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Attendance Pathway

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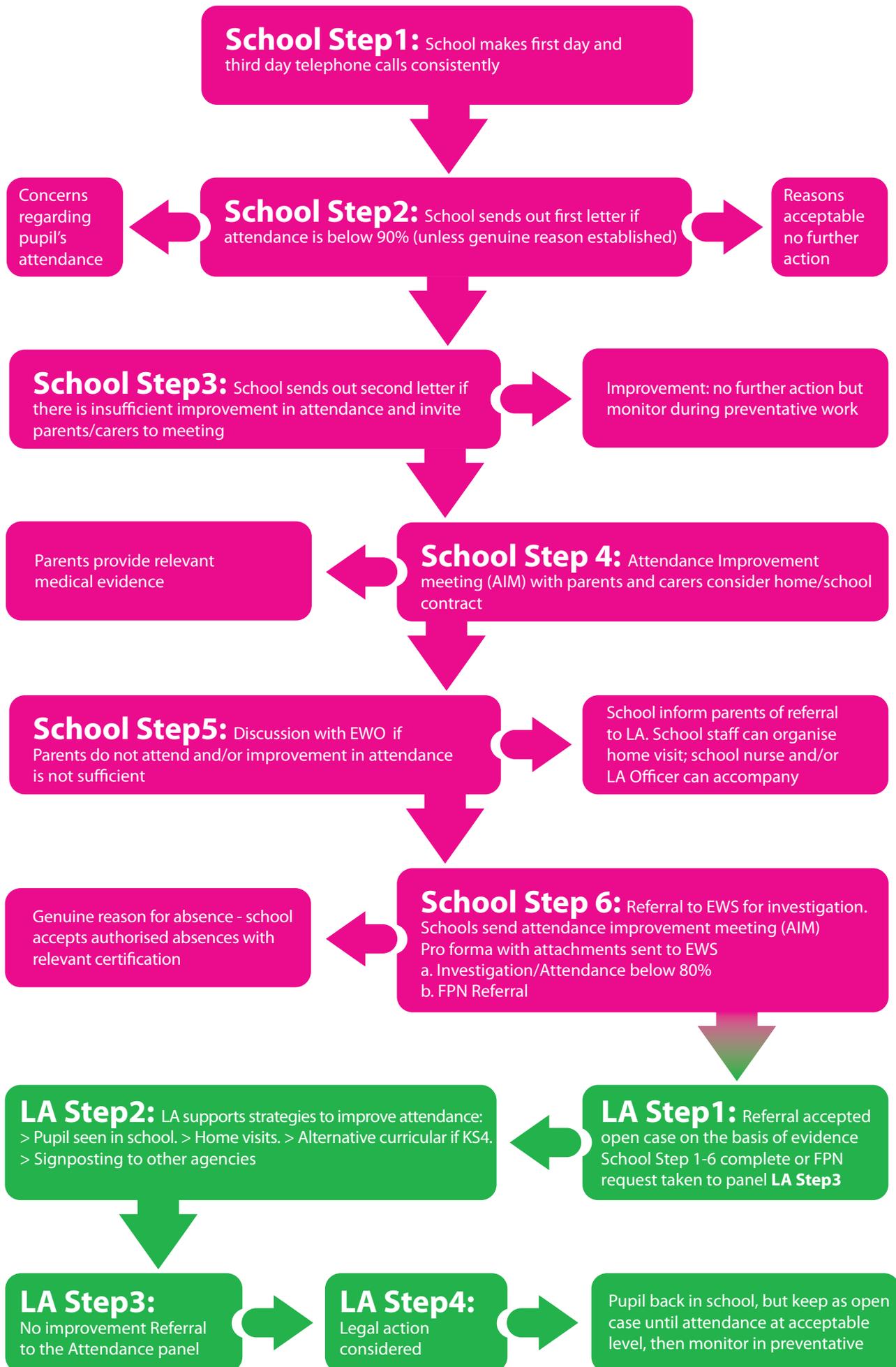
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The Attendance Pathway



The Attendance Pathway

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"> 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 EWO 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: | | |
| If referral to EWS is agreed | | |
| School signature _____ | | date _____ |

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:
