



Ysgol Bethania

Attendance and Absence Policy

Date policy last reviewed: 16/07/2026

Signed by:

Headteacher

Date: _____

Proprietor

Date: _____

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Statement of intent

Our School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as Curriculum for Wales provision, behaviour standards, anti-bullying work, ALN support, pastoral support, wellbeing provision and family engagement – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set out in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age must ensure that they receive efficient full-time education suitable to their age, ability and aptitude, and to any additional learning needs or special educational needs they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is [TBC](#), and can be contacted via [email address](#). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal framework

This policy has due regard to relevant Welsh legislation and guidance, including but not limited to the following:

- Education Act 1996, including parental duties under section 7 and school attendance offences under section 444.
- Equality Act 2010.
- The Education (Pupil Registration) (Wales) Regulations 2010.
- The Education (Penalty Notices) (Wales) Regulations 2013.
- Welsh Government guidance: 'School attendance codes: guidance'.
- Welsh Government guidance: 'Penalty notices for regular non-attendance at school: guidance'.
- Welsh Government guidance: 'Improving school attendance' and the All Wales Attendance Framework.
- Welsh Government statutory guidance: 'Keeping Learners Safe'.
- Welsh Government statutory guidance to help prevent children and young people from missing education.
- Welsh Government guidance: 'School attendance and religious festivals'.

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Additional Learning Needs (ALN) Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

3. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to Welsh Government statutory safeguarding guidance, including Keeping Learners Safe, when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the primary school.
- Appointing a suitable member of staff to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.

- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils in an age-appropriate way and with parents or carers about attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Pupils are responsible for:

- Attending class and any agreed school activities when they are at school.
- Arriving punctually at school and going to class promptly, with support from parents, carers and staff as appropriate for their age and stage of development.

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be supported and encouraged, in an age-appropriate way, to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.

- Attend each scheduled learning session, assembly, intervention, club or agreed activity that forms part of the school day.

The school day will start at **9:00am**, and pupils will be in their classroom, ready to begin learning at this time; therefore, pupils will be expected to be on the school site by **8:55am**. Pupils will have a morning break at **10:30am**, which will last until **11:00am**, and a lunch break at **12:30pm**, which will last until **1:30pm**. Pupils will be supported by staff to return from break and lunch and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:20am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:00pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:10pm. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to speak to a trusted adult about any worries that may affect attendance. Staff will respond in an age-appropriate, supportive and safeguarding-aware way.

5. Absence procedures

Parents and carers will be required to contact the school office via telephone before 9:00am on the first day of their child's absence. They will be expected to provide an explanation for the absence and, where possible, an estimate of how long the absence will last.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance officer will arrange a formal meeting with the pupil and their parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

The attendance reporting structure will be as follows:

1. Class teacher
2. Attendance officer
3. Headteacher

6. Attendance register

The school uses TAPASTRY to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

The school will use the Welsh attendance codes required for schools in Wales to ensure attendance and absence are monitored and recorded consistently. The school will keep its coding practice under review in light of Welsh Government updates to the school attendance codes, including the 2026 review and draft guidance for updated codes. Until any revised Welsh Government code set is formally brought into force or adopted by the school's management information system and local authority reporting arrangements, the school will continue to use the statutory Welsh attendance codes applicable at the time of recording.

- # = School closed to pupils.
- / = Present in the morning.
- \ = Present in the afternoon.
- L = Late arrival before the register has closed.
- B = Educated off site.
- P = Approved sporting activity.
- V = Educational visit or trip.
- W = Work experience.
- D = Dual registered at another school or educational setting.

- C = Other authorised circumstances.
- F = Extended family holiday agreed by the school in exceptional circumstances.
- H = Family holiday agreed by the school in exceptional circumstances.
- I = Illness.
- M = Medical or dental appointment.
- S = Study leave.
- E = Excluded with no alternative provision made.
- R = Religious observance.
- T = Traveller absence.
- N = No reason yet provided for absence.
- O = Unauthorised absence.
- G = Family holiday not agreed by the school or in excess of the period agreed.
- U = Arrived after the register closed.
- X = Non-compulsory school age pupil not required to attend.
- Y = Unable to attend due to exceptional circumstances.
- Z = Prospective pupil not on the admission register.

Note on 2026 Welsh Government attendance-code review: Welsh Government consultation materials published in 2026 proposed a more detailed coding structure, including separate codes such as P1 and P2 for approved sporting activity, C1 to C5 for authorised circumstances, I1 and I2 for illness categories, J1 for interview-related absence, and Y1 to Y5 for specific circumstances where a pupil is not required to attend. The school will adopt any revised code set once confirmed by Welsh Government, the local authority and the school's attendance system.

When the school has planned in advance to be fully closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

The school will provide attendance information to the local authority and Welsh Government through the relevant Welsh data collection arrangements and systems, in accordance with current Welsh Government requirements.

Every entry received into the attendance register will be preserved for six years.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher– the decision to grant or refuse the request will

be at the sole discretion of the Principal, taking the best interests of the pupil and the impact on the pupil's education into account. The Principal's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Reception or the first term after admission, when pupils are settling into the school, unless exceptional circumstances apply, e.g. the death of a family member.
- Immediately before or during statutory assessment periods or other key whole-school assessment activities, where applicable.
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Medical or dental appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Parent travelling or occupational purposes

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to, and be dual registered at that school.

