



If you can dream it...
Ysgol Bae Baglan

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Attendance Policy

MONITORING AND EVALUATION OF POLICY

Date passed by Governing Body: 3/12/25

Chairman.....*E.V. Llanam*

Why Attendance Matters at Ysgol Bae Baglan

At Ysgol Bae Baglan, we know that every pupil has a right to a great education — and that starts with being in school. Regular attendance supports learning, friendships, and wellbeing; it helps pupils engage more meaningfully with the curriculum, take part in enrichment opportunities, and benefit from school-wide wellbeing support. Regular attendance helps every learner feel **Ready** for the day, **Respectful** and connected to their learning and the people around them, and **Safe** within the care and structure of school.

We also recognise that attendance is not always a simple matter of choice. Some pupils face significant barriers — including anxiety, family challenges, or long-term health conditions — that can make regular attendance difficult. That's why our approach combines high expectations with empathy, early support, and clear communication. We believe that attendance support starts with understanding, not punishment. Our goal is not to chase numbers but to understand stories — and to help pupils reconnect with school in ways that feel safe, purposeful, and achievable.

Our work and this policy are aligned with the Welsh Government's Belonging, Engaging and Participating guidance and the All-Wales Attendance Framework (2022). It also supports the child's right to education and wellbeing, as set out in the United Nations Convention on the Rights of the Child (UNCRC). We aim to create a culture where attendance is everyone's business — built on strong relationships, proactive support, and timely intervention.

Aims

- To make sure every pupil feels they belong at school — safe, included, and supported to succeed
- To set high expectations for attendance and punctuality across the school community and recognise that attendance below 90% represents persistent absence which affects pupils' wellbeing and progress
- To spot patterns early and respond quickly before problems escalate.
- To work in partnership with parents, carers, and external agencies to overcome barriers to attendance
- To apply fair, consistent processes that reflect individual needs while promoting equity and accountability

Ready – Being in school regularly helps pupils build routines, engage in learning and develop the habits that support long-term success.

Respectful – Attending lessons shows respect for teachers, classmates and the learning environment.

Safe – When pupils attend consistently, we can safeguard them effectively and respond early to any worries or risks.

Legal Responsibilities

Ysgol Bae Baglan complies with the Education Act 1996 and related Welsh Government regulations. Parents have a legal duty to ensure their child receives full-time education, either at school or otherwise.

As a school, we must:

- Maintain an accurate attendance register twice daily
- Use Welsh Government attendance codes
- Authorise absence only in line with national guidance

Ysgol Bae Baglan follows Welsh Government statutory guidance, including Keeping Learners Safe and the Children Missing Education (CME) procedures. These require schools to act when a pupil is missing from education without clear reason or destination.

Attendance concerns can be a sign of safeguarding risk and are monitored closely. We escalate concerns in line with our Safeguarding Policy, including referral to:

- Children's Services via NPT Single Point of Contact (SPOC) and the Education Safeguarding Lead if absence may place a pupil at risk or if a child is on the Child Protection Register
- Neath Port Talbot's CME Officer where a pupil may have moved without notification
- Education Welfare Service (EWS) for formal interventions

If a pupil's whereabouts cannot be confirmed, and they have not attended school for 10 consecutive school days without explanation, the school will initiate CME procedures in line with local authority guidance.

We share attendance information with parents, carers, and partner agencies in accordance with the UK GDPR and Data Protection Act 2018, where there is a legal basis to do so (e.g. safeguarding, public interest, service support).

A pupil's attendance record is part of their Education Record and accessible to pupils and parents on request.

What Counts as Attendance

We agree with Welsh Government guidance that:

"Attendance is about being in the right place, at the right time, engaging with learning." (All-Wales Attendance Framework, 2022)

Being on site is not enough. Pupils are expected to attend every timetabled lesson. If a pupil is in school but deliberately missing lessons without permission, this is classed as internal truancy. Registers are taken in class at the start of each lesson or period, and pupils who do not arrive are recorded as absent.

We track patterns of missed lessons and intervene early, including:

- Contacting home via notifications on our parent app or in more persistent cases through telephone calls and meetings
- Offering restorative conversations
- Applying sanctions where appropriate

Internal truancy is a safeguarding concern and is treated seriously.

