

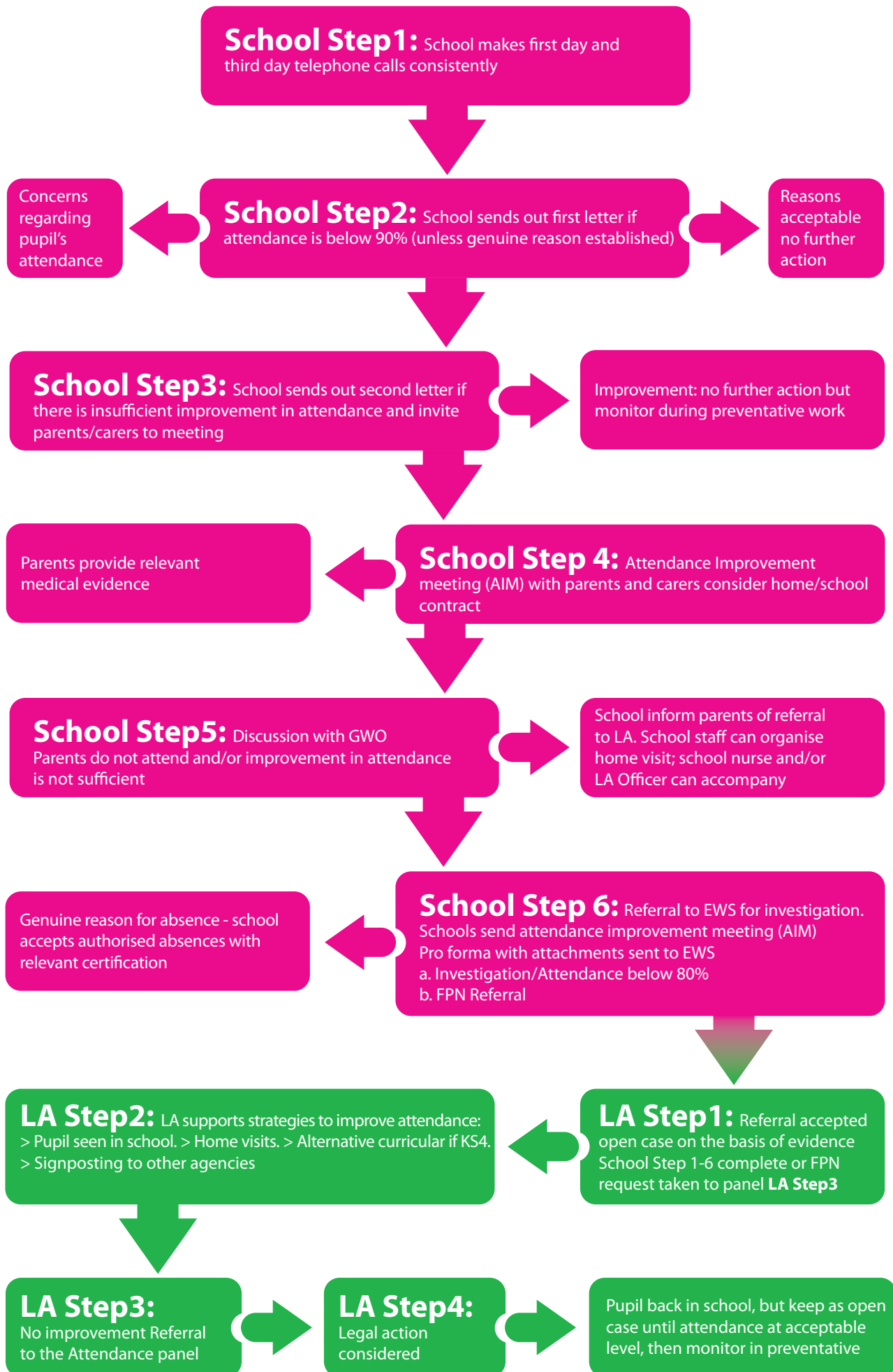


Attendance Pathway

DRAFT



The Attendance Pathway



The Attendance Pathway

Triggers and Timeline

School Steps

Steps	Stage of process	Attendance and Time triggers Schools need to consider the proportion of authorised and unauthorised attendance when make decisions on following steps
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"> Below 90% current academic year with at least 6 week attendance 90% below in a rolling 12 week period
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)	First letter	
School Step 3	School Step 3: School sends out letter 2 if there is insufficient improvement in attendance and inviting parents/carers to meeting	Second letter	
School Step 4	School Step 4: School invites parents/carers to meeting - LA Officer can be in attendance. Consider home/school contract	Attendance Improvement Meeting (AIM)	
School Step 5	Discussion with GWO Parents of do not attend and/or improvement in attendance is not sufficient		
School Step 6	Referral to EWS	Attendance Improvement Meeting (AIM) Proforma Fully completed all evidence attached Or PN After discussion with EWS to complete AIM Proforma + PN 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	EWS Referral Response Form	
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

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

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

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
School contact details:		

Educational Referral Response Form

Name of Pupil:

Date of birth

Form/Year

Address:

Name of Parent/Guardian:

Telephone (Home/Work):

School Name:

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:
