



# **YSGOL LLANFYLLIN**

## **Attendance Pathway**

**Uwch Arweinydd/Senior Leader: Mr Huw Lloyd Jones**

**Cadeirydd y Llywodraethwyr/Chair of Governors: G Hunter**

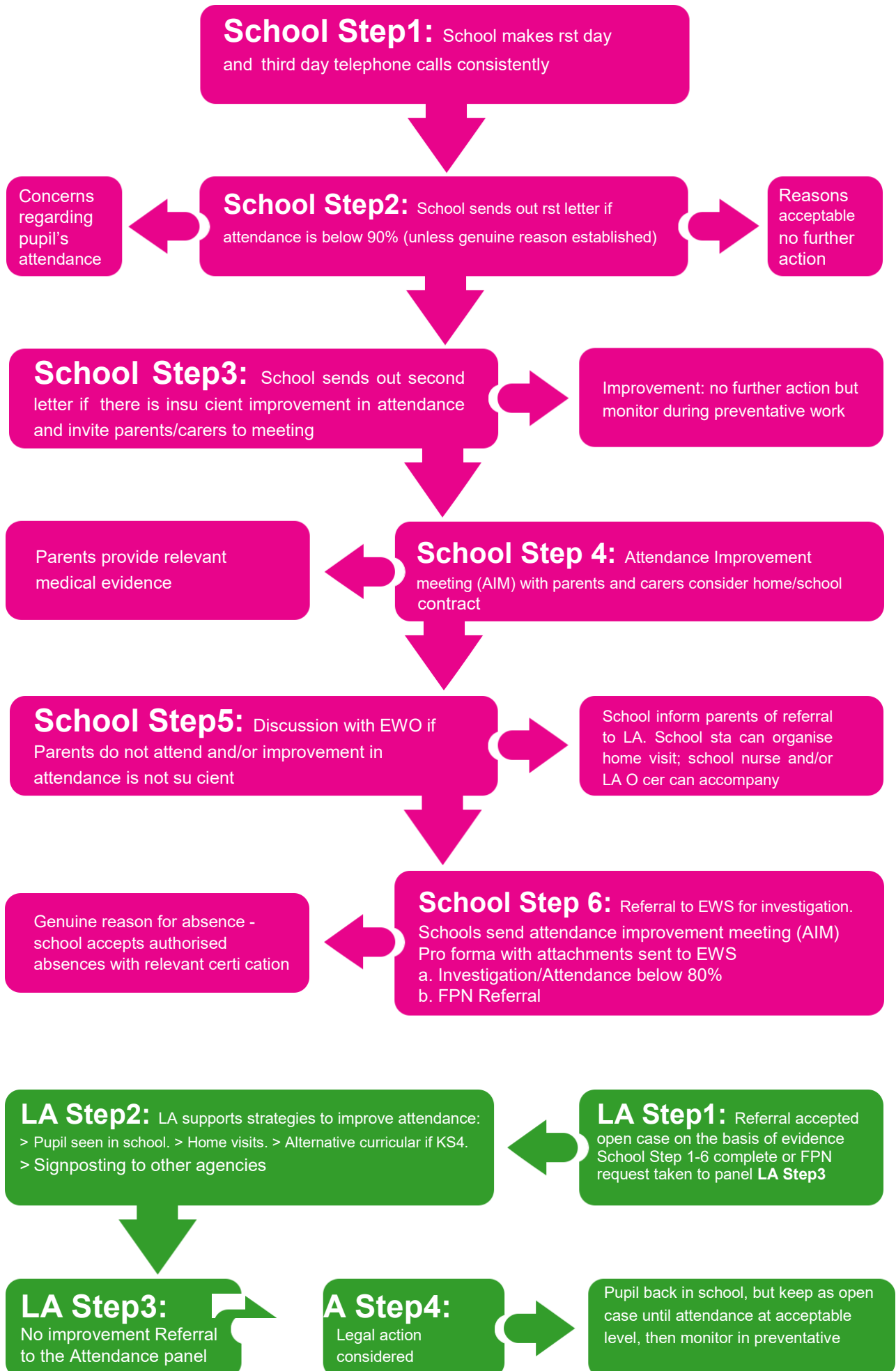
Llofnod/Signed: G Hunter

Dyddiad/Date: 10<sup>th</sup> November 2021

Dyddiad mabwysiadu/Date adopted: 10<sup>th</sup> November 2021

Dyddiad adolygu/Review date: 10<sup>th</sup> November 2022

# The Attendance Pathway



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## Triggers and Timeline

### School Steps

Steps	Stage of process	Attendance and Time triggers
School Step 1	School makes 1st day and 3rd day telephone calls consistently	Ongoing
School Step 2	School sends out letter 1 if attendance is below 90% (unless genuine reason established)	<ul style="list-style-type: none"> <li>Below 90% current academic year with at least 6 week attendance</li> <li>90% below in a rolling 12 week period</li> </ul>
School Step 3	School Step 3 School sends out letter 2 if there is insufficient improvement in attendance and inviting parents/carers to meeting	No improvement 4 weeks after letter 1 (School Step 2)
School Step 4	School Step 4: – Attendance Improvement Meeting (AIM) LA Officer can be in attendance. Consider home/ school contract	2 weeks after letter 2 (School Step 3)
School Step 5	School Step 5: – Discussion with EWS Parents of do not attend and/or improvement in attendance is not sufficient	Discuss with EWS 4 Weeks after Attendance improvement meeting or if no attendance at meeting after 2 invites
School Step 6	Referral for investigation to LA a) If attendance below 80% b) FPN	(After discussion with EWS officer)

### LA Steps

LA Step 1	Referral accepted open case on the basis of evidence School Step 1-6	Response by EWS officer within 7 days of referral
LA Step 2	LA supports strategies to improve attendance	LA support including time for investigation. 4 weeks
LA Step 3	No improvement- Referral to the Attendance panel	Review if no improvement after 4 weeks of support
LA Step 4	Legal action	Review after 4 weeks support strategies suggested by Attendance panel

# The Attendance Pathway

## Guidance and paperwork

### School Steps

Steps	Stage of process	Compulsory Forms/Letters	Checklist/ Guidance
School Step 1	School makes 1st day and 3rd day telephone calls consistently		Record of phone conversation
School Step 2	School sends out letter 1 if attendance is below 90% (unless genuine reason established)	<b>First letter</b>	
School Step 3	School Step 3: School sends out letter 2 if there is insufficient improvement in attendance and inviting parents/carers to meeting	<b>Second letter</b>	
School Step 4	School Step 4: School invites parents/carers to meeting - LA Officer can be in attendance. Consider home/school contract	<b>Attendance Improvement Meeting (AIM)</b>	
School Step 5	Discussion with EWO Parents do not attend and/or improvement in attendance is not sufficient		
School Step 6	Referral to EWS	<b>Attendance Improvement Meeting (AIM) Proforma</b> Fully completed all evidence attached Or <b>PN</b> After discussion with <b>EWS</b> to complete <b>AIM</b> Proforma + <b>PN</b> Request form	Information for Referral Evidence of Step 1-5 See also Guidance for FPN

### LA Steps

LA Step 1	Referral accepted open case on the basis of evidence School Step 1-5	<b>EWS Referral Response Form</b>	
LA Step 2	LA Supports school strategies to improve attendance		
LA Step 3	Referral to the Attendance panel		Information needed for Referral to the Attendance panel Evidence of Step 1-6 Evidence LA Step 1-2 Pupil Attendance
LA Step 4	Legal action considered		ERW FPN Guidance

Dear

As part of the Welsh Governments' drive to increase attendance levels across all schools in Wales, we have been asked to look at the attendance within our school.

Your child, , has an attendance level of which is below the Government target of 95%. We do appreciate your efforts to inform us when your child is ill, however, attendance has been shown to be linked with attainment and we would like to see your child reach their full potential.

## Learning missed in **ONE** School year

**100%**  
Attendance

**0 days** of  
learning missed **Best chance**  
of success !



**95%**  
Attendance

**2 weeks** of  
learning missed **Poor** attendance  
will impact on  
learning



**90%**  
Attendance

**4 weeks** of  
learning missed

**85%**  
Attendance

**5 ½ weeks** of  
learning missed **Very Poor**  
attendance.



**80%**  
Attendance

At least  
**7 ½ weeks** of  
learning missed  
You are at risk  
of prosecution

We look forward to continuing to work with you in the future to improve level's of attendance.

Yours sincerely

## School Step 2b

Dear

As part of the Welsh Governments' drive to increase attendance levels across all schools in Wales, we are making every effort to ensure that all our students benefit from regular attendance. Continuity of work is clearly essential in order for all our students to make good progress and to achieve their full potential. There is a strong and proven link between "Attendance and Attainment" and the table below highlights the impact of poor attendance on their learning experience:-

### Attendance over **ONE** School year

<b>Attendance</b>	<b>Attendance in days</b>	<b>Days Absent</b>	<b>Learning hours lost</b>
<b>100%</b>	<b>190 days</b>	<b>0</b>	<b>0</b>
<b>99%</b>	<b>188 days</b>	<b>2</b>	<b>10</b>
<b>98%</b>	<b>186 days</b>	<b>4</b>	<b>20</b>
<b>97%</b>	<b>184 days</b>	<b>6</b>	<b>30</b>
<b>96%</b>	<b>182.5 days</b>	<b>7.5</b>	<b>37.5</b>
<b>95%</b>	<b>180.5 days</b>	<b>9.5</b>	<b>47.5</b>
<b>94%</b>	<b>178.5 days</b>	<b>11.5</b>	<b>57.5</b>
<b>93%</b>	<b>176.5 days</b>	<b>13.5</b>	<b>67.5</b>
<b>92%</b>	<b>175 days</b>	<b>15</b>	<b>75</b>
<b>91%</b>	<b>173 days</b>	<b>17</b>	<b>85</b>
<b>90%</b>	<b>171 days</b>	<b>19</b>	<b>95</b>
<b>89%</b>	<b>169 days</b>	<b>21</b>	<b>105</b>
<b>88%</b>	<b>167 days</b>	<b>23</b>	<b>115</b>
<b>87%</b>	<b>165 days</b>	<b>25</b>	<b>125</b>

25

Your child's attendance for this academic year to date presently stands at % only, which is below the target attendance level set for the school this year of %. We appreciate that children become unwell from time to time and there can be exceptional circumstances for absence. However, we ask that you think carefully before keeping your child off school and that you keep any appropriate medical information in order to serve as supportive evidence for your child's absence.

We look forward to working with you in the future in order to ensure that your child achieves their full potential during their time spent at school.

Yours sincerely  
(Headteacher)

Dear

We are becoming increasingly concerned about the attendance of \_\_\_\_\_, which you will see from the attached report is \_\_\_\_\_. I am sure you will appreciate that regular attendance is essential for your child's education and is also a legal requirement.

Therefore we would like to invite you to an Attendance Improvement Meeting at school so that we may find a way forward in this matter.

**Please Contact**

\_\_\_\_\_ at the school to arrange a meeting with.

Yours sincerely

## School Step 4/5

# Attendance Improvement Meeting

Present at meeting:

Information Required for Referral to EWS	Date	Attached (please tick)
Latest Attendance Register		
Letter 1		
Letter 2		
Letter 2 (if applicable)		
Letter 2 (if applicable)		
AIM meeting		
AIM meeting 2 (if applicable)		
AIM meeting 3 (if applicable)		

Date	Teacher	Parent/Carer
Name of Pupil	Form	Attendance

Issues Discussed

Action agreed

Pupil Signature	Parent/Carer Signature	Teacher Signature
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School contact details:

If referral to EWS is agreed

School signature \_\_\_\_\_ date \_\_\_\_\_



# Educational Referral Response Form

Name of Pupil:

Date of birth

Form/Year

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Address: \_\_\_\_\_

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Name of Parent/Guardian:

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Telephone (Home/Work): \_\_\_\_\_

School Name: \_\_\_\_\_

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**I wish to confirm that the EWS have received a formal referral with respect to the above named pupil.**

Date referral received: \_\_\_\_\_

## Referral NOT Accepted

Attendance Pathway Procedures School Steps 1 to 5 not followed

Other Reason: \_\_\_\_\_

\_\_\_\_\_

**Referral Accepted**       Yes

The above named pupil will now be recorded as a referral to the EWS and follow up action will be taken in agreement with the school

## Pupil Step down from EWS referral

There is improved sustained attendance which has taken the pupils attendance above 80% for the term

EWO Actions identified have been completed (e.g Prosecution)

Name: \_\_\_\_\_ (Education Welfare Officer)

**Date:** \_\_\_\_\_