



YSGOL CWM  
BROMBIL



# Attendance Policy

## September 2025-2026

Policy Adopted:	October 2026
Policy Review Date:	October 2026
Additional Comments:	
Signed: (Chair of Governors)	<i>Mair John</i>

## Introduction

Ysgol Cwm Brombil is an ambitious school with high expectations of staff, pupils and the wider community. We believe that all of our pupils have a right to learn, all teachers have the right to teach, and everyone in the school has the right to feel safe in a supportive environment. We believe that this encourages good attendance within the school.

Our Cornerstones underpin the school ethos and culture. We believe that in order to achieve success, all young people need to have the building blocks of Aspiration, Belonging and Character. These Cornerstones, combined with the rights, responsibilities and routines of the school lead to good attendance where everyone is able to work effectively, feeling safe and respected.

The Attendance Policy should be read alongside the schools:

- Safeguarding Policy
- ALN Guidance
- Anti-Bullying Policy
- Behaviour Policy
- Safer Internet Policy
- Teaching and Learning Policy
- Communications Policy
- Search and Confiscation Policy
- CCTV Policy
- Travel Code of Conduct
- Uniform Policy

## Rational

- Whilst the legal responsibility for regular school attendance rests with the parents, the school shares with them and the Local Authority (LA), responsibility for encouraging good attendance and improving poor attendance.
- The school is required by law to maintain specific records and to produce specified information on the attendance of pupils.
- The school is committed to improvements in attendance standards as a direct stimulus to raising pupil achievement.
- The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and if a registered pupil at school, this means attending school regularly and on time.

## Aims

The aims of this policy on attendance and punctuality are to:

- Maximise pupil attendance by encouraging parents to enable their children to take full advantage of their educational opportunities by regular and punctual attendance at school.
- Raise the profile of attendance and make it a priority for staff, pupils, parents and governors.
- Ensure attendance procedures are effective and consistent in order to establish and maintain a high level of attendance.
- Develop a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance-related issues.
- Promote an effective whole-school approach to the management of attendance where each member of the school community (including staff, governors, parents and pupils) is aware of their roles and responsibilities and makes an effective contribution.

## Statutory Responsibilities

The legal framework governing attendance is set by the Education Act and their associated regulations (which relate to schools and Pupil Referral Units).

Section 7 of the Education Act 1996 states that "... the parent of every child of compulsory school age shall cause him/her to receive full time education suitable to his/her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise ..."

Section 444 further states "... the parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law..."

Compulsory school age means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their sixteenth birthday.

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

- The pupil was absent with leave (authorised absence)
- The pupil was ill or prevented from attending by an unavoidable cause;
- The absence occurred on a day set aside for religious observance by the religious body to which the pupil/parent belongs;
- The school is not within the prescribed walking distance of the child's home and suitable transport arrangements have not been made by the LA. The law relating to walking distance effectively is defined as two miles for pupils under eight and three miles for all other pupils. Distance will be measured by nearest available walking route.

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

- Illness with medical evidence
- Unavoidable medical or dental appointments
- Days of religious observance
- Exceptional family circumstances

Absence from school will not be authorised for:

- Shopping
- Haircuts
- Missed bus
- Oversleeping
- No uniform
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays

Parents are asked to make all medical and dental appointments outside of school hours wherever possible.

Unauthorised absence of an individual pupil, which brings the pupil's attendance to below 90% in any one term, or when unauthorised absence is due to a family holiday taken in term time, the Education (Penalty Notice) (Wales) Regulations gives the school the ability to request that the Local Authority (Education Welfare Service) to consider issuing a Penalty Notice to a parent(s)/day to day carer of the named pupil.

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day: at the start of the first session and once during the second session. The accuracy of the register is important to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.

**Statutory Framework Section 444 – 1996 Education Act:**

*"A pupil is required to attend regularly at the school where they are registered as a pupil.*

*The school is obliged by law to differentiate between authorised and unauthorised absence ... Only if the school is satisfied as to the validity of the explanation offered by the letter or message will the absence be authorised".*

## Practice and Procedures

Clear systems and procedures will govern response to all pupil absence. The school will follow the 'Procedures for Non-Attendance' on the All-Wales Framework. (see Appendix 1).

95 – 100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85 – 90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80 – 85% attendance	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7 ½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

The school encourages good attendance and punctuality by:

- Creating a caring and nurturing environment where pupils feel safe and appreciated as young people;
- Focussing on establishing good relationships with pupils as individual learners;
- Ensuring all pupils are supported and valued and so want to attend school;
- Developing positive relationships with parents/carers and external agencies working with family/pupil;
- Expecting parents/carers to contact the school as early as possible on the first day of absence;
- Messaging or phoning parents/carers on first day response if a child is not in school and no reason has been given;
- Ensuring that attendance and punctuality are recognised within the whole school reward system e.g. positive behaviour points, end of term rewards.

### Specific Actions

- Ensure that all staff are aware of the registration procedures, registration regulations and education law relating to school attendance.
- Complete school registers at the start of the morning session and afternoon sessions;
- Promote positive staff attitudes to pupils returning after absence;
- Communicate the importance of attendance to parents and pupils through assemblies, the school prospectus, transition meetings, parent events, social media and the school website;
- Attendance levels considered before a pupil is eligible for visits or trips including abroad;
- Monitor and evaluate the early intervention strategies adopted by the school;

- Work closely with multi-agency colleagues and the Education Welfare Service to improve attendance and punctuality;
- Consequences are put in place by the R2L system for lateness which may include negative behaviour points and detentions;
- Monitor attendance data and trends and reporting this information termly to the Governing Body;
- If the pupil is registered as a Care and Support child and/or is on the Child Protection register and absent from school without reason, then the school should contact Social Services as soon as possible;
- Consult with all members of the school's community and Education Inclusion Service in developing and maintaining the whole school attendance policy;
- Ensure regular evaluation of attendance by Governing Body.

## **RIGHTS AND RESPONSIBILITIES**

There is a collegiate approach to tackling absenteeism and poor punctuality.

### **School**

- Ysgol Cwm Brombil expects pupils to attend school regularly and punctually. The school will encourage, reward and highlight good attendance and investigate all absenteeism.
- Ysgol Cwm Brombil will work closely with pupils, parents and all relevant educational bodies should attendance and punctuality give cause for concern.

### **Pupils**

- Pupils will attend school regularly and on time.
- Pupil issues relating to attendance and punctuality will be listened to and resolved through discussion.
- Pupils have the right to access their attendance and punctuality records and thereby monitor their own attendance record.
- The school sets pupils a minimum target of 95% attendance.

### **Parents**

- Parents are responsible for ensuring their child's regular and punctual attendance.
- Parents will ensure pupils are in full school uniform, fully equipped and are ready to learn.
- Parents are responsible for informing the school at the earliest opportunity for the reason for any absence (by phone, letter, email or personal visit).
- Parents can expect the school to keep them fully informed of their child's attendance via ClassCharts.

## **Keeping the Registers**

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It will also be used for end of term reports, records of achievement and reference requests and information for other schools, LA's and external agencies.

- No pupil should be marked present unless actually in attendance at school or other agreed educational activity.
- The register should not have missing marks.
- When a pupil arrives late but the register is still open, the pupils should be marked as late but counted as present for the session.
- When a pupil misses registration, they should be marked as an unauthorised absence, unless a medical letter/phone call by parent is received and deemed to be genuine.
- Pupils should not have access to the register.
- In addition to twice daily registration a class register is taken for every lesson throughout the day.
- Lateness to lessons and truancy are recorded by the class teacher and followed up by the R2L team.
- If truanting, parents/carers are informed via ClassCharts or phone call and consequences put in place by the R2L team.
- The Headteacher is the only person who can authorise that a pupil be removed from the register – this is done in partnership with the Education Welfare Service.

## **Lateness**

A pupil's punctuality is a legal requirement and the parent of a pupil who is persistently late is guilty of an offence. The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if persistent late arrival is not resolved. Lateness to school is recorded on ClassCharts by the R2L team or Office staff. This may trigger a detention. The pastoral team will speak to persistent late comers to find out if there is a suitable reason for their lateness. Support and intervention can be put in place if necessary.

## **Holidays**

Parents should not take their children out of school for a holiday/trip without first obtaining the permission of the Headteacher in advance. Unless there are mitigating circumstances, all holidays will be coded as an unauthorised absence.

## **Service Children**

Ysgol Cwm Brombil recognises that Service families may not be able to take holidays together at other times during the school year. The Headteacher does have a discretionary power to authorise leave for a family holiday during term-time where

parents seek permission. When submitting a request for term-time absence, a Service family should provide a letter from their unit with confirmation of their need to be absent.

When making a decision about term-time absence, the headteacher will consider:

- If the pupil has been identified as a Service Child in school and is supported by Brombil Barracks
- The time of year of the proposed absence
- The length and purpose of the absence
- The impact on continuity of learning
- The circumstances of the family and wishes of parents
- The overall attendance pattern of the child.

## Completing the Register on Class Charts

1. The register is a legal document to be available for inspection at any time. Daily attendance registers are the responsibility for the teachers. Registers must be completed at the start of registration or lessons.
2. Registers are to be taken for **all** lessons.
3. If a pupil arrives late for school, they are to enter the school through A3 and wait to be collected by their Engagement Officer. If later than registration, pupils are to arrive at the main entrance and be signed in by a member of the office staff. All pupils are to be questioned as to why they are late, and a reason to be recorded on the sign in sheet. A member of the R2L team will log lateness on ClassCharts and persistent offenders will be dealt with by the R2L system.
4. Class registers are taken for every lesson. Post registration truancy is logged on ClassCharts.
5. Registers are read and totalled daily and absence lists are produced. The Link Attendance Support Staff will make first day contact to ascertain why the child is absent. This information will be logged on ClassCharts.
6. Any safeguarding concerns or persistent absenteeism will be emailed by the Link Attendance Support and shared with the DSL, EWO, HOY and EO. If there is a specific concern, these can be logged on Safeguarding.
7. If medical reasons are given for persistent absenteeism, a phone call home is made by the Healthcare workers in order to offer support and guidance.
8. If a child is absent for 3 or more days in any one period and no contact made with home, this is noted by the Link Attendance Support Officer and highlighted in the email to the HOY, EO, DSL and EWO.
9. If needed, the Education Welfare Officer will contact the family or undertake a welfare visit the house to discuss the matter with the parents/guardians.
10. Fortnightly Wellbeing meetings are held with the EWO, HOY, EO, Link ASO, Healthcare worker, and DSL which includes the monitoring of individual pupil attendance. Trends in attendance across the year group are also discussed.
11. If needed, pupils to undertake EBSA workshop with EO. Provision to be logged on Provision Maps.
12. Parents invited to attend a meeting at school to discuss the attendance of their child in order to resolve attendance issue at the early stages.
13. Referral made by the HOY to the EWS service and EWO to initiate intervention and support.
14. Attendance PSP initiated under the guidance of EWO.
15. The EWO has statutory powers to ensure full attendance at school and these may need to be used in individual cases as necessary (See Appendix 1).

## **AUTHORISED ABSENCE**

Notification of appointments to see the dentist, doctor or hospital must be given in advance with a copy of the appointment card or letter. The reason for absence will be recorded. However, it is recommended for these appointments to be made out of school hours.

Home tuition, Off-site Education, Dual registered pupils, courses (educational and sporting) are the responsibility of the school and marks will be entered by the appropriate member of administration staff.

## **UNAUTHORISED ABSENCE**

An absence will be deemed as unauthorised if there is no medical or other genuine reason why a child should have missed a vital session of their education.

## **MONITORING ATTENDANCE**

The Local Authority and Welsh Office publish school Performance Information Tables each year. These include for each school the % of sessions missed in the year due to all absence and unauthorised absences. Attendance information is also given on Governors Reports to parents.

## **COLLECTION AND ANALYSIS OF DATA**

Registers are monitored in the Primary and Secondary phase on a daily basis.

Wellbeing Meetings are held fortnightly where year group and individual attendance is monitored and actions agreed.

All actions relating to attendance is logged on Safeguarding under the category of 'Attendance/EWO'.

Form Teachers use Class Charts to monitor attendance of their form and raise concerns with their Head of Year.

## **ENSURING EQUITY**

At Ysgol Cwm Brombil, we recognise that our support needs to reflect the different groups of learners within our community. Vulnerable Learners, pupils who are Looked After, Young Carers, learners with ALN, pupils from the BAME community, Service Children as well as others may need additional support with regards to regular attendance at school. The school seeks to work in partnership with parents to ensure the correct support is available for all pupils.

## Roles and Responsibilities

### ROLE OF THE ATTENDANCE LEAD

Attendance is the responsibility of all staff. There is, however, a designated member of staff for attendance matters and all staff are able to discuss individual pupil attendance with this person.

The Designated Member of Staff for Attendance: Mrs. Kath Williams.

They will:

- monitor the school's registers;
- liaise with teaching staff, in particular HOY, Healthcare Worker, EWO;
- chair Wellbeing and Attendance Meetings;
- refer to other agencies if appropriate;
- refer to the Healthcare worker if there are doubts about the validity of an illness;
- oversee the use of standardised letters to parents addressing specific aspects of attendance and requiring parental response;
- chair parental attendance meeting in the cases of repeated, unexplained absences (school will consider inviting the named governor for attendance to such a meeting).

### ROLE OF THE FORM TUTOR

The Form Tutor has a very important and vital role to play in combating truancy and low attendance. It is believed that when a pupil feels cared for, safe and seen, then their attendance improves. It is the Form Teacher that should know the pupil the best within the school environment. They should have good background knowledge of the pupil and be aware if the pupil is a Vulnerable Learner or has any ALN concerns. If agreed with the HOY, reasonable adjustments can be made for pupils in relation to attendance and punctuality.

The Form Tutor must make every effort to demonstrate genuine concern and curiosity for lateness and non-attendance. Form Tutors are in the best position to pick up early warning signs. All attendance 'niggles' are recorded on Safeguarding.

The Form Tutor should speak with and coach individuals whose attendance or punctuality give cause for concern. Check-in and mentoring sessions can be recorded on Safeguarding under the category of 'Check-in/Mentoring'.

Opportunities should be sought to praise high levels of attendance. Positive points can be awarded via ClassCharts and positive comments should be made on reports.

Form Teachers must attend weekly form teacher morning briefings where attendance and punctuality concerns can be raised and discussed.

### THE ROLE OF THE HEAD OF YEAR

Running parallel to the above, the Head of Year, will monitor registers and be aware of the regular patterns of non-attendance/truancy and support the Form Tutor in their work.

Heads of Year will discuss attendance and punctuality with persistent offenders and arrange for consequences in partnership with the R2L Team. Heads of year will encourage positive attendance via assemblies, recognition rewards and end of term celebrations.

The Head of Year is timetabled to meet formally with the EWO on a fortnightly basis to discuss attendance and welfare issues and to determine appropriate courses of action. It is the role of the Head of Year to authorise warning letters (Letter 1/ Letter 2) to be sent out to parents regarding attendance. Letters are sent by the link Attendance Support Officer and a record logged on SIMS.

Heads of Year will chair the first parental meeting with the EWO to discuss concerns regarding persistent attendance or lateness and agree outcomes. Minutes will be logged on Safeguarding.

### **THE ROLE OF THE ENGAGEMENT OFFICER**

The Engagement Officer will support the HOY in speaking with and coaching pupils who have a high level of absenteeism or lateness. They will ensure that suitable interventions are put in place for pupils to be aware of the long-term impact of low attendance. They will be part of the team who speak with regular latecomers to school.

### **THE ROLE OF THE HEALTHCARE WORKERS**

The Healthcare Team are a vital support for staff, pupils and parents/carers with regards to absenteeism. The Healthcare staff attend all EWO meetings in relation to attendance. If medical reasons are given for persistent absenteeism, a phone call home is made by the Healthcare workers to offer support and guidance. Healthcare workers are also able to contact the relevant health professionals to ensure all support is being offered for pupils to attend school safely.

### **THE ROLE OF R2L TEAM**

The R2L team are responsible for ensuring all lateness are recorded on ClassCharts and discussions are had with regular latecomers. The R2L team will also undertake the detentions for lateness. When needed, the R2L team can be available to ensure pupils attend registration on time.

### **ROLE OF SLT**

Every member of SLT has a pivotal role in encouraging high levels of attendance in assemblies, communications with parents and in meetings with pupils. There is also a responsibility of SLT to provide a curriculum, which will meet the needs of all pupils and therefore encourage attendance.

Each member of SLT is allocated a year group to mentor and regular meetings are held with the HOY to discuss the attendance of the year group and discuss possible actions.

### **THE ROLE OF ALL STAFF**

All staff are responsible for ensuring they take the register accurately every lesson.

If staff are taking pupils out of school on trips or to represent the school in sporting, music or other activities, then they are responsible for checking the pupils attendance records prior to the trip or visit. If unsure, staff must speak to the designated Head of Year.

### **THE ROLE OF THE EWO**

The role of the Education Welfare Officer (EWO) is to assist the school in monitoring attendance records. They will also support families to ensure the pupil returns to school, whatever the cause of absence. The EWO acts as an important link between the school, home and supplementary agencies. The effectiveness of the EWO is reflected in the support given to the pupil, parents/carers and school and strengthens the links between us all. The EWO meets Heads of Year in the school on a fortnightly basis to check pupil attendance, interview pupils and parents, contact home and plan strategies for support leading to improved attendance.

The EWO in Ysgol Cwm Brombil is an integral part in promoting good attendance and procedures, fostering good liaison between all agencies involved with pupils who are non-attenders, and is part of the pastoral team who meets regularly under the guidance of the Senior Teachers.

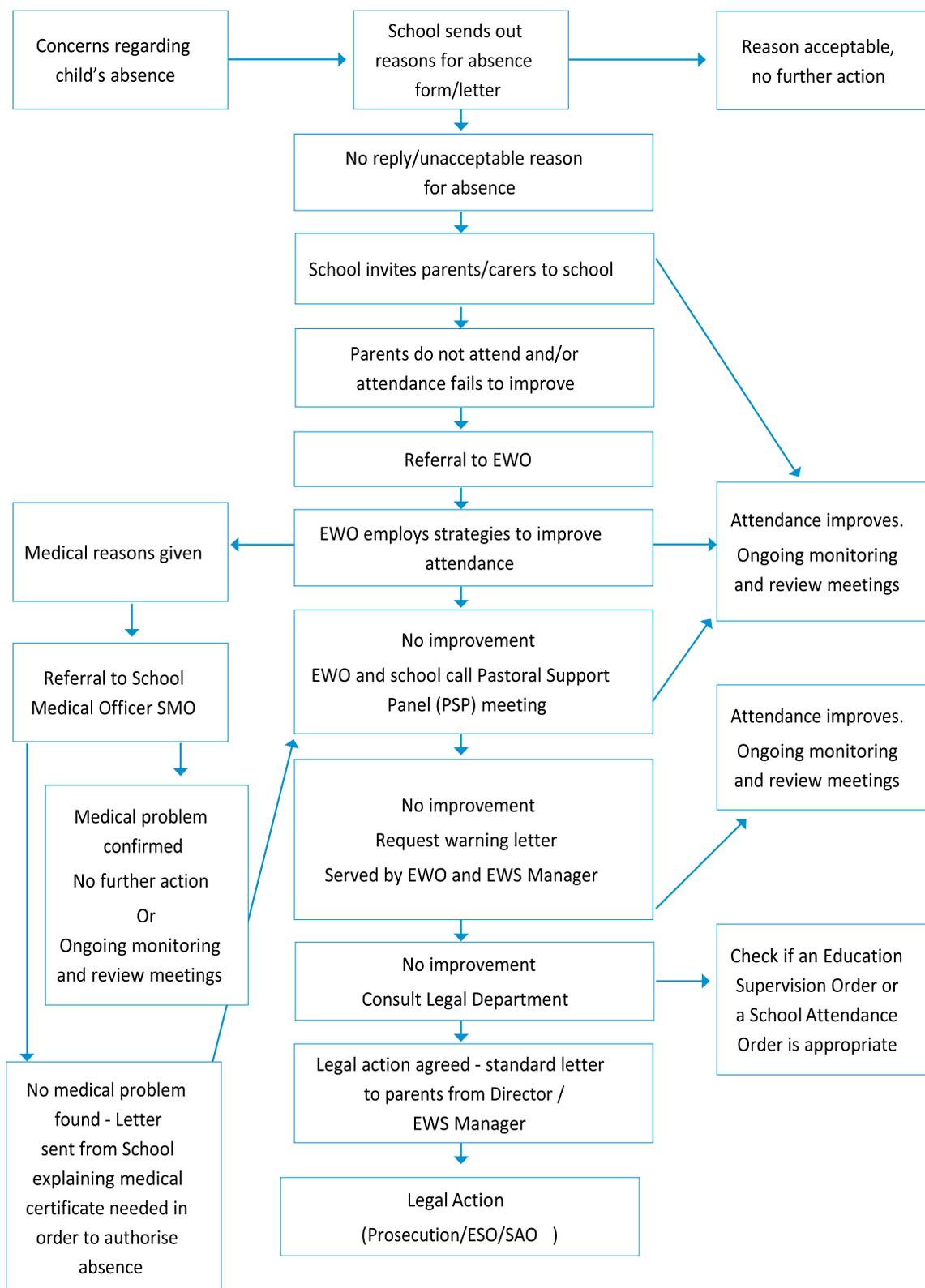
### **THE ROLE OF PARENTS**

Parents are legally responsible for ensuring that their children attend school regularly. It is important for us to work in partnership with parents if we wish to maintain high levels of pupil attendance. Parents should be fully informed of their legal responsibilities, general attendance issues, their child's level of attendance and our expectations and standards. This will be achieved in a variety of ways:

1. Parents can access up to date attendance information via ClassCharts.
2. The school prospectus, issued to all new parents, contains a statement on the importance of attendance and what parents should do if their child is absent. This includes the request to telephone or message the school on the first day of a child's absence and the request to notify school in advance of absences for medical appointment.
3. Letters will be sent to parents informing them of any concerns over their child's level of attendance or punctuality.
4. General letters will be sent to all parents from time to time informing them of our expectations, our whole school target for attendance and other appropriate attendance issues.
5. Parents will receive reports from school which will include their child's attendance in percentage terms, the total number of absences and the number of unauthorised absences.
6. Parents will be informed of whole school levels of attendance and rates of authorised and unauthorised absence through the Governors Annual Report to Parents, School Prospectus and the School Performance Information Tables.

## APPENDIX 1

### All Wales Framework Attendance Flowchart



**REGISTRATION CODES**

/	Present (AM)
\	Present (PM)
B	Off Site Education
C	Other Authorised Absence
D	Dual Registered i.e. present at another school or PRU
E	Excluded (No alternative provision made)
G	Family Holiday (Not Agreed)
I	Illness
J	Interview
L	Late (Before register closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other codes)
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (After registration closed)
V	Educational Visit or Trip
W	Work Experience
Y	Partial or Enforced Closure
X	Non-Compulsory school age absence
#	School closed to pupils
Z	Pupils not yet on roll



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