The John Frost Cluster Attendance Policy/ Polisi Presenoldeb

Ratified by Governors: September 2026

The John Frost School Cluster Attendance Policy has been agreed by all schools and Governing Bodies within the cluster.

Our shared principles

- Every child has a fundamental right to be educated, to flourish personally and to achieve their very best academic results, these are secure with high levels of attendance.
- By law all children of compulsory age must receive a proper full-time education.
- All stakeholders and teachers have a duty to ensure maximum attendance at school.
- Our cluster expect every student and Parent/Carer to aim for 100% attendance in each academic term and year.
- There is clear link between academic achievement and good attendance.

Our shared aims

- To support and aim for 100% student attendance in every class and every year group in every term.
- To encourage all students to take maximise their educational opportunity through high levels of attendance through school.
- To work in partnership with parents/carers and the Education Welfare Officer to address the factors that can negatively impact on student attendance.
- Punctuality

Our shared objectives:

- To identify and challenge patterns of persistent non-attendance and provide relevant support to make necessary improvement.
- To reduce the percentage of unauthorised absences.
- To provide an effective and sustainable system for the monitoring of attendance.
- To recognize and reward high levels of attendance and improvement in attendance every term.
- To safeguard students

The wider aims of our cluster attendance policy are to:

- Inform parents/carers of the importance for excellent attendance and punctuality
- Support families with individual needs to improve attendance and their access to education.
- Work effectively with our partners to maximise levels of attendance.
- Raise levels of attainment and achievement at school through high expectations of excellent attendance and punctuality.

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 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'.
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 Newport City Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in a twelve-week rolling term which do not have to be consecutive.
- Attendance below 92%
- Minimum of 10 sessions of lateness after the close of registration. Registration closes half an hour after the start of the school day.
- Parents/carers who choose to take their children out of school to go on holiday during term time without authorisation from the Head teacher, rolling from one school year to the next.

The Head teacher will inform the parent by letter that the school may request a fixed penalty notice for unauthorised absence. If an FPN is requested, the Education Welfare Service Manager (EWS) for the Local Authority will review the case with the school, considering levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.
A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.
A penalty notice is £60 if paid within 28 days in 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 for the child's absence.

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.

Meanings:

'EWS' – Education Welfare Service Manager
'EWO' – Education Welfare Officer
'CME' – Children missing education

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

The John Frost School cluster aim to ensure that the provision outlined in the Attendance Policy considers the varied individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, religious or non-religious belief, family background or any other individual characteristics. We aim to ensure that all stakeholders also share these values.
Excellent and regular attendance at school is essential if students are to succeed and fulfil their potential. To ensure this, The John Frost cluster employs a whole school approach toward attendance with class teachers, Form Tutors, Pastoral teams, School support/attendance officer, designated leadership and the Educational Welfare Officer all fully involved in monitoring student attendance.
Excellent attendance is given a high profile throughout all schools and we all aim to ensure that the students in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure designed to encourage consistent attendance. The practice of attendance is always at the discretion of the Headteacher.

What Parents/Carers can expect from each school

- All cluster School Attendance Policy which has been approved, is reviewed regularly by the Governing Bodies and is available to parents/carers on the school website (and/or the school)
- A positive and welcoming atmosphere in which students and parents feel safe, secure and valued.
- A high priority of attendance and punctuality monitoring.
- Regular and efficient recording of attendance; twice daily.
- Early contact with parents/carers when a student fails to attend school without good reason.
- Early contact on any notified problems if a child is absent from school.
- Efficient and effective communication between home and school
- Clear advice and guidance relating to the policy and procedures including the use of Fixed Penalty Notices

What students/students can expect from school

- A safe learning environment in which students feel valued and secure.
- Consistently applied rewards and recognition for excellent and improving attendance.
- Support when experiencing any difficulties in attending school.
- Contact with home when feeling unwell.
- Home visits from the schools' Education Welfare Officer (EWO), School meetings, letters, and telephone calls with Parent/carers regarding attendance issues.
- Each designated leader in each school will have whole school responsibility for the management of attendance. Support will be provided by the School Support/Attendance officer who will act as coordinator of the SIMS system.

- All schools will use the correct authorised and unauthorised codes, set out by the Welsh Government 2010. Authorisation of absence is only at the discretion of the Headteacher.
- The school will contact the parent on the first day of absence if a reason for absence is not provided

What the Cluster can expect from Newport City Council Education Welfare Service

- Provide support to schools, students and parents/carers to ensure regular attendance and address problems relating to absenteeism.
- Support a multi-agency approach to provide important links between home and school. Work in partnership so that that students will benefit from the educational opportunities available to them.
- Provide statutory support in the form of Fixed Penalty Notices, Cases for Magistrates Court proceedings for Education Supervision Orders.
- Swift follow up on CME (Children Missing Education) referrals

Specific responsibilities include:

Encouraging excellent attendance and punctuality is the shared responsibility of our schools, parents, carers, students, cluster staff and our cluster partners.

Our Cluster can expect all schools to:

- Use the Cluster Schools Attendance Policy- to guide attendance tracking and monitoring and investigate any problems that may lead to non-attendance including challenging parents about regular or intermittent illness absence
- Keep parent/carers informed of any attendance related issues
- Register students accurately and keep up to date records
- Complete accurate and timely CME (Child Missing Education) referrals
- Use a wide range of attendance support strategies and have a robust system of keeping accurate records of all contacts and actions taken.
- Engage with Education Welfare Service (EWS) in a timely manner to address attendance issues

Parent/Carer Responsibilities:

- To perform their legal duty by ensuring their children of compulsory school age attend regularly. Absences should only be for genuine illness or in exceptional circumstances.
- To ensure their children attend school punctually.
- To provide school with their current and at least two emergency telephone number(s), an email address for school records and keep school updated on any changes.
- To inform schools on the first day of their child's absence and any further absence
- To take holidays during the school holiday periods; any leave of absence during term time must be applied for in advance. Leave of absence/holiday requests will not be authorised unless there are exceptional circumstances and the Headteacher will use his/her discretion in making the decision.
- A child must be signed out of school by a parent/carer
- To provide medical evidence for absence
- Arrange medical appointments outside of school time whenever possible
- Arrange family holidays during the school holidays

In the case of absence our Parents/Carers will:

- Contact school via telephone (**01633 654111**) or email (reception@newportschools.wales) to notify of absence
- Contact the School Support/Attendance Officer to report any attendance concerns or queries.

Student Responsibilities:

- To aim each year for 100% attendance and to attend school regularly.
- To arrive at school on time and follow school procedures for registration.
- To arrive at school in the correct uniform and equipped for learning.
- To seek support in school regarding any barriers to attendance, attainment and achievement.

Our primary class teachers and secondary form tutors will:

- Raise the profile and importance of excellent attendance
- Monitor attendance of their class/tutor group daily and ensure SIMS attendance records are updated.
- Collect information from students regarding any absence
- Meet with Parents/Carers as appropriate
- Use previous attendance figures to negotiate termly attendance targets with each member of the class/tutor group
- Support students in achieving attendance targets
- Follow up attendance and punctuality concerns, robustly

Our primary class teachers and secondary form tutors will:

- Raise the profile and importance of excellent attendance
- Ensure SIMS attendance records are updated.
- Meet with Parents/Carers as appropriate
- In the secondary school, use previous attendance figures to negotiate termly attendance targets with each member of the class/tutor group - delete
- Support students in achieving attendance targets
- Refer attendance and punctuality concerns to attendance officer (and/or SLT)

Secondary school subject teachers will:

- Liaise with Progress Co-ordinators about students whose learning is being negatively affected by repeated lateness or absence
- Raise the profile and importance of excellent attendance
- Mark class registers accurately within the first ten minutes of the lesson.
- Follow internal truancy procedures

Secondary school setting Progress Co-ordinator with the support of the Attendance Officer will:

- Monitor attendance weekly
- Monitor the lateness of students who are late on a daily and weekly basis
- Follow up on all students who have been absent for 3 days or more through home contacts
- Follow up with parents, students who are repeatedly late
- Meet the Educational Welfare Officer on a regular basis. (As designated by NCC)
- Discuss attendance issues with Form Tutors at weekly briefing sessions and team meetings
- Distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays
- Co-ordinate work for long-term absentees
- Target all persistent absentee students whose attendance can be improved and work with these students
- May use attendance rewards to improve attendance
- May arrange for the production and distribution of attendance certificates termly
- Meet with parents as appropriate
- Provide a regular report on attendance in year groups for the designated senior lead.

Our School Support /Attendance Officers will:

- Monitor the SIMS system, and report concerns to the relevant class teachers and school leaders.
- Contact all students on first day of absence by telephone/text message or letter
- Refer students who have been absent for 5 days with no response to the designated school lead.
- Update attendance data as necessary with parental returns/holiday forms/manual registers
- Produce registers and statistics when required for the school lead and Pastoral team.
- Address punctuality of persistent lateness concerns where needed.
- Monitor and report truancy.

The Designated Senior Lead will:

- Ensure that all key staff are aware of whole school and year group attendance targets and progress on achieving these
- Produce summary documents for Governors and the Headteacher
- Ensure parents, staff and students are made aware of changes to attendance recording or reporting
- Monitor attendance weekly
- Negotiate annual attendance targets based on previous attendance figures
- Liaise with Progress Co-ordinators and the Educational Welfare Officer to ensure resources are used effectively and students monitored appropriately
- Meet with parents as appropriate
- Ensure attendance is discussed in fortnightly meetings between all Progress Co-ordinators and line managers
- Raise the profile of, and reward, good attendance on a regular basis
- Review persistent unauthorised absences, issue warning letters and liaise with the Local Authority over the issue of Fixed Penalty Notices
- Identify the barriers to attendance and support parents/students to overcome absenteeism.

Our Educational Welfare Officer (EWO) will:

- Respond to urgent welfare concerns and carry out a home visit when required
- Meet with school attendance lead regularly to discuss attendance issues
- To follow the legal process for parents where all other avenues have failed
- The EWO will recommend school actions which may result in visiting parents of students who have unsatisfactory attendance and devising suitable home-school agreements for their reintegration to school
- Visit parents as requested by the designated school leader.

Authorised absence: An absence is deemed authorised when the school accepts that there is good reason for the absence and communication from the parent or carer has been received. In line with absence codes below.

Unauthorised absence: An absence is deemed unauthorised when there is; no communication from the parent/carer, exceptional leave has been requested but declined, leave of absence has been taken without prior request, the child has higher than average illness, where no medical proof (appointment card, prescription etc.) has been provided or is a persistent absentee where an attendance plan may be in place.

Absence Codes:

B - Educated off-site	Approved Educational Activity
C - Other authorised circumstance	Authorised Absence
D - Dual-registered	Approved Educational Activity
E - Excluded	Authorised Absence
F - Extended family holiday (agreed)	Authorised Absence
G - Family holiday (not agreed)	Unauthorised Absence
H - Family holiday (agreed)	Authorised Absence
I - Illness	Authorised Absence
J - Interview	Approved Educational Activity
L - Late (before registers close)	Present
M - Medical appointment	Authorised absence
N - No reason yet provided for absence	Unauthorised Absence
O - Unauthorised absence	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 registers close	Unauthorised Absence
V - Educational Visit or Trip	Approved Educational Activity
W - Work Experience	Approved Educational Activity
Y - Partial or enforced closure	Attendance not required
X - Non-compulsory school age abs	Attendance not required
# - School closed to all students	Attendance
Z - Students not on role	Attendance not required

Registration:

- All schools have their own individual registration times.
- In secondary school, registers will be taken in each lesson every day.
- A child arriving late and before the registers are closed will receive an ‘L’ mark.
- Any child arriving after the registers have closed will receive the ‘U’ code, which will be followed up by school as with all other unauthorised absences.

Procedure for Absence Concerns:

- Mark register with the appropriate code.
- School to initiate first day response to Parent/carer via text, email or phone.
- If the absence remains a concern, school will make further contact with home via phone and email.
- If required, the school will send written correspondence letter 1, in addition, they may invite the parent or carer for a school meeting.
- If needed, school to action further correspondence with letter 2, should there be insufficient improvement with the attendance. In addition, the school may invite the parent or carer for a school meeting.
- All on-going absence concerns, must be reported to the Education Welfare Officer (EWO).
- As attendance improves, school will continue to monitor.
- Action a referral to EWS for the following reasons:
    - On-going concerns.
    - No response or poor response from the parent.
    - Parent fails to fully engage.
    - For welfare concerns
- School must continue to keep the EWO regularly update with all absence concerns.

Medical Appointments:

All schools will code absences ‘M’ as medical if sufficient evidence has been provided by the parent/carer.
Our cluster reserves the right to trust what our parent/carers tell us, but for extended medical absence or if there is any doubt about absence then an appointment card or letter will be requested.

Entertainment Licenses:

Schools will only consider granting leave of absence for students who are in possession of an up to date Entertainment / Performance License.

Leave of absence in term time

The Education (Student Registration) (Wales) Regulations, make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, Head Teachers should determine the number of school days a child can be away from school.
Leave of absence will be considered by the Headteacher/attendance lead and the Governing Body. For the leave of absence to be authorised, all of the following criteria must be met:

- The child is of statutory school age (5 years and above)
- The child's average level of attendance prior to the date of requested leave is **96%** or above
- The child is always punctual to school
- The child's attendance record for the current academic year shows no unexplained or unauthorised absences
- The requested leave does not fall within the assessment/examination period for the year group

Holiday requests

Holiday requests will not be authorised, unless there are exceptional circumstances and the Headteacher will use their discretion in making the decision. If the Headteacher does not authorise this request, this may lead to an application for a Fixed Penalty Notice to the Local Authority.

Schools are open to pupils 190 days of the year which allows 175 days for holidays, rest and non urgent appointments. Parents/Carers do not have the automatic right to withdraw their child(ren) from school for a holiday and have to apply for permission in advance. Schools are very clear about the effect term time holidays can have on student progress.

In accordance with Newport Local Authority guidance, absence due to family holidays will be considered by individual schools in The John Frost School Cluster against the criteria which will be detailed on each Leave of Absence form.

Fixed Penalty Notices

Each school in the cluster will take its own stance on the issue of FPN's in accordance with their context and understanding if the best way to tackle absence from school. Therefore, the decision around the issue of an FPN rests with each designated leader and the Governing Body in each individual school.

For information
Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines may result in prosecution.

For those schools in the cluster using FPN's, these may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence in the last 12 academic weeks. These do not need to be consecutive.

- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays.
- Persistent late arrive at school, i.e., after the register has closed, in the current term. “Persistent” means at least 10 sessions of late arrival.
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Child Missing Education (CME)

- If the child fails to return to school on the agreed date, the school must act and consider following the Child Missing in Education process.
- When a child’s absence is unexplained, schools will contact the parents on the first day of absence and endeavour to continue to make contact throughout the day until they can speak with the parent/carer.
- If the absence remains unexplained, the school must take steps to establish the child’s safety and whereabouts.
- All reasonable enquires with emergency contacts, friends in school and neighbours should be made before a CME referral to the Local Authority is completed.
- The CME referral should be made to the Local Authority after enquiries have proved unsuccessful.
- If a child moves out of the Newport City Council Authority, not attending school and school are unable to locate the child / family, a CME referral to the Local Authority must be actioned.

Admissions and deletions from school roll:

- Schools are required to inform the Local Authority in every circumstance when they are about to delete a student’s name from the admissions register.
- This would include informing the Local Authority of the student’s name, address, parents’ name(s), parents email address and contact telephone numbers, expected new destination and proposed new school name / Local Authority, within 5 days of the student leaving their school.
- Elective Home education (more information can be located via this NCC Website link. Elective home education | Newport City Council

Re-integration

The school has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually, and arrangements will be made that are most appropriate to the individual’s circumstances. All reintegration plans are formalised by the designated school leader for attendance in conjunction with supporting staff.