8. SEND- and health-related absences

The school recognises that pupils with ALN and/or health conditions, including social, emotional and mental health needs, may face greater barriers to attendance than their peers, and will incorporate supportive procedures that are suitable for primary-aged children.

In line with the school's Additional Learning Needs (ALN) and/or SEND arrangements and Supporting Pupils with Medical Conditions procedures, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, and that any Individual Development Plan (IDP), statement, EHC plan or Individual Healthcare Plan (IHP) is taken into account where applicable. The school will secure additional support from external partners to help improve attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be

regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Absence in exceptional circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel.
- Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes.

Code Q will be used in circumstances where there are a lack of access arrangements, e.g. the LA has not upheld its duty to arrange the pupil's home to school travel.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

11. Absent pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the Headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Principal
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted

- The absent pupil's form tutor will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- [Cinema trip](#)
- [Postcards home](#)

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring

that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will maintain clear arrangements for the safe handover and collection of primary-aged pupils at the beginning and end of the school day. Parents and carers must inform the school promptly of any changes to collection arrangements, and pupils will only be released to authorised adults in line with school procedures.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need

- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an IDP, IHP or other support plan may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

The school may request that the local authority considers issuing a fixed penalty notice where a pupil has unauthorised absence that meets the threshold in the local authority's code of conduct, including persistent unauthorised absence or unauthorised term-time holiday. Each case will be considered individually, and support and intervention will be considered before punitive action wherever appropriate.

A fixed penalty notice will be issued only in line with the local authority's code of conduct and Welsh Government guidance on penalty notices for regular non-attendance at school.

In Wales, a fixed penalty notice is £60 if paid within 28 days and £120 if paid after 28 days but within 42 days. If the penalty is not paid in full within the required period, the local authority may take legal action.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data weekly to ensure that support and intervention are delivered quickly where patterns of absence, lateness or safeguarding concern begin to emerge.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Key transition groups, including Reception and Year 6.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.

- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Patterns in missed learning sessions, interventions, transition points or parts of the school day.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason permitted under the Education (Pupil Registration) (Wales) Regulations 2010. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent . This policy will be reviewed every three years by the Headteacher. The next scheduled review date for this policy is 15/07/2029.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

1. A red, amber, green (RAG) rated attendance report will be reviewed weekly by the attendance officer and shared with class teachers and relevant leaders, detailing weekly and annual attendance to date.
2. Attendance will be discussed with class teachers. Any attendance or punctuality trends noticed by class teachers should be passed immediately to the attendance officer and relevant senior leader.
3. Contact will be made with parents or carers on the first day of absence for any pupil absence not reported. Unexplained absence codes will be reviewed daily by the attendance officer, and the school will make further contact with parents or carers where the reason for absence is not established.
4. Where a pupil's attendance drops below 95 percent, the class teacher or attendance officer will speak with parents or carers to discuss any issues and identify how the school can support improved attendance.
5. Pupil attendance drops below 93 percent – a letter will be sent home raising concerns that attendance has fallen below the school target of 95 percent. The letter will also have a leaflet attached outlining how parents can work with the school and their child to help improve attendance.
6. Where a pupil's attendance drops below 90 percent, a letter will be sent home explaining that the pupil's absence is now being monitored. The attendance officer will contact parents or carers, and attendance will be monitored for two weeks. If attendance has not improved, parents or carers will be invited to attend a meeting in school with the attendance officer and relevant senior leader. If parents or carers are unwilling to co-operate, or genuinely unable to attend, a referral may be made to the local authority Education Welfare Service.
7. If attendance has not improved within the two-week monitoring period, or if attendance has fallen rapidly, parents or carers will be invited to either a school attendance meeting with the attendance officer, relevant senior leader and Education Welfare Service if appropriate, or a medical or wellbeing planning meeting with relevant school and external professionals. Support, provision and targets will be agreed and monitored.
8. After the two-week monitoring period, if targets are met, a letter will be sent home from the leadership team to congratulate the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises – if targets are not met, the SLT will make a referral to the EWO.
9. Where support and agreed targets do not lead to improvement, the school will follow local authority Education Welfare procedures. This may include a parental contract, further monitoring, a final written warning and, where the threshold is met, a request for the local authority to consider a fixed penalty notice in line with the Welsh framework.

Attendance Agreement Form

Pupil Attendance Agreement

I agree to come to school every day, unless there is a good reason why I cannot attend. I understand that school staff and my family will help me if I am worried about coming to school.

As a pupil of Ysgol Bethania, I will try my best to:

- Being in attendance every day.
- Arrive at school on time, with help from my family and school staff.
- Tell a trusted adult if I am worried about school or attendance.
- Take part in learning and school activities when I am in school.

Pupil name:	Date:
Class teacher name:	Date:

Parental Attendance Agreement

I understand that it is my responsibility to send my child to school. I agree to send my child to school every day and understand the consequences if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent name:	Date:
Class teacher name:	Date: