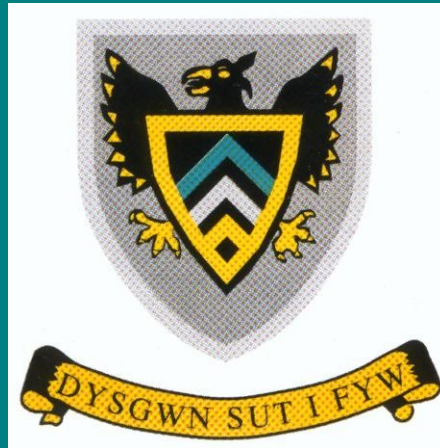


ATTENDANCE & PUNCTUALITY POLICY



Introduction

Our school is committed to ensuring that regular attendance at school is a priority. We strive to ensure all learners attend regularly, enabling them to achieve their full potential in a safe and enjoyable learning environment. This in turn, provides pupils with the best possible chances to succeed in life beyond school and achieve their goals.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance. 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.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. We also recognize the need, on occasion, to make allowances for religious beliefs and individual family circumstances.

Regular school attendance is essential for all children and young people. Our school will endeavour to work with parents/carers, pupils, the local authority and Central South Consortium Joint Education Service, to ensure that all pupils receive an appropriate education and attend school regularly.

This attendance policy reflects the local authority's Attendance Strategy.

Aims

This policy aims to ensure that attendance and punctuality remain a key focus for all, including governors, teachers, parents, learners 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 learners 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 learners with irregular attendance at an early stage, and to work with partner agencies to try and address any barriers that stop learners 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 learners who have made significant progress in raising attendance levels.

Wider School Aims/Ethos

This policy links with the school behaviour, anti-bullying and safeguarding policy. It is also written in line with the “Welsh Government - All Wales Attendance Framework”.

<https://gov.wales/all-wales-attendance-framework>

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:

‘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:

‘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/carer 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/carer 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 choose 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/Education Welfare Service (EWS) but where prosecution has not been instigated.

The Head teacher will inform the parent/carer 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.

For 4 out of the 5 bullet points listing the criteria for issuing a fixed penalty notice shown above, a 'fixed penalty notice warning' may be issued and a period of 15 days will be monitored for an immediate improvement. However, a 'fixed penalty notice warning' may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days of 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/carers for the child's absence.

For further information please see the BCBC website. www.bridgend.gov.uk

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.

Process, Practice and Personnel

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.

Governing Body

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

- Approve the policy and amend if necessary.
- Receive reports from the head teacher on a regular basis.
- Attend meetings as and when required.
- Ensure policy is shared with all relevant stakeholders.
- Appoint a lead governor for attendance.
- support the policy and its promotion to the school and community

Head teacher

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

- Be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body, ensuring regular attendance reports are shared with governors.
- nominate or appoint a senior member of staff to take the responsibility of overseeing and monitoring attendance
- Set attendance targets with the Central South Consortium challenge advisors and governors, and take advice from the local authority if needed.
- Use discretion when receiving applications for holiday requests and to provide reasons to parents/carers if requested.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- Notify the local authority when a 'child is missing education' and follow the local authority's 'Children Missing Education' guidance.
- Ensure policy is readily available for stakeholders including at the school, and on the website.
- To work with CSC Challenge advisors and to provide a comprehensive plan in terms of attendance, including future plans.

Role of Designated Member of SLT (KO)

As part of our whole-school approach to maintaining high attendance, the SLT Attendance Lead will:

- monitor the school's registers
- liaise with teaching staff, in particular Heads of Year
- meet with the EWO and Attendance Officer on a fortnightly basis
- work with external agencies to support learners and their families who are struggling with regular attendance
- oversee the use of standardised letters to parents, addressing specific aspects of attendance and requiring parental response
- arrange for an attendance meeting in the case of repeated, unexplained absences
- liaise with the EWS and LEA regarding attendance
- collate and distribute attendance materials to key staff
- promote and maintain the recognition system
- ensure 'Callio' materials are embedded into the school attendance policy
- contact the police if necessary and appropriate to ensure learner wellbeing

Head of Year

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

- ensure all pupil absences are recorded, and notes received.
- ensure registers are completed on a daily basis and folders returned to the Attendance Office.
- work closely with the school's attendance officer e.g to 'Mop up' missing marks
- meet fortnightly with the school's EWO to review attendance data and discuss those not achieving the threshold of 92%
- contact parents/carers of those pupils who have not attended and not provided reasons for absence on a daily basis.
- ensure truancy concerns are dealt with.
- arrange letters and meetings for those parents/carers whose children's attendance is posing a concern.
- monitor patterns of irregular attendance.
- recognise those pupils with improved or excellent attendance.
- work with external agencies to support learners and their families who are struggling with regular attendance
- liaise with Safeguarding Lead and refer to BCBC Early Help Team if necessary and appropriate

Role of Attendance Officer

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

- establish and record reasons for pupil's absence on a daily basis
- send text messages to those parents who haven't contacted school
- telephone parents who have not responded to texts
- telephone parents when truancy is reported
- ensure registers are completed on SIMS as and when required e.g. when a class register is taken by a supply teacher
- 'Mop up' missing marks, providing reasons for absences and inputting reasons on the red flag system on SIMS
- work closely with EWO and HoYs in school.
- work with the Senior Management Team and Headteacher closely.

Learners

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

- be in school promptly ready to learn, with the appropriate equipment
- speak to staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- bring a note of explanation from their parents or carers (if required) to explain an absence
- report to the school reception if they arrive late.
- attend celebratory events in relation to excellent attendance
- discuss with the form teacher any planned absences.
- make a request for leave of absence by providing a letter from their parents/carers to the Headteacher.
- report any medical issues that arise during the school day, in the first instance to the class teacher who may then refer them to a school First Aider

Parents/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
- promote the value of good education and the importance of regular school attendance at home
- notify the school if their child is unable to attend, on the first day of absence and every day thereafter. The absence line is 01656 641100.
- Keep the school updated on parents/carers contact details, including mobile numbers and new addresses.
- do everything they can to prevent unnecessary school absences, eg. making medical and dental appointments outside of school hours
- work with school and partner agencies to address any issues of irregular attendance of their children
- keep the school informed of any circumstances which may affect their child's attendance.
- do not take their children out of school for holidays during term time
- work with their child in relation to homework, not completing homework is not a reason for missing school

Role of Business Manager

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

- Ensure transfer of Common Transfer File (CTF) of pupils are completed in a timely manner, placing new pupils on roll or removing pupils from roll as appropriate.
- Assist with the collation of attendance data e.g. for the Welsh Government.

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.
Green	99%	Missing 1 day – approximately 6 lessons.
Green	98%	Missing approximately 12 lessons.
Green	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.
Amber	95%	Missing approximately 21 lessons
Amber	93%	Missing 14 days of school is a significant amount of education to lose.
Red	92% and below	Missing more than 15 days. 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.

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 learners with excellent attendance are rewarded for their success. Incentives such as attendance information displays, form attendance cup, and certificate will be utilised to promote and reward excellent attendance.

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. Any learner who enters the school late will report to the main reception where the receptionist will record their name appropriately via SIMS. Unless there is a genuine reason for the lateness such as a medical appointment or an issue with school transport then the learner will have a late mark in the register - either L or U. This will be reviewed with the EWO on their visits. Those parents/carers of pupils who are persistently late will be contacted by the Head of Year.

Learner Absence

Parents 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 fail to notify the school, then the school will contact the parents or other persons listed as points of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive contact regarding a child's absence may result in the involvement of the EWO.

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

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

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

Truancy

As a 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. If a learner is absent from school and after contact has been made with parents / carers it is established that they are truanting from school then the matter will be reported to the police to ensure the child can be located safe and well.

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 learner's overall attendance percentage and will be classified as an absence.

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent/carer to provide medical evidence to school. This will be initiated by the school and the EWO which will result in the pupil and family receiving the appropriate support in assisting in attending school regularly. There may be times where a reintegration plan may be necessary which will be a partnership agreement between the family, pupil, EWO and school.

As a school we have a duty to **safeguard** all our learners. 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.

Holidays During Term Time

Parents/carers 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, head teachers have discretion to authorise a holiday of up to 10 days during term time, over 10 days can only be authorised in exceptional circumstances.

A parent / guardian may apply in writing to the Headteacher no less than 14 days in advance.

The head teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance for the previous and current year .
- Impact on the child's learning e.g. proximity of examinations.

Please note the Headteacher will **not authorise holidays for Year 11 students.**

Holidays will not be authorised for any student in the term they are sitting external examinations.

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. (see page 2—Legal Framework)

Types of absences

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

The school's head teacher decides whether an absence should be classed in either one of these categories, parents/carers cannot.

Absences may be authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the head teacher.

Examples of unauthorised absence are the following, however they are not limited: Absences may be unauthorised for some of the following reasons:

- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the head teacher.

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 vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Interview.
- Work experience.
- Where pupils are on roll at school and also at another education establishment.

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

Schools Strategies to Improve Attendance

School Attendance Banding

Learners will be placed into an attendance band based on their percentage attendance. This banding system will allow the school to easily track learner 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 displayed on the school website and each term a letter will be posted home with the learner's attendance band identified.

Target Setting

Staff will promote attendance at the level of the school's overall target, and will discuss with learners the importance of attendance. All learners take part in attendance banding and tracking sessions during form time. Parents / carers will be made aware of their child's current attendance percentage and band at parents' evenings, via the school reports and data sheets and via the Callio letters each term.

Callio

The school operates a 'Callio' process which provides parents/carers with information on 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 92% and below

Each parent/carer will receive a 'Callio letter' on a termly basis informing them of which category their child's attendance is currently in. This ensures that early intervention is received by pupils and families who are in need (please see appendix 2). **Parents/Carers of pupils falling in the red zone may receive information on a half termly basis.**

Pupil Involvement

By ensuring pupils are involved in this process and giving them responsibilities, it will improve their confidence and self-esteem. With support, pupils monitor their attendance and set targets.

School's Website

The school's website will also provide parents/carers, pupils, governors and the public with relevant attendance information, including the school's attendance policy. We publish the school holiday dates and INSET dates on a school calendar on our website. Bridgend County Borough's website also publishes a school calendar showing the school holidays.

Education Welfare Service

The Education Welfare Officer (EWO) visits the school regularly and discussions are held regarding learner 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 Head of Year 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:

- Attendance Officer
- Head of Year
- Pupil Support Officer
- ALNCo
- SLT
- Education Welfare Officer (EWO)

The school also offers a wide range of intervention and support strategies and services such as Wellbeing Check-in, ELSA, School Counsellor, Family Mental Health Therapist, to name a few. These services are available to support learners who are experiencing difficulties in school. The school can also refer to external agencies should the need arise.

Recognition and Celebration

- We aspire for 100% attendance for all our learners. 100% certificates will be issued to learners each half term. **Certificates** for excellent attendance will be issued each half term to learners with an attendance percentage between 97% and 99%.
- The school holds **regular attendance assemblies**. Celebrating attendance should be a priority, and involving pupils gives them an incentive, motivation and encouragement, with a sense of self-worth. This promotes the wellbeing of children as well as rewarding them.
- To promote healthy attendance competition, each month the **form classes** within each year group will be ranked and placed, with the top form recognised in Assembly.
- Information recognised and celebrated on **Social Media**.
- **Notice Boards** The Year Group display boards include regular information and updates on attendance.

School Website

The school's website (also provides parents, learners, governors and the public with all the relevant attendance information including the school's attendance policy, along with other school policies and procedures.

The School Environment

The school will provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance.

Breakfast

Whilst the school does not have a breakfast club, our canteen is available to all pupils between the 8:00 and 8:45 every day. During this time a small selection of food is served including toast and the vending machines are available

Parents Evening

At parents evenings attendance is discussed and the staff may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure the regular school attendance.

Transition Process

As we are all aware it is difficult at times to deal with change. 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 all staff involved in this process and many transition activities take place, including extra support for anxious pupils through the 'Helping Hands' scheme.

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 learners attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need. The EWO meets with various senior members of staff and Heads of Year 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/carers of their child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

Parents/carers have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents/carers fail to ensure the regular attendance of their child or otherwise they 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/carers. (Please see BCBC Non-school Attendance Enforcement Policy). However the EWS does not take this lightly and will endeavour to work and support parents/carers, schools and pupils to improve attendance levels.

Additional Local Authority Support Services

The EWS sits within the Early Help Team which comprises 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/carers and pupils receive the best possible support to enable them to have better opportunities in life.

Parents/carers can also self - refer into the service directly via: www.earlyhelp@bridgend.gov.uk or alternatively telephone on 754944

Role of School's Challenge Advisors/ Central South Consortium

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 EWOs work 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/carers 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/carers and pupils in identifying issues with attendance and any other needs.

being completed and signed, which will regularly be reviewed. Letters of invitation will be sent to parents/carers in advance and parents/carers 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.

Attendance Panels

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

Parents/carers are invited into school to discuss their child's attendance, with a view to an action plan

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/carers 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 when the Education Welfare Officer will conduct this, and contact parents/carers 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

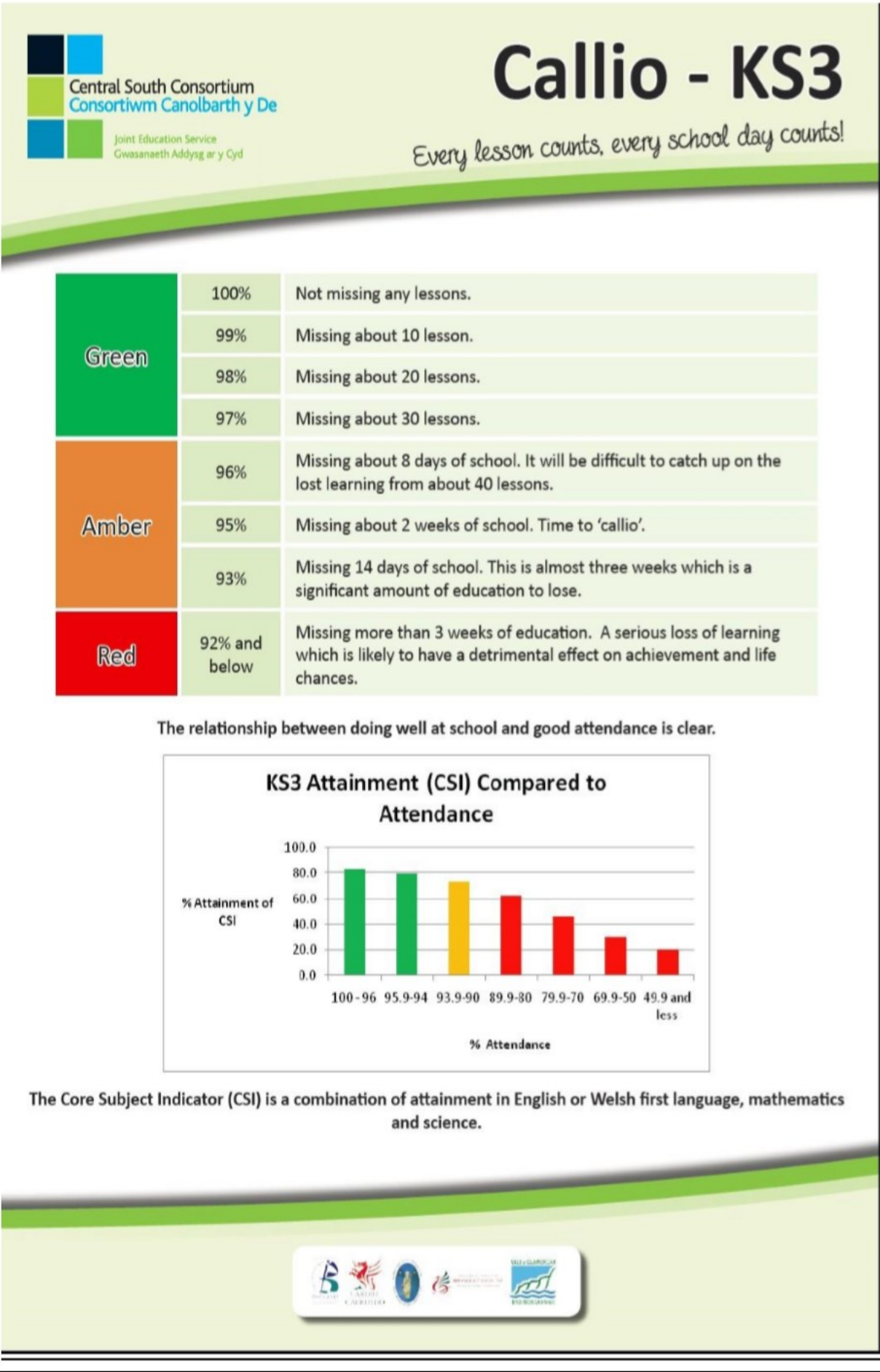
The school will regularly provide reports to the governing body, senior management, challenge advisors and the local authority, which will inform them of current attendance.

Data Collection

Our school's attendance data is continually being tracked and monitored electronically both on an individual learner 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.

Appendix 1 Registration codes

Code	Meaning	Statistical Category
/	Present AM	Present
\	Present PM	Present
L	Late	Present
B	Educated off-site	Approved educational activity—present
D	Dual registered	Approved educational activity—present
P	Approved sporting activity	Approved educational activity—present
V	Educational trip or visit	Approved educational activity—present
J	Interview	Approved educational activity—present
W	Work experience—not work based learning	Approved educational activity—present
C	Other authorised circumstances(not covered by another code)	Authorised absence
H	Agreed family holiday	Authorised absence
F	Agreed extended family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Unauthorised absence (no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
X	Un-timetabled sessions for non- compulsory school age	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend





Central South Consortium
Consortiwm Canolbarth y De



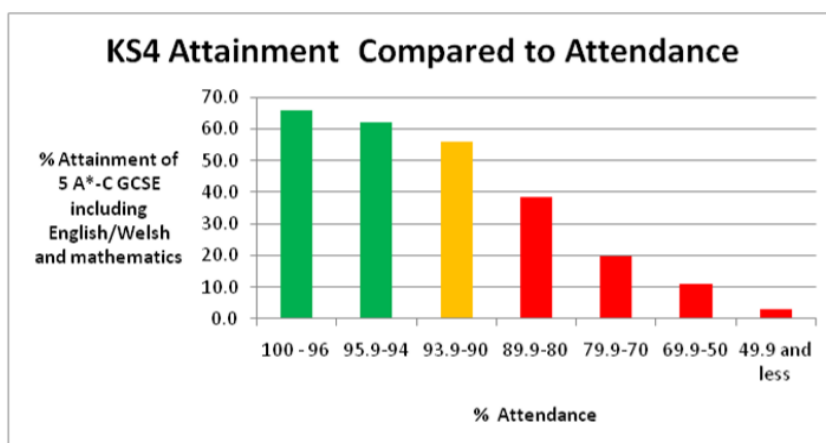
Joint Education Service
Gwasanaeth Addysg ar y Cyd

Callio - KS4

Every lesson counts, every school day counts!

Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

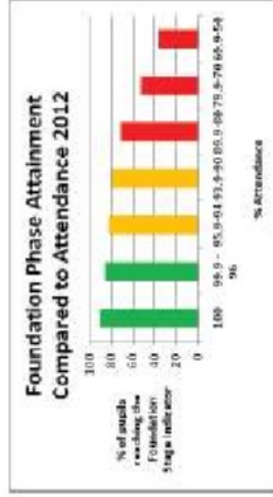
The relationship between doing well at school and good attendance is clear.



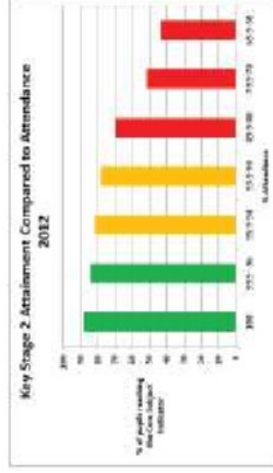
Callio

Every lesson counts, every school day counts!

Taking a child on holiday in term time may save some money but there is a cost. The cost is lost learning which impacts on reduced life chances.



The Foundation Phase Indicator is a combination of attainment in language literacy and communication skills; personal and social development, well-being and cultural diversity; and, mathematical development.



The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.

Sample Letter to Parents

Green Letter (<97%)

Dear Parent/ Guardian

We wrote to you recently about the “Callio” Attendance Campaign. A key part of the strategy is keeping you informed of your child’s attendance and the category into which they fall.

I am pleased to tell you that your child is in the **Green** category with ____%

As well as being a good attendee, they are more likely to make good progress and maximize their life opportunities.

Amber Letter (>97 %< 92%)

Dear Parent/ Guardian

We wrote to you recently about the “Callio” Attendance Campaign. A key part of the strategy is keeping you informed of your child’s attendance and the category into which they fall.

I am writing to tell you that your child is in the **Amber** category with ____%. Please refer to the “Callio” chart on the school website to see the possible impact of this level of attendance.

A copy of your child’s attendance report is attached for you to view. If you would like advice or support with this matter please contact the Head of Year.

Red Letter (> 92%)

Dear Parent/ Guardian

We wrote to you recently about the “Callio” Attendance Campaign. A key part of the strategy is keeping you informed of your child’s attendance and the category into which they fall.

I am writing to tell you that your child is in the **Red** category with ____%. Please refer to the “Callio” chart on the school website to see the possible impact of this level of attendance.

A copy of your child’s attendance report is attached for your reference. We would appreciate it if you would contact the Head of Year to discuss this matter.

