



Porthcawl Primary School

Attendance Policy

"Attendance Matters"

Aims

We strive to ensure all pupils attend regularly thus enabling them to achieve their full potential in a safe and enjoyable learning environment.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

The attendance policy aims to ensure compliance with current legislation, and provide a structured approach to promote, monitor and support pupil attendance. The school is committed to raising the profile of attendance and highlight the proven link between attendance and attainment in line with Local Authority and National guidance.

We endeavour to work with families and firmly believe it is the joint responsibility of parents/ carers, children and all staff members to ensure all children of statutory school age attend school regularly.

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

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

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en> The policy and procedures serve to communicate the key initiatives, incentives and sanctions to all stakeholders.

Stakeholders

It is important to outline those with responsibility to raise pupil attendance;

- Pupils
- Parents / Carers
- Governors
- Headteacher
- Senior Leadership Team
- Class Teachers
- Clerk
- Education Welfare Officer and Education Welfare Service
- Local Education Authority
- Central South Consortium
- Welsh Government

Expectations

Attendance is everyone's concern and the school will expect all stakeholders to play a part in improving attendance. It is important that everyone has clear expectations and an understanding of their role;

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- be aware of the school's attendance policy. This will be communicated to them through the school staff and parents/ carers
- speak to staff if they are experiencing difficulties at school or at home which may impact on their attendance
- be in school promptly ready to learn, with the appropriate equipment
- bring a note of explanation from their parents or carers (if required) to explain an absence that has happened or is foreseen
- report to the school office if they arrive late
- attend celebratory events in relation to excellent attendance

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- ensure that their children attend school regularly and punctually
- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- follow the set school procedure for reporting pupil absence, ensuring that the school is updated on parent/carer contact details, including mobile numbers and new addresses
- do everything they can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so

Teachers

As part of our whole-school approach to maintaining high attendance, the school's teachers will:

- raise the profile of attendance and reinforce what it means to have and achieve excellent attendance
- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance policy

- ensure that they are following the correct systems for recording attendance and that attendance is taken electronically every session.
- ensure that all concerns regarding attendance and punctuality are shared with senior leadership team and the relevant support officers.
- contribute to meetings and interventions where they are needed
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Clerical staff

As part of our whole-school approach to maintaining high attendance, the school's clerk will:

- speak with parents/ carers to establish reasons for pupil's absence.
- record absences daily, registers as and when required.
- 'mop up' missing marks, providing reasons and inputting reasons on the red flag system on SIMS.
- send text messages to those parents who haven't contacted school, or telephone parents individually in order to establish reasons.
- work closely with EWO and support staff in school.
- work with SMT and Headteacher closely.
- To ensure transfer of CTF of pupils are completed in a timely manner and pupils are not removed from roll unnecessarily.
- check messages, if necessary, on the schools answerphone

Governing Body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and children to implement the policy effectively
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children, and staff
- take time at governor's meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future

- receive attendance updates and reports
- support the policy and its promotion to the school and community

Headteacher, Leadership Team

As part of our whole-school approach to maintaining high attendance, the Head teacher and school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- set attendance targets
- nominate a senior member of staff to take the responsibility of overseeing and monitoring attendance
- monitor the effectiveness of the policy and procedures for raising and maintaining attendance
- ensure strategies are in place to promote and implement the policy throughout the school
- ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues
- ensure that government legislation on attendance is complied with and that any legislation is implemented
- ensure that systems to record and report attendance data are in place and working effectively
- make an termly attendance report with appropriate statistics to the governing body
- liaise with the EWO and BCBC regarding attendance
- collate and distribute attendance materials to key staff
- promote and maintain the incentives and rewards system

ensure 'Callio' materials are embedded into the school attendance policy

The Effect of Absence on Learning & Achievement

Approximate Days and Hours of Learning Missed Over the Year		
Green	100%	Not Missing any lessons. Your child has the optimum chance to achieve well and is taking full advantage of every learning opportunity.
	99%	Missing 1 day – approximately 6 lessons.
	98%	Missing approximately 12 lessons.
	97%	Missing 6 days – approximately 36 lessons.
Amber	96%	Missing about 7 days of school. It will be difficult to catch up on the lost learning from approximately 42 lessons.
	95%	Missing approximately 21 lessons
	93%	Missing 14 days of school is a significant amount of education to lose.
Red		Missing more than 15 days.
	92% and below	A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. Research shows that an attendance rate of 92% or below can result in a drop of a GCSE grade across all subjects.

Expectations

Attendance is everyone's concern and the school will expect all stakeholders to play a part in improving attendance. It is important that everyone has clear expectations and an understanding of their role.

Attendance Registers

Under The Education (Pupil Registration) (Wales) Regulations 2010, the school is required to take an attendance register twice a day; at the start of the morning session and at the start of the afternoon session. An accurate register electronically via SIMS will be taken for each and every session of the school day. A consistent registration system is crucial and it is vital that pupils are made fully aware that lesson registration is a significant part of the school day. The appropriate codes detailed in this document

are to be applied to the electronic registers for each session. By the end of the school week, the school's overall attendance registers will be completed and the attendance for the week calculated. Registers may be required in a court of law, if deemed necessary.

Present Marks and Excellent Attendance

It is essential that excellent attendance is promoted throughout the school, at home and within the community. Provision has been made for a range of regular and frequent attendance incentives to ensure all pupils with excellent attendance are rewarded for their success. Incentives such as attendance information displays as well as whole class and individual rewards will be utilised to promote and reward excellent attendance.

Punctuality

Any pupil who enters the school late will report to the school office where the receptionist will record their name appropriately via SIMS. Unless there is a genuine reason for the lateness such as a medical appointment, the pupil will have a late mark in the register-either L or U. This will be reviewed with the EWO on their visits.

Pupil Absence

Parents/ carers are expected to contact the school on the first day of absence and to provide reasons for their child's absence. This will be recorded by the school. If parents/ carers fail to notify the school, then the school will contact them or other persons listed as points of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the EWO.

As a school we have a duty to safeguard all our pupils. The education and Inspections Act 2006 requires the local authority to make arrangements to enable them to establish the identities of children residing within BCBC who are not receiving an education. The duty lies with the local authority to investigate further. Once the new school has been identified the common transfer file can be forwarded. For further information, see www.bridgend.gov.uk (CME document)

Pupil absence is to be investigated and recorded accurately via SIMS using the appropriate code. The systems used to ascertain pupil absence will consist either or all of the following;

- Text messaging parents / carer each day a pupil is absent
- Telephone contact with parents / carer
- Letter requesting information regarding specific pupil absence
- Referral to EWO service
- Home visit

Pupils who experience attendance issues will be subject to the school procedure for non-attendance. This could involve meetings in school, home visits, attendance panel meetings with the governing body or a referral to the EWS.

Family Engagement

School staff work with parents to develop pupils' learning. They encourage and support parents/ carers to ensure their child attends school regularly. This is done through work in school, telephone conversations or meetings.

Truancy

As a primary school we are aware that parents may, at times, condone truancy by taking their child out of school for events or shopping. It is important that parents ensure that their child is attending school and that such activities are confined to weekends or school holidays.

Medical Appointments

It is not always possible to arrange a medical and or dental appointment out of school time. When such an appointment is required during the school day a 'M'code will be applied to the registration certificate. This will only be applied on receipt of a dental or appointment card and only for the duration of the appointment. Parents should be aware that this will have a negative impact on a pupil's overall attendance percentage and will be classified as an absence.

Absence During Term Time

Parents do not have an automatic right to withdraw pupils from school during term time for a holiday. A parent / carer may apply in writing via the school's 'request for absence during term time form' no less than 14 days in advance. Due to the impact absence during term time will have on a pupil's education the head will consider carefully the request for absence during term time and authorisation will not be automatically granted. Parents/carers need to be aware of the impact of holidays depending on the time of year (the impact on learning, test performance), length of time, overall

attendance percentage for the previous and current year, impact on the child's learning.

Once the decision has been taken a written reply will be communicated to parents / carers.

Should a holiday be granted then the 'H' code will be applied to the registration certificate for a maximum of 10 school days. Should the holiday be unauthorised then a 'G' code will be applied to the registration certificate and the details shared with the EWS. This may also be followed by a request by the school to the EWS for a Fixed Penalty Notice to be issued due to low attendance compounded by unauthorised holiday during term time.

Fixed Penalty Notice (FPN)

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school.

Attendance Panel

Schools may ask parents or carers to attend a meeting to discuss rates of attendance and punctuality so that support can be put in for the family.

The panel in conjunction with the parent / carer will create a plan for improvement and set a review date. If the pupil's attendance/punctuality improves then a further plan will be made and monitored. However, should the pupil's attendance/punctuality continue to decline then a referral to the EWS will be made. If parents / carers fail to attend the meeting without prior communication then the matter will be referred to the EWS for possible prosecution.

Attendance Codes

It is important for parents to understand that absences are recorded in different ways. Absences will either be authorised or unauthorised. The school's headteacher decides on the category for absence. However, the school places importance on good attendance and certain absences will not be authorised if the overall attendance in the previous and current years are below 95%.

Authorised absences include; those absence indicated by C (circumstances), illness, religious observance, medical or dental appointments, fixed term and permanent exclusions.

Unauthorised absences include; truancy, late after the close of registration, going shopping, condoned absence, birthdays, holidays not authorised by the headteacher.

In addition, there are certain codes classed as a present mark; late before the close of register, educated off site, sporting activity, educational visit, traveller absence, interview, work experience, dually registered pupils.

Appendix 3 has a copy of the codes, as authorised by Welsh Government, that are to be used in the school's registers.

School Attendance Banding

Pupils will be placed into an attendance band based on their percentage attendance. This banding system will allow the school to easily track pupil attendance and work with families to set appropriate targets. The banding system will also provide details of how percentage attendance links with attainment and achievement. Information regarding the attendance banding will be sent home at the start of term (and displayed on the school website) and each term a letter will be posted home with the pupil's attendance band identified.

Target Setting

Staff will promote attendance at the level of the school's overall target, and will discuss with pupils the importance of attendance. Parents / carers will be made aware of their child's current attendance percentage and band at parents' evenings and have the opportunity to discuss the information they receive with staff at the school.

Education Welfare Service

The Education Welfare Officer (EWO) visits the school regularly and discussions are held regarding pupil attendance, punctuality and absence. If deemed appropriate the school will refer to the Education Welfare Service (EWS) for additional support for the school and the parents / carers. The EWO will follow the policy and procedures of the EWS. This may involve being present at meetings to discuss your child's attendance/punctuality, undertaking home visits, sending letters and issuing warning notices for intended prosecution.

Support and Guidance

Should a parent / carer require support or guidance in relation to a school attendance matter then they should make contact with the school and speak to their child's teacher in the first instance. Should further information be required then contact can be made with one of the following who will be able to offer support and guidance;

- Clerk
- Headteacher
- Education Welfare Officer (EWO)

The school offers support strategies and services such as ELSA and Circle Time. These services are available to support pupils who are experiencing difficulties in school. The school can also refer to external agencies should the need arise.

Porthcawl Primary School's strategies to improve attendance.

We aspire for 100% attendance for all our pupils. We understand that there may be instances where pupils unfortunately are unwell.

The School Environment

The school will provide a happy, welcoming and supportive environment to ensure all pupils enjoy learning which results in good attendance. We work hard to ensure that the classroom and the school is a happy place.

CALLIO

The school operates a 'Callio' process which provides parents with information of the links between attendance and attainment. This shows which category the child's attendance falls into when attendance is as follows:

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

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

Each parent will receive a 'Callio letter' on a termly basis informing them of which attendance category their child is currently in. This ensures that early intervention is available to pupils and families who are in need.

Pupil Involvement

It is recognised that pupils must be involved in developing their own, and others' awareness of the importance of good attendance. Pupils work together on their attendance figures to develop their understanding. We recognise that children rely on their parents/ carers to get them to school so we need to work closely with parents/ carers to raise attendance. However, ensuring pupils are involved in this process and giving them responsibilities will improve their confidence and self-esteem.

School Websites

The school's website provides parents/ carers, pupils, governors and the public with all the relevant attendance information including the schools attendance policy, along with other school policies and procedures.

School Newsletters

Newsletters are sent out each Friday and show weekly attendance figures. Parents will need to check on school holiday dates and INSET dates for the school on the website. Please ensure that you check regularly to ensure there is no confusion as to the correct dates of school closures.

Breakfast Club

Our school offers a breakfast to all our pupils. Breakfast club starts at 8.15am. The club allows them to have breakfast with friends, and ensures they have had a meal at the start of the day, which statistics shows helps the thinking process.

Staff Awareness

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

Attendance Assemblies

Celebrating attendance is a weekly priority. Pupils are told the attendance figure for each class at the end of each week and classes with good attendance are celebrated and move up the attendance board in the hall. Each class works towards a class attendance reward which is decided upon by the children.

Transition Process

We as a school appreciate that pupils find it hard to cope with the transition from year groups and also from primary to secondary school. Our school ensures that we have plan carefully for this process and give the children all the experiences they need to help them. Children who are more likely to find transition difficult have additional transition visits through the 'Helping Hands' project.

Parents/ carers evening

Parents/ carers evenings may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure regular school attendance.

Rewards

Rewards include the following:

- Whole class reward after the class have achieved 97% 6 times
- Individual rewards at the end of year for every pupil who has achieved 97% attendance

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service

The Education Welfare service is a statutory service which supports schools in ensuring all pupils attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need. The EWO will meet with a senior member of staff within school and discusses those pupils who have attendance of below 92% or where there are concerns such as lateness.

The school, in a joint discussion will then refer the pupil to the EWO if necessary. Individual circumstances of each pupil will be considered. The EWO will then either

send a letter home informing parents of your child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

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

It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents. (Please see BCBC Non-school Attendance Enforcement Policy)

However the EWS does not take this lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels.

Additional Local Authority Support Services

The EWS sits within the early help team which comprises of a multi-disciplinary teams which are based in co-located areas across the county of Bridgend covering the North (CCYD), East (Civic Offices) and the West (Pyle life centre).

The early help team consists of a variety of support services including family support workers, family engagement officers, counsellors, and youth workers. The early help team is designed to support families and pupils where a need has been identified. All officers are professionally trained and work with families, schools and agencies to ensure all parents and pupils receive the best possible support to enable them to have better opportunities in life.

Parents can also self - refer into the service directly via:
www.earlyhelp@bridgend.gov.uk or alternatively telephone on
01656 815420

Role of School's Challenge Advisors/ Central South Consortium Joint Education Services.

Our school works closely with Central South Consortium which provides us with a nominated challenge advisor who visits our school and advises and supports us in our school improvement process. Challenge advisors and EWO's works closely with those schools needing additional support where attendance is a concern.

Good Practice Strategies

In addition to the strategies above, other initiatives may be conducted at any point.

Attendance Drives

EWOs across the county will work collaboratively with schools and early help teams to complete an attendance drive which will consist of visiting homes to parents of pupils who are absent from school on a particular day and whose attendance is below the agreed target. Members from the early help team will assist the EWOs. This is a pro - active partnership approach in assisting schools, parents and pupils in identifying issues with attendance and any other needs.

Attendance Panels

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

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

Truancy Patrols

Truancy Patrols are initiated by the school's police liaisons officers and the EWS. Under the Crime and Disorder Act 1998 this gives the Police the power to remove truants on the day of the truancy patrol. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Parents and pupils details are logged, along with the reasons for the pupil being out of school.

These patrols are held as and when needed throughout the academic year.

First Day contact

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

Data Collection

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

Monitoring and reporting

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

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

APPENDIX 1 Legal Framework

The law outlining attendance is:

The Education Act 1996 which places a legal obligation on:

- the local authority to provide and enforce attendance;
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the above act states that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013 :

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices. (FPN). A code of conduct has been agreed by Bridgend County Borough Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the police during school hours without a justified reason.

