

# Saltney Ferry C.P School



## Attendance Policy

<b>Chair of Governors:</b>	<b>Headteacher:</b>
<b>Ratified on:</b> December 7 <sup>th</sup> 2021	<b>Revised by:</b> Autumn Term 2024

## Saltney Ferry CP School

### Attendance Policy

#### This Policy is based predominantly on the FCC School's Attendance Policy

#### Introduction

Flintshire CC is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

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.

Flintshire CC Inclusion Services and partner agencies will endeavour to work with parents, and pupils to ensure that all pupils receive appropriate support to enable them attend school regularly.

This attendance policy reflects the local authority's School Attendance expectations.

#### Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all including Governors, Teachers, Parents, Pupils and Partner Agencies. Flintshire CC will strive to ensure schools:

- Offer a safe and friendly environment which welcomes children regardless of race, gender, sexual orientation 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 communication and information about the importance of regular school attendance.
- Keep accurate and up to date attendance data.
- Regularly scrutinise attendance data.
- Identify those pupils with irregular attendance at an early stage and work with partner agencies to address any issues that may stop pupils from attending school regularly.
- Ensure that all pupils are safe and ensure all schools follow the local authority's Children Missing Education (CME) guidance.
- Encourage schools to reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

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

## **Legal Framework**

The law that requires regular school attendance is:

**The Education Act 1996. This Act and any amendments places a legal obligation on:**

- The Local Authority to provide services that enforce attendance.
- Schools to maintain an up to date and accurate register of pupil attendance and notify the Local Authority of a child's absence in accordance with local protocols (See Appendix).

**Section 7 of the Education Act 1996 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 Local Authority believes the child should attend school. A SAO 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 powers to issue Fixed Penalty Notices (FPN). A code of conduct has been agreed by Flintshire County Council which allows Headteachers to apply for a £60 FPN when they have recorded the following on the school register.

- Minimum of 10 unauthorised absences in the current term (These absences do not have to be consecutive).
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers failing to engage with school/EWO but where prosecution has not yet been instigated.

The Headteacher must be able to demonstrate that all efforts to address the absences have been made and that the process has been administered robustly within the school before any decision is made to apply for a FPN. Evidence of Absences Letters 1, 2 and 3 must be submitted with all FPN applications. The Headteacher must inform the parent/carer by letter that a request for a Fixed Penalty Notice will be made.

Support and advice with regard to FPN applications will be provided by a dedicated Education Support Officer within the EWO Service. All FPN's will be delivered by hand and all outcomes will be reported to the Headteacher.

The Senior Learning Advisor for Engagement will oversee the FPN process and ensure the application meets the requirements of FCC's Code of Conduct.

**The decision to progress an application for an FPN is entirely that of the individual Headteacher.**

It is FCC policy to progress all unpaid FPN cases for Parental Prosecution (provided that Unauthorised Absences persist and that the case meets the legal threshold for a Parental Prosecution).

### **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 following their fifth birthday.**
- A young person ceases to be of compulsory school age on the last **Friday in June** of the school year in which they have achieved their 16<sup>th</sup> birthday.

'Parents' are defined in section 576 of the Education Act 1996 as:

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

Attendance is **everybody's concern** and the school will expect all stakeholders to play a part in improving attendance.

### **Role of Headteacher:**

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's Governing Body.
- Set attendance targets with the SIAs and Governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- To obtain regular attendance reports and for these to be shared Governors.
- To work closely with the Local Authority's Senior Learning Advisor- Engagement and the EWO Team Manager.
- To notify the Local Authority when a child is missing education and to follow the Local Authority's CME Policy.
- To ensure the schools' own Attendance Policy is up to date. To ensure this policy is readily available for parents and is displayed prominently on the schools website.
- To work with Supporting Improvement Advisors (SIA) and to provide evidence of attendance processes across the whole school.
- To set and review Attendance Targets in accordance with the WG All Wales Attendance Framework expectations.

### **Governing Body:**

- To approve the Attendance Policy and to ensure it is updated annually.
- To receive attendance reports from the Headteacher on a regular basis.
- To ensure the Attendance Policy is shared with all relevant stakeholders.
  
- Ensure a Lead Governor for attendance matters is appointed.
- Attend meetings as and when required.

### **Senior Leadership Team:**

- Work with all staff responsible for attendance and punctuality.
- Scrutinise school attendance data on a regular basis and profile missing register marks.
- Regularly check registers have been marked at registration.
- Ensure all absences are recorded in line with the WG Guidance on School Attendance Codes document. <https://gov.wales/school-attendance-codes-guidance>
- Regularly update training on attendance for all relevant staff and provide guidance to supply/temporary staff.
- Monitor staff performance with regard to registration practices and address any deficits.
- Discuss potential initiatives to improve attendance with all staff and engage key staff in developing these initiatives.

### **Class Teacher:**

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure absences are accounted for by ways of a note provided by parents.
- Follow up unaccounted reasons for absence and refer concerns to the Head of Year as early as possible.
- Continue to raise the profile of attendance to all pupils as part of a whole school approach.
- Contact school Attendance Administrator with any queries/updates and ensure these are placed on SIMS system as a FLAG so that communication is clear across the school.

### **Pupils:**

- Attend regularly and on time unless unwell.
- Provide a note to school explaining reasons for absence and deliver this note to class/form teacher.
- Inform teacher of any potential planned absences.
- Inform school council of any ideas that may improve individual or class attendance.

### **Parents/Guardians:**

- Must ensure their children attend school regularly and punctually.
- Must notify the school if their child is unable to attend on the first day of absence and regularly thereafter.

- Must keep the school updated of the parents/guardians contact details, including mobile numbers, email and new addresses.
- Work with school and partner agencies to address any issues of irregular attendance of their children.
- Work with their child in relation to homework and distance learning initiatives (Failure to completing homework is not a reason to allow a child to miss school).

**Role of Attendance Administrator: (It is recommended that schools utilise one designated person to manage registers / late book and SIMS management).**

- To speak with parents on a daily basis to establish reasons for pupil's absence.
- To record absences daily in the register as and when required.
- To profile missing marks and to input reasons for absence on the SIMS system as a FLAG.
- Contact parents by message/phone/email to inform them of absence and seek an explanation in a timely fashion every day.
- Work closely with EWO Service and support staff in school.
- To work with SLT and Headteacher closely.
- To ensure transfer of CTF of pupils is completed in a timely manner and pupils are not removed from roll unnecessarily (Never remove a pupil unless CME process is complete or the pupil has a legitimate destination).
- Regularly monitor schools answerphone, inbox or text messaging system and update FLAG on SIMS to reflect the information.

**Keeping school registers**

The school's register is a legal document and under The Education (Pupil Registration) (Wales) Regulations 2010 the school is required to keep an accurate record of attendance.

Registers must to be marked twice a day (once in the morning and once in the afternoon) to ensure pupils are safeguarded. This is the responsibility of the Class Teacher and is monitored by the school's administrator.

At Saltney Ferry CP School the doors open at 8.50am for the start of the school day. Registration takes place at 9am and again after lunch. If the class teacher is aware of the reason for absence it should be inserted at the time of completing the register. If the absence is received after this time the school administrator may insert the appropriate code on the electronic register.

Registers and Registration Certificates must be accurate as they are required as evidence when EWO service takes legal action.

Schools Information Management System (SIMS) is used in schools across FCC to record all pupils' attendance.

By the end of the school week the schools overall attendance registers MUST be completed to ensure an overall attendance figure can be calculated by the school.

### **Types of absences**

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

The schools Headteacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Headteacher.
- Agreed Flexi schooling
- Legitimate Dual Registration

Absences should remain unauthorised for the following reasons (Not Comprehensive):

- Truancy.
- Late after the close of registration.
- Staying at home for no legitimate reason – condoned absence.
- Shopping for school uniform.
- Birthdays.
- Holiday not agreed by the Headteacher.

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

- Late before the close of register.
- Educated off site, pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.

Please see Appendix 1 which includes a breakdown of codes set by Welsh Government.

