Pontnewydd Primary School

Nurture, Inspire, Achieve –

Attendance Policy/ Polisi Presenoldeb

Adopted 3/2/26

To be reviewed: February 2027

Pontnewydd Primary School is committed to working collaboratively with our cluster of schools.

In doing so the overarching aims and procedures of this policy have been agreed and aligned with the schools within our cluster, with some additions and school specific procedures suitable for our schools' requirements.

1. **Mission statement**

The Croesyceiliog cluster is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will provide an environment where all students feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and well-being of all children and young people.

The Croesyceiliog cluster will follow the All Wales Child Protection procedures and local protocols in relation to specific and identifiable welfare issues that prevent a child or young student from accessing education, or where there are safeguarding concerns.

For a student to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and this school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government (WG).

The legislation makes provision for a school day which is to be divided into two sessions with a lunch break in the middle and to be available for at least 190 days in any school year.

The school will review its systems for improving attendance on an annual basis to ensure that it is achieving its set
goals and targets as identified by the Governors, Local Authority (LA), South East Wales Consortium (SEWC) and the WG.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets.

2. Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents/carers and students. We will ensure that our students are made aware of the importance of good attendance an d how this will benefit them; we will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual learners.

3. School procedures

Any student who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorized, an approved educational activity (attendance out of school) or dual registered. Only the Head Teacher or a member of staff acting on their behalf can authorise an absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (code N) and promptly followed up by the school, as part of its early intervention and safeguarding strategies.

The coding for any absences will be in accordance with the guidance provided by the WG.

3.1 School Procedures - Daily

- All registers are taken electronically via SIMS.
- Registers will be taken twice daily. Mornings at 9am and afternoons at 1.00pm for foundation phase and 1.15pm for KS2 pupils.
- Morning Registration starts at 9am. Pupils who arrive between 9am and 9:30am are issued an L mark. Registration closes at 9:30. After this pupil are issued a U mark.
- During the afternoons registrations closes half an hour after it opens. Within that half an hour pupil who arrive are issued an L mark and a U once the register closes.
- Staff members taking the register are directed to limit their code usage to a choice of three: / = present, N = absent, L = late.
- In order to ensure consistency and accuracy, all other codes/code changes are issued by the School Attendance Officer, SSO SJ/JC only. The Senior Attendance Lead (SAL) will make regular checks where appropriate to ensure quality control. Strict adherence to LA code usage guidelines is followed at all times.
- Codes other than / or N are marked with a red flag and additional comments are added to justify the use of the code in question.
- Any missing marks (-) default to an N code until further enquiries are made.
- Students who are over 30 minutes late are issued a U code and consequently lose their mark for the session. Where students are under 30 minutes late an L code is issued which counts as present.
- After the AM registration is closed, the SAO initiates the 'first day response system'. This involves notifying parents/carers that their child is absent from school that day and trying to establish reasons for the absence.
- Registers are also scrutinised meticulously to check for internal truancy.

3.2 Attendance Code Summary (also Appendix 1) - updated September 2026

Code	Meaning	Statistical meaning
/ \	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
B1	Online Learning (Local Authority)	Approved educational activity
B2	Online Learning (School)	Approved educational activity
D1	Dual registered elsewhere	Approved educational activity
P1	Approved sporting activity (with school)	Approved educational activity
P2	Approved performance (with school)	Approved educational activity
V	Educational trip or visit with school	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C1	Other authorised circumstances (not covered by another code)	Authorised absence
C2	Paid Performance	Authorised absence
C3	Flexi-Schooled Pupil	Authorised absence
C4	Part-Time Timetable	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I1	Physical Illness	Authorised absence
I2	Non-physical 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	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Student not yet on roll	Not required to attend
#	School closed to all students	Not required to attend

3.3 Absence reporting

Reasons for absence are recorded on SIMS

3.4 Punctuality/Lateness

Punctuality is a legal requirement, and students must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other students within the class and throughout the school. Those parents of students who are persistently late will be contacted by the school.

The AM/PM registers will remain open for a maximum of 30 minutes, in accordance with WG guidance. Any student arriving after this time will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation, i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, t he appropriate authorised absence code will be entered.

Students arriving after the start of school but before the end of the registration period will be coded as late (L).

Parents and carers are reminded that the LA may issue an FPN for persistent lateness after the close of the register in accordance with the Local Code of Conduct, if in excess of 10 sessions over a period of a year.

A student that is persistently late will be supported via the stepped approach following the Torfaen LA Punctuality Improvement Pathway (Appendix 2).

3.5 First day absence

School will endeavor to ascertain the specific reason for non-attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a telephone call or texting/Dojo service. Once the specific information is received, the register will be amended to reflect the appropriate absence code (Appendix 1).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to child protection/safeguarding services or are looked after (LAC).

The locality children services team will be notified of unexplained absences on the first day absence of a student on the child protection register. DSP to inform the relevant services.

3.6 Third day absence

On the third day of absence and if school has not received an adequate explanation from any of the contacts for the students on SIMS, the SAO contacts the school EWO and the EWO will make a welfare phone call or visit the home address if no phone contact can be made (see Appendix 3 for 'EWO Home Visit/Welfare Check Flow Chart'). The absences will remain unauthorised, until an adequate explanation is received.

3.7 Continuing and frequent absence

Within the school it is the responsibility of the teachers, and staff linked to attendance such as Leaders of Wellbeing, School Attendance leaders and the SAO to be aware of and bring attention to the Head Teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible, before a referral is made to the Education Welfare Service (EWS). This will involve inviting the parents or carers and the student into school for a meeting.

For unauthorised absences of 10 sessions or more in a term (there are two sessions in a day, morning and afternoon) and following a period of monitoring, the school can request that the LA issue an FPN in accordance with the Local Code of Conduct.

3.8 Persistent absence

Welsh Government defines persistent absence as students whose absence level is more than 20% (80% attendance). These students will be subject to an action plan to support their return to full attendance.

The action plan will include engagement with relevant agencies that can support the student's attendance and could include the schools Education Welfare Officer (EWO).

3.9 Absence related to discrimination

A student's absence from school may be due to bullying, which can take many forms and can be direct (either physical or verbal) or indirect, for example, ignoring a student or not talking to them. Some of this bullying may be discriminatory.

It is against the law for a school, governing body or the LA not to take action where this type of bullying takes place between students.

As a school, we are required to monitor and report on discriminatory incidents each term and if the reason for a student's absence is related to any of the above issues, must take action to deal with the situation.

4. Categorisation of absence

All students who are on role but not present in the school must be recorded within one of these categories.

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity
- Dual Registration

4.1 Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason. At least 10 sessions of unauthorised absence in any term will result in a Fixed Penalty Notice warning. A further unauthorised absence could result in a Fixed Penalty Notice.

4.2 Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid; only the Head Teacher can authorise an absence.

4.3 Leave of absence/holidays in term time

Leave of absence during term time will be discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a student's potential achievement.

Approval of absence for family holidays will only be authorised in exceptional circumstances and at the discretion of the head teacher.

The Head Teacher may only agree to an extended leave of absence in exceptional circumstances. Examples of exceptional circumstances include:

- Family are returning to country of origin;
- Parent returning from active tour of duty.

Unauthorised holiday absences could be subject to a Fixed Penalty Notice issued by the local authority.

4.4 Leave of Absence extra-curricular provision

Absence requests for extra-curricular activities will be treated as holiday absence requests unless appropriate proof of educational merit to support More able and talented provision.

Each request will be considered on an individual basis and may be approved as C1 'Special Circumstance' at the discretion of the Head Teacher.

4.5 Approved educational activity linked to school provision

This covers types of supervised educational activity undertaken off the school site but with the approval of the school and or the LA.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities supervised by the school
- Link courses or approved education at another venue
- Education arranged by the Child and Adolescent Mental Health Service (CAMHS)

4.6 Students on the Child Protection Register

Students whose names appear on the Child Protection Register have their attendance monitored daily. Children's Services are informed if a student on the register is away from school for one day unless a suitable reason has been provided.

4.7 Education Other Than At School (EOTAS)

The provision where the student is expected to attend is responsible for accurately recording the student's attendance and chasing up non-attendance.

Arrangements are in place to identify students who are absent from providers of EOTAS, in order that the school where the student is registered can reflect any absences and apply the appropriate code.

4.8 Register checks

The LA will formally check the registers on a regular basis to ensure there is compliance with legislation. It should be noted that registers are legal documents and it is an offence not to maintain accurate records.

5. Attendance Monitoring

School attendance is analysed during Record of Consultation (ROC) meetings between the EWO and school staff. Individual schools will set an attendance threshold for students and those students falling below this threshold will be discussed in the ROC meetings.

Pontnewydd Primary follow appendix 4a Pathways which a staggered approach is utilised to support pupils whose attendance is below the agreed threshold.

5.1 EWO referrals

Students whose attendance falls below the individual school's threshold can be referred to the EWO who will take appropriate action which may involve legal action. The school would continue to interface with the EWO via the SAO/attendance leads under these circumstances.

School attendance staff working the EWO have autonomy not to implement, or to delay, the above proceedings on a discretionary basis under exceptional circumstances, e.g.; family tragedy. This may involve consultation with the SAL.

Whatever the situation, close liaisons between the SAL, SAO, attendance leads, EWO, parents/carers and students is essential.

5.2 Attendance Panels

Attendance panels are seen as good practice in schools and involve school governors, member of senior staff, attendance leads, EWO, school nurse parent and on occasions include the student. Whilst the panel's aim is to address the attendance of students, it is not always in the best interest of the student 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.

5.3 Fixed Penalty Notices (FPNs)

In some circumstances following the Education (Penalty Notices) (Wales) Regulations 2013 and Welsh Assembly Government guidelines, it may be appropriate that the school will request the Local Authority issue parents/carers with a Fixed Penalty Notice (FPN). Circumstances when they could be used as follows:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during a term.

These do not need to be consecutive.

- At least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays.
- Persistent late arrival at school after the register has closed (recorded as a U code) during

a 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.

Before a Fixed Penalty Notice is issued, parents will receive a written warning outlining the extent of their child's absence and the possibility of them receiving a Penalty Notice if attendance isn't improved. FPNs for unauthorised holidays will not require a written warning.

In addition to Fixed Penalty Notice when the school feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service or to Social Services. A referral might be made when, for example:

- A pattern of irregular attendance has developed;
- Parents/carers have failed to engage in attempts to improve attendance
- A period of entrenched non-attendance has become established;
- There is a lack of parental cooperation in ensuring a child's regular attendance

Head Teacher and Governing body Safeguarding Committee will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

6. Attendance awards

Pontnewydd Primary School will use an awards system to reward students who have good or improving attendance.

Weekly celebrations of class attendance through goals for attendance above the school target and best class of the week rewards

Improved attendance awards 100% for the year

Termly 100% attendance Attendance ducks

£250 vouchers each term for best attendance

Extra playtimes for class with best attendance weekly

7. Raising the Profile of Attendance

Maintaining a high profile with regards to attendance is vital. Of particular importance is reinforcing the link between attendance and achievement. Strategies employed to safeguard this include:

- Attendance as a fixed agenda item in school leadership meetings, cluster meetings and individu al school Governors' meetings.
- Expectations and standards part of weekly newsletters, prospectus and promoted with pupils weekly in assemblies.
- Awareness of attendance is raised with parents at every available opportunity, eg; parents' eve nings, annual report, banners outside the school.
- Attendance is a frequent feature in assemblies and registration activities.
- A strong emphasis is placed on attendance during the school evaluation and school development planning process.
- Attendance is incorporated into transition planning and the early identification of students in need of extra support.

8. Attendance targets

A system for analysing performance towards the targets will be established and the Head Teacher or senior school leader will be responsible for overseeing this work. The school and Governing body will make use of the attendance data available from the EAS and the LA when setting its targets.

3-year targets – set autumn 2023	Academic Year 2023-24	Academic Year 2024-25	Academic Year 2025-26
Attendance (%)	92.5%	92.7%	93%
Authorised Absence (%)	5.5%	5.4%	5.3%
Unauthorised Absence (%)	2%	1.9%	1.7%

9. Roles and responsibilities with regards to attendance

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 the 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 on the school, and website.
- To work with the Local Authority and EAS Challenge advisors and to provide a comprehensive plan in terms of attendance.