- Parents/carers failing to engage with school/EWS but where prosecution has not been instigated.

The Head teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Lead Education Welfare Officer(Lead EWO) for the local authority. The Lead EWO will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the BCBC website.

www.bridgend.gov.uk

APPENDIX 2 Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31st March, 31st August and 31st December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

‘Parents’ section 576 of the Education Act 1996 includes:

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

Meanings:

‘EWS’ – Education Welfare Service

‘EWO’ – Education Welfare Officer

‘CME’ – Children missing education’

‘CSCJES’ – Central South Consortium Joint Education Service.

CTF - Common Transfer File – pupil file transferred to relevant school.

APPENDIX 3 Registration codes

Code	Meaning	Statistical Category
/	Present AM	Present
\	Present PM	Present
B	Educated Off Site	Present
C	Other Authorised Circumstances	Absent
D	Dual Reg – Attending Other Establishment	Present
E	Excluded	Absent
F	Extended Family Holiday (agreed)	Absent
G	Family Holiday (not agreed)	Absent
H	Family Holiday (agreed)	Absent
I	Illness	Absent
J	Interview	Present
L	Late	Present
M	Medical	Absent
N	No reason provided for absence	Absent
O	Unauthorised Absence	Absent
P	Approved Sporting Activity	Present
R	Religious Observance	Present
S	Study Leave	Absent
T	Traveller Absence	Absent
U	Late (after reg closed)	Absent
V	Educational Visit	Present
W	Work Experience	Present
X	Non-Compulsory School Age Abs	Not required to attend
#	School Closed to all pupils	Not required to attend
Y	Partial or forced closure	Not required to attend
Z	Pupil Not On Roll Yet	Not required to attend
-	All Should Attend / No Mark Recorded	Absent

APPENDIX 4 Porthcawl Primary School Application Form for leave of absence in term time

Please complete this form and return it to the school at least 2 weeks before the planned absence.

The headteacher will consider:

- * the time of year of the planned absence and the length and purpose of the absence
- * the duration of the absence and its impact on the continuity of learning and or examinations
- * the overall attendance pattern of your child



PORTHCAWL PRIMARY SCHOOL ~ HOLIDAY DURING TERM TIME REQUEST

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.

All Wales Attendance Framework (2011)

Section A

To be completed by the Parent / Carer at least 2 weeks in advance.

Name(s) of Child(ren)	Year Group	Class Teacher	Mobile Number	E-mail Address
1.				
2.				
3.				
4.				

Holiday dates:

From: _____ To: _____

Total number of school days: _____

Destination / Reason for Absence: _____
(NB – This information is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised, and the headteacher will use his/her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website).

'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.'

All Wales Attendance Framework (2011)

Parent / Carer signature: _____

Relationship to child(ren): _____

Date: _____

Section B

To be completed by the head teacher.

Reason for authorising

Reason for authorising	Tick – applicable
1. Previous / current academic year's attendance	
2. Compassionate reasons i.e. bereavement or wedding	
3. Other	

Reason for unauthorising

Reason for unauthorising	Tick - applicable
1. Previous academic year's attendance	
2. Number of absences this academic year (sessions)	
3. Number of late marks this academic year	
4. Previous involvement of EWO	
5. Other	

Total amount of sessions/days authorised/unauthorised

	Sessions	Days
Total authorised		
Total unauthorised		
Total Number of Sessions / Days Requested		

I, as headteacher, authorise / unauthorise (*delete) the following holiday request for the reasons specified above.

Signed: _____

Headteacher

A copy will be retained on file for our records.

Section C

FOR SCHOOL USE ONLY

Number of late marks previous year	
Number of absences previous year (sessions)	
Percentage Attendance	

Number of late marks this year	
Number of absences this year (sessions)	
Percentage Attendance	

Previous involvement of EWO	Yes	No
-----------------------------	-----	----

Actions	Yes	No	Date
Absence recorded on SIMS and form placed in child's records			
EWO informed			
Chair of Governors and Local authority informed			
FPN requested			
Further action taken			

Review

The Governing Body review the policy every 2 years.