## **Punctuality**

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

Those parents of pupils who are persistently late will be contacted by the Class Teacher/SLT in accordance with processes described earlier. **All pupils who are late must enter through the main doors of the school to ensure they are accounted for.**

## **Medical absences**

Where a child is continually absent from school for medical reasons it will be necessary for the parent to provide medical evidence (e.g. certificate or letter from recognised medical service) to school. This will be requested by the school and may result in the pupil and family receiving appropriate support to enable the pupil to attend school regularly.

There may be times where a Reintegration PSP / Attendance Improvement Plan may be necessary which will be arranged in partnership with the family, pupil, relevant support service and school.

Any pupil that experiences long term absence for medical reasons can be considered for Home Tuition in accordance with the published FCC EOTAS Policy.

## **Holidays during term time**

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (Pupil Registration Wales) Regulations 2010, Headteachers have discretion to authorise a holiday of up to 10 days during term time. Any holiday in excess of 10 days should only be authorised in exceptional circumstances.

Term time holidays can lead to problems in that:

- Your child's education suffers;
- Lessons and extracurricular activities are missed;
- Continuity of learning is lost;
- There is often no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday;
- The class is generally disrupted and other pupils may suffer as a result;
- You may be in breach of your legal obligation to send your child to school.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Please see Appendix 2).

The Headteacher will make the decision and should take account of the following contributory factors:

- Time of year
  - To ensure a successful transition to the child's new class, no days will be authorised in September.
  - To ensure that pupils are fully prepared for the next phase of their education, no days will be authorised on Year 6 transition days to the High School.



- Length of time
- Your child's general attendance and punctuality record;
  - Holidays will be automatically refused authorisation if a child's attendance is already below the school's annual target. However, there may be 'exceptional' circumstances where absence may be granted.
- Impact on the child's learning;
- The number of similar requests;
- Any educational nature of the proposed holiday.

### **Leave of absence/holidays in term time**

Any request for holiday absence will be considered very carefully and the following factors will be taken into account:

If parents are unable to avoid requesting absence during school term, an application must be made on an application form available from the school office (Appendix 2) and provide as much notice as possible with the minimum being 4 weeks. A response will be sent to the parent within 14 days of receipt of the request. If a request is refused, and a child is still absent from school, the absence will be recorded as unauthorised.

**Any unauthorised absence is damaging to a child's education, as well as reflecting badly on the school. Please consider this matter very carefully before making a request for absence during term time.**

### **General school procedures**

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This will then need to be followed up by an explanation note that should be handed into the class teacher/form tutor and which will be kept on record by school.

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

Referral to the EWO Service is by email direct to your allocated EWO to request support. The EWO will reply confirming the referral and email updates and outcomes to school directly. School should note updates on SIMS as a flag. EWO accountability is via dedicated service recording on Capita ONE system

### **Saltney Ferry School procedures**

#### **Absences**

- Parents are requested to telephone, email or message the school office (01244 680302) on the first day of absence before 9.15am with the reason for their child's absence.
- After 9.15am the school administrator, Headteacher or other designated member of staff will start to telephone parents of absent pupils and will record reasons in the absence diary and on SIMS.

- Authorised absences may be illness, dental/medical appointments, family bereavement and some special occasions. If the school does not receive a reason for the absence or the reason is not acceptable the absence will be marked as unauthorised.
- If a child has to be taken out of school early, parents should report to the school office so that their child can be signed out on the school's electronic system.

### **Lateness**

The school actively discourages late arrival. Pupils arriving late can often miss important information at the start of the day and disrupt the learning of the class. Children can often feel very uncomfortable entering the classroom after everyone else is settled.

- At Saltney Ferry CP School the doors open at 8.50am for the start of the school day. Registration takes place at 9am.
- Pupils arriving after 9am but before 9.15am will be marked as 'Late', those arriving after 9.15am will be marked as 'late after registration' which will be an unauthorised absence.
- **Recording the correct late code is the responsibility of the class teacher.**

Where teachers are concerned about a child arriving late on a regular basis they will share their concerns with the Headteacher. The pattern will then be monitored and the teacher or Headteacher will speak to the parents about their concern.