The School

- Attendance leads meets the school's EWO to discuss individual student attendance in order to target students.
- The use of the SIMS system which monitors attendance throughout the day.
- First day response – resources and workload permitting, members of the school's support staff email or call parents or carers of absentees. Specifically targeted students, in conjunction with parents and external agencies, are also closely monitored and supported.
- Attendance Panel Meetings with parents – these are held in school and at home and allow for the reasons for poor attendance to be identified and strategies developed to support/encourage regular attendance.
- The school calls on GEMS support to get letters translated into the home language of students with poor attendance issues. Interpreters also accompany the schools EWO on home visits whereby parents do not speak English.

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 Leadership Team

- Work with all staff responsible for attendance and punctuality.
- To look at attendance data at least termly, 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 absences 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.

School Attendance Officer (SSO)

- To contact parents to establish reasons for student's absence (First Day response).
- To record absences daily, registers as and when required.
- To 'mop up' missing marks, inputting reasons on the red flag system on SIMS.
- To contact those parents who haven't contacted school, or by telephoning/messaging parents individually in order to establish reasons.
- To work closely with EWO and support staff in school.
- To work with SLT closely on attendance.
- To check attendance messages, if necessary on the school's answerphone system.
- Ensure all student absences are recorded.
- Work closely with the school's Attendance Officer.
- Work closely with the school's EWO, providing valid attendance data on individual students.
- To attend set and pre-arranged meetings with the EWO.
- Contact parents/guardians of those students 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 poses a concern as directed by the Attendance Lead.
- To monitor patterns of irregular attendance.
- To provide rewards to those students with improved or excellent attendance as directed by Attendance Lead.

Class Teachers

- To carry out the statutory role of completing attendance registers each morning and every lesson.
- Ensure absences are accounted for by ways of a note provided by parents.
- To continue to raise the profile of attendance to all students.
- Contact School Attendance Officer with any queries.

