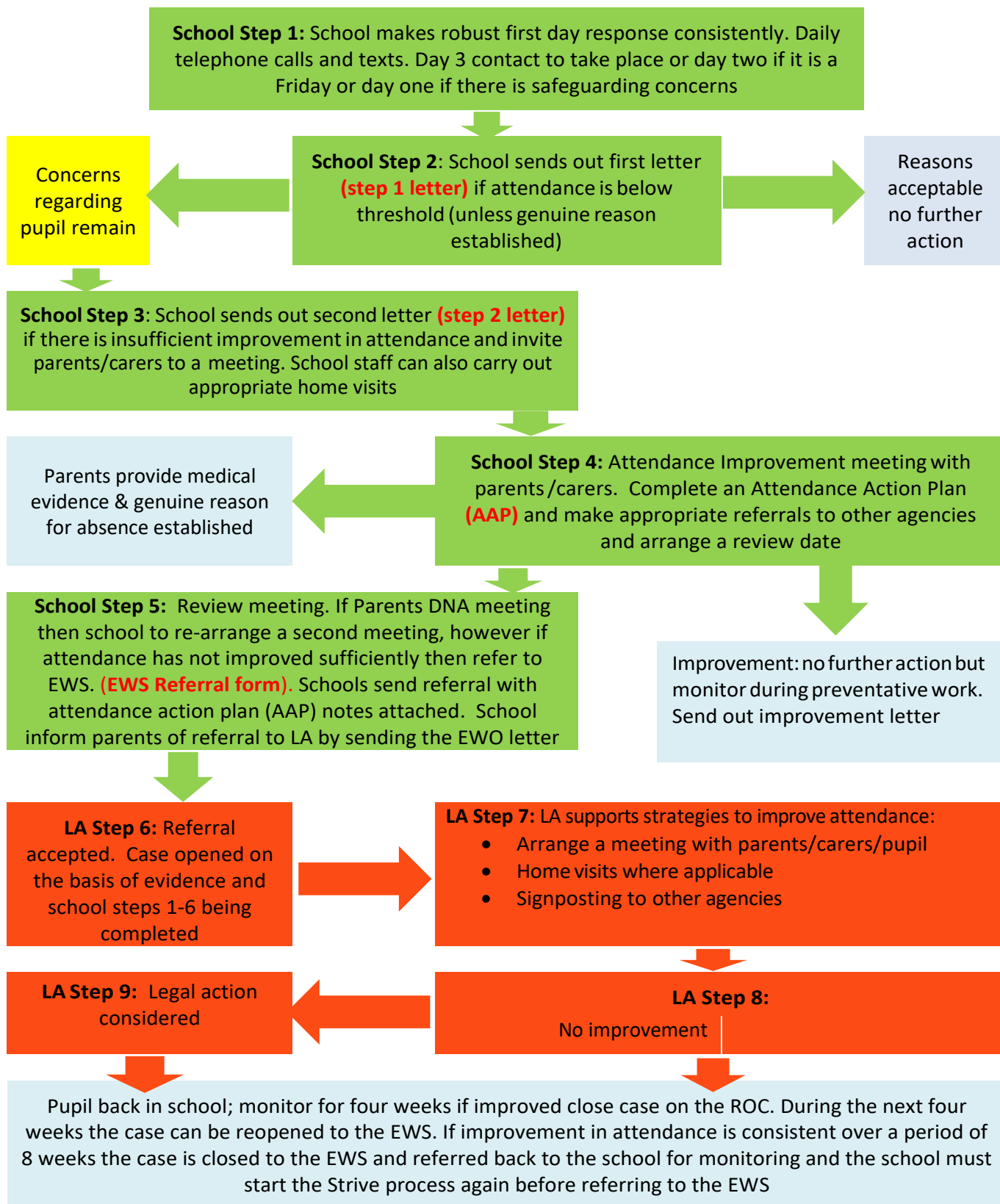


Traffic Lights Attendance Scheme – Improving Attendance Pathways



Triggers and Timeline - School Steps



Traffic Lights Attendance Scheme – Improving Attendance Pathways

	Stage of Process	Attendance and Time triggers
Steps to be taken	Schools need to consider the proportion of authorised and un-authorised attendance when make decisions on following steps	
School Step 1	School to carry out first day response (Phone call and text)	Daily
School Step 2	School sends out letter 1 if attendance is below the threshold	<ul style="list-style-type: none"> Below threshold current academic year with at least 2 weeks attendance at the start of the academic year.
School Step 3	School sends out letter 2 if there is insufficient improvement in attendance and inviting parents/carers to a meeting	No improvement 2 weeks after letter 1
School Step 4	Attendance Improvement Meeting (letter 2 meeting) . Complete Attendance Action Plan (AAP)	Review meeting to be arranged within a 4 week period. This meeting can be brought forward if concerns remain high
School Step 5	Referral and discussion with EWS for investigation if no improvement following school Attendance Improvement Meeting.	Discuss with EWS. 4 weeks after Attendance improvement meeting if no improvement.