Lateness

Arriving late means missing the start of lessons, which can cause embarrassment, affect confidence, and lead to gaps in learning. Even small amounts of missed time each day add up over the term. Where a pupil is persistently late (arriving after the register closes), this is recorded as unauthorised absence. The law treats persistent lateness in the same way as irregular attendance. If persistent lateness continues despite support, the school may seek advice from the Education Welfare Service and ultimately parents can be prosecuted. We will always work with families to help improve punctuality before taking any formal steps.

Roles and Responsibilities

Everyone at Ysgol Bae Baglan plays a part in promoting good attendance:

All Staff	Build relationships, model good routines, act on concerns.
Class Teachers	Take accurate registers, alert staff to pupils missing from class when expected, record and sanction truancy, follow up on patterns, support reintegration. Set work for those excluded and with long term illness absence.
Form Tutors	Complete the AM register. Monitor daily registration, record and sanction lateness, encourage good habits and celebrate improving attendance of the registration group, enquire about reasons for absence, pass on concerns.
Wellbeing Directors	Track data, intervene early, meet with and support families, monitor reasons for absence, make referrals to a range of agencies. Encourage good habits and improving attendance of the year group. Agree authorised absence and medical evidence. Record and sanction whole day truancy.
Attendance Team	Monitor first day, two-day, three-day absence and contact parents where absence is unexplained. Add attendance comments to the registers
Heads of School and other SLT	Monitor whole-school trends. Ensure policy is implemented consistently. Evaluation and improvement planning (including for governors). Analysing whole-school attendance trends and impact of interventions.
Designated Lead	Oversees policy, thresholds, and referrals and performs data checks. Provide regular data on attendance for school staff and governors. Ensure all staff follow data protection guidelines in relation to the attendance register and that pupils do not have access other than to their own attendance record.
Education Welfare Service (EWS)	Works with the school on serious/persistent absence, may carry out home visits or legal action.
Parents/Carers	Legally responsible for attendance. Ensure children attend on time each day, report absence by phone, text or email. Monitor attendance through parent app and encourage good attendance, and avoid booking family holidays during term-time
Pupils	Come to school every day and arrive on time. Go to all of your lessons, take part in learning, and try your best. If you are off school, speak to your teachers when you return so you can catch up on anything you've missed.

	Ask for help if anything is getting in the way of your attendance or learning.
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We encourage all pupils and their families to share their views about what helps them attend school and what makes it harder. This feedback helps us improve support, understand individual needs, and make sure our systems work for everyone. Pupils can talk to any trusted adult or share their ideas through surveys, wellbeing check-ins, or school council and our Wellbeing Directors, Pastoral Support Officers, Family Engagement Officers and Attendance Team are ready to listen to wider family members.

Recording Attendance

Schools in Wales use official attendance codes set by the Welsh Government. These help us track who is in school, who is absent, and why. Each school day has two sessions — AM and PM. In secondary phase we also record lesson attendance.

Parents and carers can access their child’s attendance record via our parent app or by contacting the school office. If you notice any errors, please let us know so we can check and update records if needed.

Below are the codes you may see used in your child’s record:

Code	Meaning	Notes
/ – Present (AM)	Present	
\ – Present (PM)	Present	
B – Off site education (approved)	Approved Education Activity	
C – Other authorised absence	Authorised Absence	e.g. wedding and funerals, one day if approved by Wellbeing Directors
D – Dual registered – at another school or PRU	Approved Education Activity	
E – Excluded (no alternative provision)	Authorised Absence	
G – Holiday not agreed or in excess of agreement	Unauthorised absence	
H – Holiday agreed	Authorised Absence	Holidays are not agreed in term time - used in exceptional circumstances only.
I – Illness (not medical/dental)	Authorised Absence	Maximum three consecutive days. Medical evidence required after letter 1.
J – Interview	Approved Education Activity	
L – Late (before registers close)	Present	
M – Medical/Dental appointment	Authorised Absence	
N – No reason yet provided	Unauthorised Absence	
O – Unauthorised absence	Unauthorised Absence	
P – Approved sporting activity	Approved Education Activity	
R – Religious observance	Authorised Absence	
S – Study leave	Authorised Absence	Only in two week agreed Study Leave period during Year 11.

T – Traveller absence	Authorised Absence	
U – Late (after registers close)	Unauthorised Absence	
V – Educational visit or trip	Approved Education Activity	
W – Work experience	Approved Education Activity	
X – Non-compulsory school age absence	Attendance not required	
Y – Partial or enforced school closure	Attendance not required	
Z – Pupil not yet on roll	Attendance not required	
# – School closed to all pupils	Attendance not required	
- No Mark	Attendance not recorded	Pupils should not be left unmarked

What is good attendance?

Normally in school getting 90% would be good, but when it comes to attendance, getting 90% means you've missed 95 hours of learning! Welsh government defines Persistent Absence as anything below 90% attendance. Ask yourself what the impact of losing 95 hours of learning might be.

Attendance	Hours of Learning Missed (Annually)	Impact & Message	Target Guidance
100%	0 hours	Excellent. No learning missed.	Sustain this.
98–99%	10–19 hours	Very good. Minor absence.	Maintain or aim for 100%.
95–97%	24–47 hours	Good, but starting to affect progress.	Encourage improvement to 97–98%.
90–94%	57–95 hours	Concerning. Missing 1–2 full weeks of learning.	Target 95%+ to avoid Persistent Absence status.
85–89%	105–143 hours	Risk of underachievement. Persistent Absence below 90%.	Prioritise support & review plan.
Below 85%	143+ hours	Serious concern.	Intensive support needed.

Responding to Absence and Escalation

Parents/carers are expected to:

- Contact the school on each day of absence
- Provide reasons for absence as soon as possible
- Avoid holidays in term time

Where absence is unexplained:

- A text message is sent by the school
- If the pupil is open to Children's Services, unexplained absence is reviewed by staff and escalated. Concerns may be referred to NPT Single Point of Contact (SPOC). All attendance figures are shared at Core Group meetings and Child Protection Conferences
- All absences are logged and reviewed by the Attendance Team and SLT. Medical evidence may be requested where illness is frequent or attendance thresholds are reached

- Longer term absence will trigger phone calls by our attendance team
- Unexplained absence is a potential safeguarding issue and is reviewed as such in line with school policy

We follow a staged response that includes written communication and offers of support. We also monitor early patterns of absence before thresholds are reached and try to offer support at the first sign of disengagement.

Thresholds are aligned approximately with 90%, 85%, and 80% attendance

Autumn Term (146 sessions):

- Letter 1: after 16 missed sessions
- Letter 2: after 22 missed sessions
- Letter 3: after 30 missed sessions

Spring Term (252 sessions)

- Letter 1: after 26 missed sessions
- Letter 2: after 38 missed sessions
- Letter 3: after 50 missed sessions

Summer Term (380 sessions):

- Letter 1: after 38 missed sessions
- Letter 2: after 58 missed sessions
- Letter 3: after 76 missed sessions

There will be a two-week period after each letter where attendance will be closely monitored before any further escalation.

Each letter explains our concerns, outlines next steps, and invites parents to call or attend a meeting. Where attendance continues to fall, we may request support from the Education Welfare Service or request that the local authority consider issuing a Penalty Notice in line with their Code of Conduct.

How We Support Pupils and Families

We offer a range of individualised support, including:

- Daily check-ins with trusted adults
- Help from Pastoral Support Officers or Family Engagement Officers
- Short-term adjusted timetables or reintegration plans
- Access to wellbeing services (e.g. Thrive, school-based counselling)
- Use of Pastoral Support Plans (PSPs) for complex cases
- Reasonable adjustments for pupils with Additional Learning Needs (ALN)
- Referrals to the Neath Port Talbot Early Intervention Panel where appropriate

Attendance support always starts with empathy and respect. We want to understand what's getting in the way — and help fix it.

Pastoral Support Plans

Pastoral Support Plans are short term plans agreed between school, families and the Local Authority. They spell out the actions that will be taken by each to support reengagement with education. They must be reviewed half-termly. They sometimes include agreed reintegration plans that mean that pupils may start with a reduced time in school. Where

this is the case, some attendance may be marked as authorised absence (C), however, reduced timetables are time-limited and reviewed regularly, with clear expectations for return to full-time education. If plans are not followed, they will be withdrawn. Reduced time in school for more than one week through an agreed PSP must be agreed on review at a weekly panel meeting of the ALNCo, Heads of School and Deputy Headteacher.

Elective Home Education (EHE)

While parents have the legal right to educate their children at home, we believe that for most pupils, school is the best place to learn, build relationships, and access professional support. Choosing learning from home is usually not the best way to deal with poor attendance.