### **Children Missing Education**

Schools have a duty to safeguard all pupils. The Education & Inspections Act 2006, requires the Local Authority to make arrangements to enable them to establish the identities of children residing within Flintshire who are not receiving an education. These may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence.

The duty lies with the Local Authority to investigate further in accordance with the published FCC CME Policy.

Pupils should not be removed from the school register until the pupil has been admitted to another school/ PRU or until the CME document has been completed and recorded by the LA.

For further information please refer to the Child Missing in Education (CME) Policy. (Due for publication Jan 2022)

### **Attendance Impact and monitoring**

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. The table below highlights the impact of absence for one school year.

School Year Attendance	Number of Days	Number of Weeks	Number of Lessons
90%	19	4	100
80%	38	8	200
70%	57	11.5	290

A child's absence will have an impact on his/her education and on the education of the class. Recent studies indicate that pupils who are consistently absent are more likely to under achieve academically and find it harder to make and keep friends.

Being late to school can also have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark. We are seeing an increasing number of pupils who are late to school on a daily basis and are looking to improve this.

We have a whole school target this academic year of 95% and we are looking to achieve this with your help. If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact the school on 01244 680302

### **Flintshire Education Welfare Officer**

Registers (attendance and lateness) are checked by the Education Welfare Officer and the Headteacher on a regular basis. The Headteacher and EWO will also discuss any issues/problems regarding attendance or lateness. The EWO acts in a supportive role and may send letters or visit homes where no response to absence has been received by the school and act as a liaison officer between home, school and the Social Services.

## Communication with parents/carers

As attendance and lateness is monitored on a regular basis any areas for concern will be initially discussed with parents/carers verbally.

- If a pupil's attendance falls to 90% or below and/or has a significant number of lates, parents/guardians will be contacted informing them of schools concern.
- If attendance/lateness does not improve a letter will be sent requesting that parents/guardian attend a meeting with the Headteacher to discuss ongoing concerns.
- It will be the decision of the Headteacher whether to request the intervention of the Education Welfare Officer (EWO), who will ascertain the reason for absence and provide support to the home as required.
- Weekly whole school attendance is also provided on the school's newsletter.
- For all children in Reception to Year 6 a colour coded letter will also be provided on a termly basis (Appendix 3)

<b>GREEN</b>	97% - 100%	<b>AMBER</b>	93% - 96%	<b>RED</b>	below 92%
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## Schools Strategies to improve attendance

FCC's aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. The EWO service categorises attendance concerns in the following way.

<b>GREEN</b>	97% - 100%	<b>AMBER</b>	93% - 96%	<b>RED</b>	below 92%
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## Positive Recognition

Saltney Ferry CP School encourages good attendance through positive recognition. We appreciate that for primary aged children their attendance is not in their control however the recognition that we provide allows for all of our children to be successful within the school year and increases their understanding of good punctuality and attendance for future life. Recognition includes:

- Monthly certificates for 100% attendance
- 100% for a term certificate and a £5 gift voucher
- 100% for the whole year certificate and a £5 gift voucher
- A certificate for any child who achieves the target attendance for the year
- All recognition is presented in whole school assemblies where possible.

**Pupil Involvement:** Pupils could be nominated to become school councillors, mentors and mediators in order to assist other pupils to improve their attendance levels.

**Sharing of Attendance data and information:** The school's weekly newsletter provides regular information and updates with regard to school attendance. The school's website also provides parents, pupils, governors and the public with all the relevant attendance information; including the schools Attendance Policy, along with all other schools policies and procedures

**The School Environment:** Saltney Ferry provides a happy, welcoming and organised environment to ensure all pupils enjoy learning.

**Breakfast Club/Lunch-time Club and Access to Water:** We offer a Breakfast Club which can set the children up for a positive day. Children can have breakfast with friends, and ensure they have had a meal at the start of the day. Evidence shows that such a start to the day improves engagement with education. Also as a school we have a number of water fountains in designated areas and encourage children to bring a water bottle to school. We agree that hydrated children benefit from improved wellbeing and pupil engagement in learning.