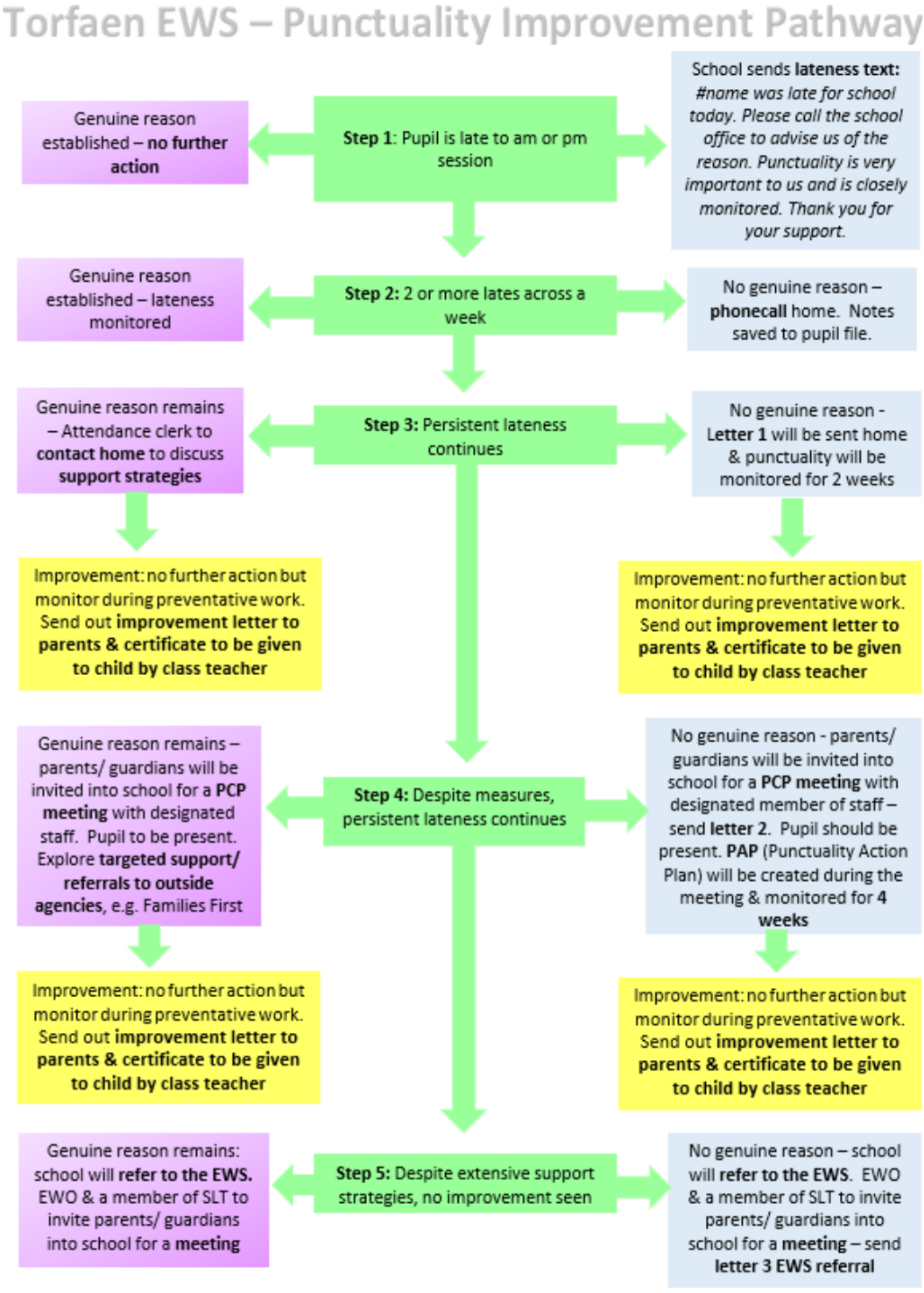
Parents

- 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.

Appendix 1 : Attendance Code Summary

Code	Meaning	Statistical meaning
/ \	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
B1	Online Learning (Local Authority)	Approved educational activity
B2	Online Learning (School)	Approved educational activity
D1	Dual registered elsewhere	Approved educational activity
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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	Not required to attend
Y	Partial and forced closure	Not required to attend
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#	School closed to all students	Not required to attend

Appendix 2a: Punctuality Improvement Pathway (Primary cluster schools)

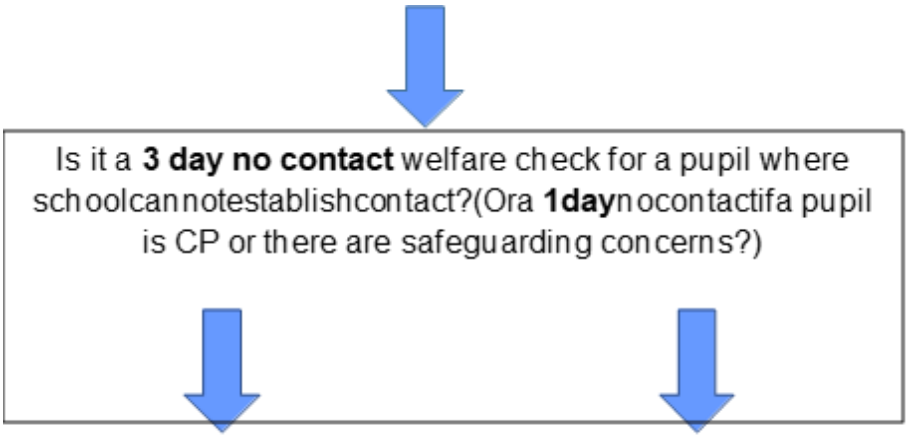


Appendix 3: EWO Home Visit/Welfare Check Flow Chart

EWO Home Visit/ Welfare Check Flow Chart

School requests a welfare check for a pupil after **using all contact details** on Sims including using email and text messaging services and speaking to any agencies involved with the pupil. Where possible this needs to be **by 11am** to give the EWO time to liaise with other services.

NB – It is best practice school to check and update contact details



The EWO will use all known contact details and in the event of failing to establish

contact a home visit will be carried out.

School needs to arrange for school staff to conduct the welfare check/ home visit & put

a plan in place for monitoring pupil wellbeing every 10 days.