Where a parent expresses interest in EHE, the school will:

- Offer a meeting to explore reasons and alternatives
- Notify the Local Authority who will assess the suitability of education
- Explain the implications of EHE, ask families to read Welsh Government guidance and ask whether the family can provide suitable education
- Ask families to write to the school explaining that they understand their responsibilities and to remove their child from our roll

We do not support EHE unless it is clearly in the child's best interest and the parent can meet all legal expectations. We remain open to re-enrolment through an application via the Local Authority where circumstances change.

Letter 1

Dear Parent/Carer,

I am writing about «forename»'s school attendance, which is currently «percentage_attendance»%. Across Wales, children are expected to be in school at least 90% of the time, and we want to work with you to help «forename» reach this so they can get the best from school. This matters because every day in school helps children to learn, build friendships and feel part of the school community.

We know that there can be genuine reasons for absence, and sometimes barriers build up that make regular attendance more difficult. At this stage our priority is to work with you to understand any challenges and to offer the right support so that «forename» can get the best from school.

Support is available in school from your child's Wellbeing Director, and school Pastoral Support Officers and Family Engagement Officers. Where extra help is needed, we can also link with wider local authority and community services.

Please let us know each morning if «forename» is absent, using one of the following:

- Call 01639 508540 (option 1)
- Text 07507 272116

- Email 6715500attendance@hwbwave15.onmicrosoft.com

If illness is ongoing or repeated, it is helpful if you can provide medical evidence such as a GP note, prescription or appointment card. This allows us to record the absence accurately and ensure the right support is in place.

We are keen to work with you so that «forename» can attend regularly, feel settled, and make the best progress possible. Please contact us if you would like to discuss this further.

Our Wellbeing Team:

Mrs Jenkins Yr 7, Miss Holland Yr 8, Miss Preedy Yr 9, Mrs Clarke Yr 10, Mr Bowring Yr 11

Letter 2

Dear Parent/Carer,

We are worried about «forename»'s school attendance. It is now «percentage_attendance»%. Children across Wales are expected to be in school at least 90% of the time.

We wrote to you before, but «forename»'s attendance has not improved enough. We now need to keep a closer check.

From now on, if «forename» is off school because of illness, we will need medical proof. This could be a doctor's note, an appointment card, a prescription, or a photo of the medicine label. If we do not get this, we may have to record the absence as unauthorised. You can send proof to 6715500attendance@hwbwave15.onmicrosoft.com or bring it into school.

If things do not improve, we will need to invite you to a meeting in school to talk about attendance in more detail.

We want to help. Please contact your child's Wellbeing Director or one of the schools Pastoral Support Officers or Family Engagement Officers. We can also link with the local authority and other services if more support is needed.

Please keep telling us about absences every morning by:

- Calling 01639 508540 (option 1)
- Texting 07507 272116
- Emailing 6715500attendance@hwbwave15.onmicrosoft.com

We want to work with you so «forename» can be in school more often, feel part of our community, and do well in learning.

Our Wellbeing Team:

Mrs Jenkins Yr 7, Miss Holland Yr 8, Miss Preedy Yr 9, Mrs Clarke Yr 10, Mr Bowring Yr 11

Letter 3

Dear Parent/Carer,

We are very worried about «forename»'s school attendance. It is now «percentage_attendance»%.

You will need to come to a meeting in school to talk about this. The meeting will be: ***[date] at ***[time] with ***[name, Attendance Team]

At the meeting we will:

- talk about why «forename» has missed school
- see what help can be given
- agree what needs to happen next

From now on, if «forename» is off school because of illness, you must show medical proof. This could be a doctor's note, an appointment card, a prescription, or a photo of medicine. If we do not get proof, we must record the absence as unauthorised.

Please keep telling us every morning if «forename» is off school by:

- Calling 01639 508540 (option 1)
- Texting 07507 272116
- Emailing 6715500attendance@hwbwave15.onmicrosoft.com

We will work with you and the Education Welfare Service to help «forename» come to school more often and make good progress.

Code

Present «percentage_attendance»%

Unauthorised Absence «percentage_unauthorised_absences»%

Authorised Absence «percentage_authorised_absences»%

Number of Unexplained Absence «total_unexplained_absence»

Number of Lates «total_lates_both»

Our Wellbeing Team:

Mrs Jenkins Yr 7, Miss Holland Yr 8, Miss Preedy Yr 9, Mrs Clarke Yr 10, Mr Bowring Yr 11