**Staff Awareness:** All staff are fully aware of the importance of regular school attendance. A holistic and consistent approach is applied across the school to ensure that all staff reinforce the school ethos and reflect the culture of the school at all times.

### **Transition Process**

Transition from Year 6 to 7 can be a challenging time for many pupils. It is essential that the transition process underlines the expectations with regard to school attendance and punctuality. Cases where school attendance has been a concern should be highlighted as part of transition arrangements.

The EWO service can be contacted/consulted for support. Early intervention at transition can be more effective than later engagements where school attendance matters are concerned

### **Parents evening**

Parent's evenings are an opportunity to discuss attendance concerns as well as other school related matters. Parents can be signposted to support services for advice and guidance to ensure that they understand the benefits that result from regular school attendance.

### **Additional Attendance Strategies**

#### **Role of the Local Authority Education Welfare Service**

The Education Welfare Service is a statutory service which supports schools to ensure that all pupils attend school regularly. Schools have a designated EWO who will liaise with the school on a regular basis.

The EWO will meet/liaise with a senior member of staff to discuss cases and to highlight concerns. Schools have the lead role on all matters with regard to their attendance register and all recording of attendance marks is entirely at the discretion of a Headteacher in accordance with published WG Coding Guidance.

<https://gov.wales/school-attendance-codes-guidance>

The EWO service has adopted a revised approach to the manner in which it supports schools. The EWO Service has created a dedicated Mission Statement and One Page Profile that underlines the manner in which the service now operates ( See Appendix..

The EWO service now utilises current SIMS data to identify patterns and cases that may be of concern on a proactive basis. Regular school attendance data profiles are also conducted by the Senior Learning Advisor-Engagement to identify patterns and individuals that may require support

Parents have a legal duty to ensure their children attend school regularly and punctually under the Education Act 1996. Where parents fail to ensure the regular attendance of their child (or otherwise) they are potentially committing an offence and the EWO should be informed at the earliest opportunity.

It is unfortunate, but on occasions recourse to statutory powers may be required. This may result in a Fixed Penalty Notice (FPN) application or in the prosecution of parents/carers. It is FCC policy to prosecute all unpaid FPN cases. However the EWO services does not take this action lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels until all of these avenues have been exhausted.

### **Role of School Improvement Advisors (SIA)**

Schools should work with their School Improvement Advisors who engages with school and advises/supports to promote the school improvement process. The SIA and the LA EWO Service can work closely together where this is possible to discuss those schools that may require additional support and where attendance is a concern.

### **Attendance Panels/Attendance Improvement Plans**

Attendance Panels are a strategy used in Wales to address attendance matters

Attendance panels often include School Governors, members of the Senior Staff in a school, EWO service, and parent/pupil. These panels can be utilised to examine progress and to review an Attendance Improvement Plan (AIP)

Parents should be invited into school as part of the graduated response to school attendance to discuss their child's attendance. An Attendance Improvement Plan (AIP) can be completed and signed during these meetings.

Letters of invitation to take part in Attendance Panel/AIP meetings should be sent to parents in advance by school wherever this is possible. If a parent/carer is not available to attend then another letter should be sent to offer a further opportunity. Failure to attend without notification can result in any absences remaining unauthorised by the Headteacher.

### **Community Education Patrols (CEP)**

Community Education Patrols are a strategy employed under the Crime and Disorder Act 1998 when hotspots are identified at VARM/ASB.

N Wales Police have the power to engage parents found with children during school hours. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Community Education Patrols are employed as an occasional strategy that is dependent on the availability of resources and is intended to promote the benefits of regular school attendance/to promote partnership working.

Parents and pupils details are logged, along with the reasons for the pupil being away from school. Schools are emailed to inform them of the details obtained. (Not currently running within FCC)

### **First Day contact**

School should operate a first day contact process to confirm why a child is absent when no suitable explanation has been received. This process is deemed to be good practice and is an essential part of a robust safeguarding process within a school. Such pupils can then be referred to support services in accordance with the terms of this policy.