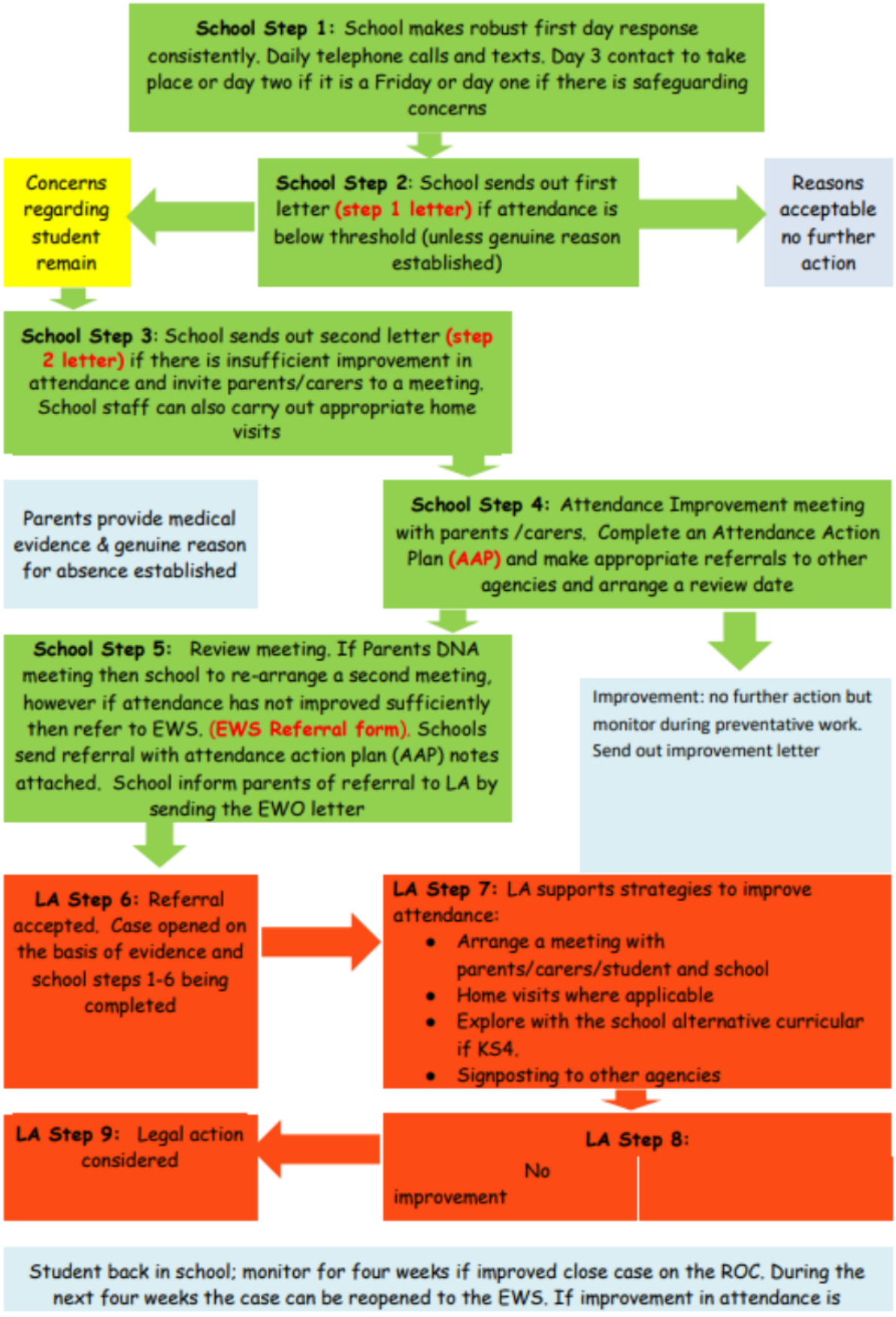
Long-term absence:

In the case of long-term absence, school have a duty of care to ensure the child is seen every 10 days and to develop a plan to ensure that this is taking place. Visits by outside agencies can be considered a part of this monitoring process and this must be tracked by school.

If a child is absent from school for 10 days or more due to illness, school should ask for medical evidence or be provided with permission from the parent or guardian to contact the child's GP. These absences can be consecutive or accumulative.

