy LA – Fixed Penalty Notice Leaflet (School Website)
- Conwy LA – Attendance Policy (School and Conwy LA Website)