There are a variety of devices that can text/call and employ digital means to contact parents in an automated manner. Some of these systems can record contacts directly onto the school SIMS.

### **Data Collection**

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 Local Authority and shared with the SLA Engagement and the EWO Manager on a regular basis.

Contact with Heads and schools staff where data clarification is required is an established part of LA function. Such practice is intended to foster positive dialogues with schools in a collaborative manner at the earliest opportunity.

### **Monitoring and Reporting**

School should regularly prepare reports to the Governing Body, Senior Management and School Improvement Advisors to ensure that levels of attendance are clear and that attendance codes are accurate. Parents should also be notified through the schools regular communication channels stated in this policy.

### **Mental Health and Emotional Wellbeing Impact Statement**

Saltney Ferry CP School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at Saltney Ferry CP School.

## The Registration System Appendix 1

The following national codes will be used to record attendance information.

DESCRIPTION		MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not dual registration)	Approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending another establishment)	Approved educational activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (not agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness	Authorised absence
J	Interview	Approved educational activity
L	Late (before register closes)	Present
M	Medical/dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved educational activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after register closes)	Unauthorised absence
V	Educational trip or visit	Approved educational activity
W	Work experience	Approved educational activity
X	Un-timetabled sessions for non-compulsory school aged pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances



**SALTNEY FERRY CP SCHOOL**  
**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL FOR AN ANNUAL FAMILY HOLIDAY**

The Governing Body discourages parents and guardians from removing their children from school for a family holiday during term time, as it recognises the vital importance of regular attendance to a child making good progress at school.

**Important Information For Parents / Carers**

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record
- Requests for leave of absence should be sent to school **no less than 4 weeks** prior to the start of the holiday
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with the Headteacher
- This form **MUST** be completed by parents / carers before requests will be considered

Child's name		Class	
Dates of proposed absence:	From	To	
Reason for removing your child from school during term time:			
Total days requested on this occasion:			
Total days taken previously this academic year:			
I understand that this holiday request may be authorised or not authorised and the Headteacher will use 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 EWO Service which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)			
Signed Parent/Guardian		Date:	

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For School Use Only

Current Attendance %		Lateness	
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Timetable checked

Class Teacher consulted

Previous Holiday checked

Authorised	<b>YES</b>	<b>NO</b>	
Signed		Date:	

Copy to parents/guardian;

Copy to class teacher;

If you wish to discuss this decision please telephone the school office to make an appointment with the Headteacher.

## Termly Green Letter example

**Ysgol Gynradd Saltney Ferry**  
 Ffordd Saltney Ferry  
 Saltney Ferry  
 Sir y Fflint  
 CH4 OBN  
 Ffôn: 01244 680302  
 Ffacs: 01244 681070



**Saltney Ferry C.P. School**  
 Saltney Ferry Road  
 Saltney Ferry  
 Flintshire  
 CH4 OBN  
 Phone: 01244 680302  
 Fax: 01244 681070

Miss Charlotte L Luke  
 Headteacher

[sfmail@hwbcymru.net](mailto:sfmail@hwbcymru.net)  
[www.saltneyferryschool.co.uk](http://www.saltneyferryschool.co.uk)  
[@saltneyferrycp](https://twitter.com/saltneyferrycp)

«date\_of\_printing»

Dear «salutation»,

Your child, «chosen\_forename»'s attendance for the Autumn Term 2019 is «percentage\_attendance» %.

This means that they are in our 'green' category and their attendance is excellent. Congratulations to your child and a big thank you to you for striving to get them in to school, it really has a huge impact on their learning.

For your information on an average half term, this means:

Green	100%	Over a One Academic Year	
	99%		
	98%	2 days = 98.9 %	
	97%	3 days = 98.3 %	
	96%	5 days = 97 %	
	95%	6 days = 96.7 %	
Amber	94%	7 days = 96.2 %	
	93%	9 days = 95 %	
Red	92% and below	10 days = 94.5 %	
		15 days = 92 %	

If you require a print out of the attendance marks, please do not hesitate to contact the school office. If you spot any mistakes, please let us know immediately and they can be rectified.

Yours sincerely,

Miss C. L. Luke  
 Headteacher

## Termly Amber Letter example

**Ysgol Gynradd Saltney Ferry**  
 Ffordd Saltney Ferry  
 Saltney Ferry  
 Sir y Fflint  
 CH4 OBN  
 Ffôn: 01244 680302  
 Ffacs: 01244 681070



**Saltney Ferry C.P. School**  
 Saltney Ferry Road  
 Saltney Ferry  
 Flintshire  
 CH4 OBN  
 Phone: 01244 680302  
 Fax: 01244 681070

Miss Charlotte L Luke  
 Headteacher  
[sfmail@hwbcymru.net](mailto:sfmail@hwbcymru.net)  
[www.saltneferryschool.co.uk](http://www.saltneferryschool.co.uk)  
[@saltneferrycp](https://twitter.com/saltneferrycp)

«date\_of\_printing»

Dear «salutation»,

Your child, «chosen\_forename»'s attendance for the **Autumn Term 2019** is «percentage\_attendance» %.

This means that they are in our 'amber' category and their attendance may slip to below the expected level. This may be due to genuine illness or an authorised annual holiday up to 10 days. Please make every attempt to get them in to school every day next term and aim for the 'green' category. Very good attendance really does impact on a child's learning.

For your information on an average half term, this means:

		Over a One Academic Year	
Green	100%	1 day = 99 %	
	99%	2 days = 98.9 %	
	98%	3 days = 98.3 %	
	97%	5 days = 97 %	
	96%	6 days = 96.7 %	
	95%	7 days = 96.2 %	
Amber	94%	9 days = 95 %	
	93%	10 days = 94.5 %	
Red	92% and below	15 days = 92 %	

If you require a print out of the attendance marks, please do not hesitate to contact the school office. If you spot any mistakes, please let us know immediately and they can be rectified.

Yours sincerely,

Miss C. L. Luke  
 Headteacher

## Termly Red Letter example

**Ysgol Gynradd Saltney Ferry**  
 Ffordd Saltney Ferry  
 Saltney Ferry  
 Sir y Fflint  
 CH4 OBN  
 Ffôn: 01244 680302  
 Ffacs: 01244 681070



**Saltney Ferry C.P. School**  
 Saltney Ferry Road  
 Saltney Ferry  
 Flintshire  
 CH4 OBN  
 Phone: 01244 680302  
 Fax: 01244 681070

Miss Charlotte L Luke  
 Headteacher  
[sfmail@hwbcymru.net](mailto:sfmail@hwbcymru.net)  
[www.saltneyferryschool.co.uk](http://www.saltneyferryschool.co.uk)  
[@saltneyferrycp](https://twitter.com/saltneyferrycp)

«date\_of\_printing»

Dear «salutation»,

Your child, «chosen\_forename»'s attendance for the **Autumn Term 2019** is «percentage\_attendance» %.

This means that they are in our 'red' category and their attendance is falling significantly below the expected level. This may be due to genuine illnesses or other authorised circumstances. However please make every attempt to get your child in to school every day next term and aim to improve their attendance category.

If you feel you need support with your child's attendance, please speak to us as soon as possible and we will discuss any appropriate strategies that may help. If attendance continues to cause us concern we may involve our Education Welfare Officer (EWO). The EWO's role is to work with families and to offer further advice and support beyond that of the school.

For your information on an average half term, this means:

		Over a One Academic Year	
Green	100%	1 day = 99 %	
	99%	2 days = 98.9 %	
	98%	3 days = 98.3 %	
	97%	5 days = 97 %	
	96%	6 days = 96.7 %	
Amber	95%	7 days = 96.2 %	
	94%	9 days = 95 %	
Red	93%	10 days = 94.5 %	
	92% and below	15 days = 92 %	

If you require a print out of the attendance marks, please do not hesitate to contact the school office. If you spot any mistakes, please let us know immediately and they can be rectified.

Yours sincerely,

Miss C. L. Luke Headteacher