Appendix 4a: Strive – Improving Attendance Pathways (Primary cluster schools)

Traffic Lights Attendance Scheme – Improving Attendance Pathways



consistent over a period of 8 weeks the case is closed to the EWS and referred back to the school for monitoring and the school must start the Strive process again before referring to the EWS

Triggers and Timeline - School Steps

	Stage of Process	Attendance and Time triggers
Steps to be taken	Schools need to consider the proportion of authorised and un-authorised attendance when make decisions on following steps	
School Step 1	School to carry out first day response (Phone call and text)	Daily
School Step 2	School sends out **letter 1** if attendance is below the threshold	• Below threshold current academic year with at least 2 weeks attendance at the start of the academic year.
School Step 3	School sends out **letter 2** if there is insufficient improvement in attendance and inviting parents/carers to a meeting	No improvement 2 weeks after **letter 1**
School Step 4	**Attendance Improvement Meeting (letter 2 meeting)**. Complete Attendance Action Plan (AAP)	Review meeting to be arranged within a 4 week period. This meeting can be brought forward if concerns remain high
School Step 5	Referral and discussion with EWS for investigation if no improvement following school Attendance Improvement Meeting.	Discuss with EWS. 4 weeks after Attendance improvement meeting if no improvement.

Triggers and Timeline - Local Authority Steps

Steps to be taken	Stage of Process	Attendance and Time triggers
LA Step 6	Referral accepted open case based on evidence School Step 1-6	Response by EWS officer within 7 working days of referral
LA Step 7	EWS supports strategies to improve attendance EWS to arrange a meeting & send letter to parents	Following meeting monitor for four weeks, carry out any relevant investigations and referrals to outside agencies.
LA Step 8	No improvement- referral to EWO Flowchart.	Consider punitive measures
LA Step 9	Legal action • First Warning • Final Warning	Review First Warning after 4 weeks. • Continued support to improve attendance • Submission to Legal

Guidance and Paperwork - School Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
School Step 1	School carry out First day response. Telephone calls consistently and text, email, parent communication platform		Record of phone conversation. Red flag on SIMS everyday
School Step 2	School sends out letter 1 if attendance is a cause for concern (unless genuine reason established)	**First letter**	
School Step 3	School sends out letter 2 if there is no improvement in attendance and invite parents/carers to a meeting	**Second letter**	
School Step 4	Parents/Carers attend a meeting - Attendance Action Plan to be completed Review meeting to be arranged. If parents do not attend rearrange meeting	**Attendance Action Plan (AAP)**	
School Step 5	Referral discussion with EWS (school to continue working in partnership)	**Referral to EWS with AAP attached**	Information needed for referral: school actions, copies of letters & AAP

Guidance and Paperwork - LA Steps

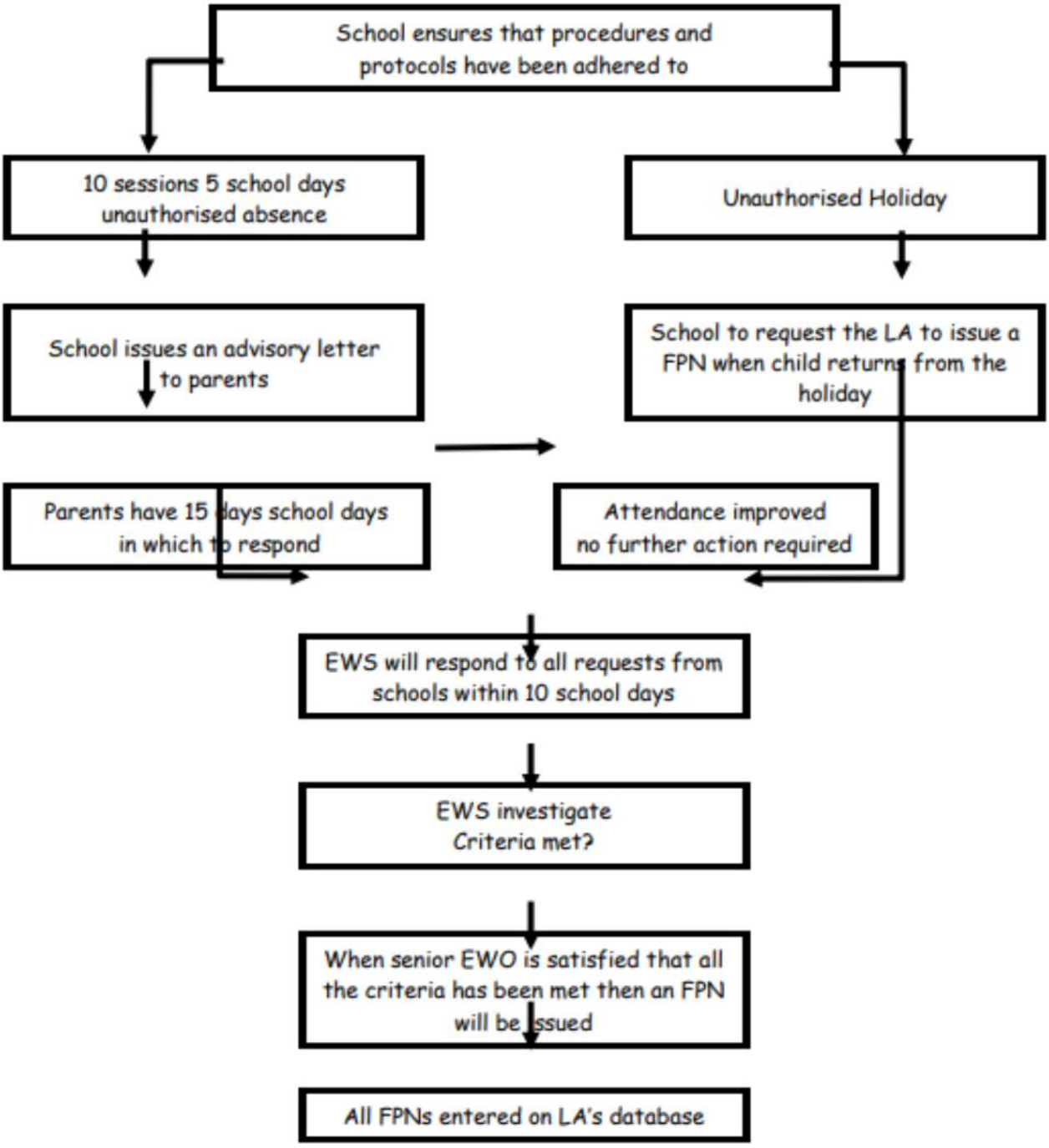
Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
LA Step 6	Referral accepted. Open case on the basis of evidence provided by school	EWS Referral Form with copies of letters & AAP attached	
LA Step 7	EWS supports school strategies to improve attendance		Evidence: AAP (updated by school) and ROC
LA Step 8	No improvement- Referral to EWO Flowchart		Information needed: evidence of school steps, evidence of EWS steps & student attendance
LA Step 9	Legal action considered		
LA Step 10+	After legal action	After legal action letter sent to parent/carer	

Referral to EWS

EWO contacts parents via letter, telephone call, home visit to arrange a meeting in school

Genuine reasons for attendance concerns no action required. Refer child back to school for monitoring.		Meeting in school. Action plan and targets agreed and continue to monitor.
	▲	EWO monitors attendance
Genuine reasons for attendance concerns no action required. Refer child back to school for monitoring		EWO reviews attendance, if no improvement **First Warning Letter** sent arranging another meeting with the parents/guardians where legal action may be discussed.
Attendance improved, case closed and referred back to school for monitoring		Meeting to take place – if there is no reasonable explanation or medical evidence supplied with regards to the absences then a **First Warning Notice** to be issued. EWO arranges a review meeting after the 4 school week monitoring period.
	▲	EWO monitors attendance over a 4 week period
Attendance improved, case closed and referred back to school for monitoring		Review meeting to take place, level of attendance still unacceptable, EWO issues **Final Warning Notice**
	▲	EWO monitors attendance over a 2 week period
Attendance improved, case closed and referred back to school for monitoring		Follow up Final Warning Notice – no improvement, preparation of **court papers** by EWO and sent to Legal Dept. for Court action
		Attendance improves, school and EWO closely monitor

Fixed Penalty Notice



£120 to be paid within 42 days – reduced to £60 if paid within 28 days of notice being serviced.

Failure to pay results in prosecution.

NB. **No payment accepted after 42 days and no instalments**

Payment to be made to:

Debtors team, Civic Centre, Pontypool, NP4 6YB

Fixed Penalty Notice Advisory Letter for Schools

[*Date*]
[*Parent/guardian*]
[*Postal address*]

Dear *[Name of parent/guardian]*

Student's Name		**DoB**	DD	MM	YY

School:		**Year Group:**	

I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least 10 sessions (5 school days) of unauthorised absence so far this current academic year.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered student at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school will be closely monitoring your child's attendance from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority, however, should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely,

Head Teacher