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Triggers and Timeline – Local Authority Steps

Steps to be taken	Stage of Process	Attendance and Time triggers
LA Step 6	Referral accepted open case based on evidence School Step 1-6	Response by EWS officer within 7 working days of referral
LA Step 7	EWS supports strategies to improve attendance EWS to arrange a meeting & send letter to parents	Following meeting monitor for 2-3 weeks, carry out any relevant investigations and referrals to outside agencies. This meeting can be brought forward if concerns remain high
LA Step 8	No improvement- referral to EWO Flowchart.	Consider punitive measures
LA Step 9	Legal action <ul style="list-style-type: none"> • First Warning • Final Warning 	Review First Warning after 4 weeks. This meeting can be brought forward if concerns remain high <ul style="list-style-type: none"> • Continued support to improve attendance • Submission to Legal

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Guidance and Paperwork - School Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
School Step 1	School carry out First day response. Telephone calls consistently and text, email, parent communication platform		Record of phone conversation. Red flag on SIMS everyday
School Step 2	School sends out letter 1 if attendance is a cause for concern (unless genuine reason established)	First letter	
School Step 3	School sends out letter 2 if there is no improvement in attendance and invite parents/carers to a meeting	Second letter	
School Step 4	Parents/Carers attend a meeting - Attendance Action Plan to be completed Review meeting to be arranged. If parents do not attend rearrange meeting	Attendance Action Plan (AAP)	
School Step 5	Referral discussion with EWS (school to continue working in partnership)	Referral to EWS with AAP attached	Information needed for referral: school actions, copies of letters & AAP

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Guidance and Paperwork - LA Steps

Steps	Stage of Process	Compulsory Forms/Letters	Checklist/ Guidance
LA Step 6	Referral accepted. Open case on the basis of evidence provided by school	EWS Referral Form with copies of letters & AAP attached	
LA Step 7	EWS supports school strategies to improve attendance		Evidence: AAP (updated by school) and ROC
LA Step 8	No improvement- Referral to EWO Flowchart		Information needed: evidence of school steps, evidence of EWS steps & pupil attendance
LA Step 9	Legal action considered		
LA Step 10+	After legal action	After legal action letter sent to parent/carer	

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps - Letter 1

[Date]

[
[Parent/guardian]
[Postal address]
[]

Dear [Name of parent/guardian]

Re: School attendance concerns

Pupil name	Year	Attendance (%)

I would like to advise you that your child’s school attendance is a cause for concern. A key part of the Torfaen Strive strategy is keeping you informed of your child’s level of attendance.

We will be closely monitoring [name of pupil]’s attendance over the next two weeks and if there is no significant improvement a meeting will be arranged to develop an Attendance Action Plan (AAP) to work towards an improvement.

Parents/Guardians have a responsibility to ensure their child attends school and in not doing so, this may lead to a referral to the Education Welfare Service and/or further action. As a school we are keen to work with parents/guardians to resolve any problems so please contact your child’s school on [telephone number] or by email at [email address] to raise or discuss any issues or concerns you may have.

Yours sincerely

[Name]

Headteacher

Cc: (School name)
School Attendance Officer

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps – Improvement Letter

[Date]

[
[Parent/guardian]
[Postal address]
[]

Dear [Name of parent/guardian]

Re: School Attendance – Positive Improvement in Attendance

Pupil name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of pupil]'s school attendance. We have been closely monitoring and reviewing [name of pupil]'s attendance and are pleased to inform you that we are encouraged by the recent improvement in your child's level of attendance.

We will continue to monitor [name of pupil]'s attendance to ensure [his/her] improvement is maintained.

I would welcome and appreciate if you could continue your support and thank you for your effort to date.

If you have any questions regarding [name of pupil]'s attendance, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

Head Teacher

Cc: (School name)
School Attendance Officer

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps - Letter 2

[Date]

[
[Parent/guardian]
[Postal address]
[]

Dear [Name of parent/guardian]

Re: School Attendance – Parental Meeting

Pupil name	Year	Attendance (%)	Attendance (%)
		[Date] to [Date]	[Date] to [Date]

We wrote to you recently about our concerns over [name of pupil]'s school attendance. We have been closely monitoring and reviewing [name of pupil]'s attendance and we are becoming increasingly concerned that there appears to be no significant improvement. 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 meeting at school on _____ so that we may find a way forward in this matter.

If you have any questions regarding the above, please do not hesitate to contact me on [telephone number] or by email at [email address].

Yours sincerely

[Name]

Headteacher

Cc: (School name)
School Attendance Officer

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps - Attendance Action Plan (AAP)

The Attendance Action Plan (AAP) is introduced to support pupils when their attendance drops below 90%. Their parents / guardians are invited to contribute to the plan to help secure improvement in pupil attendance in school.

The Attendance Action Plan (AAP) should help the school and parents/guardians identify any issues which are preventing the pupil attending school. Once identified, action will be agreed between the school and parents/guardians to resolve the issues and improve attendance.

Formal Meeting with Parents/Guardians

Meeting with parents once pupil has dropped below 90% attendance to agree action plan. *The pupil may be invited to attend this meeting at the discretion and agreement of the school and/or parents/guardians.*

Pupil's Name					DoB	DD	MM	YY
Address:								
Home Tel No:				Mobile Tel No:				
School Year		Headteacher						

Attendance Information (Brief details on pupil attendance record over time (%/time)	Date to Date or ½ term period	Attendance %
		[%]
		[%]
		[%]

Meeting Date	Brief background of attendance concerns discussed	
Present at meeting	<ul style="list-style-type: none"> • • • • • 	

#Not in Miss Out

#Strive for 95+!

#Not in Miss Out

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Headteacher, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

Parent/Guardian Signature:	
School Signature:	
School Officer Designation	
Date:	

Four Week Monitoring of Action Plan 1
Attendance Officer to monitor Action Plan and attendance for 4 school weeks from above meeting date.

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps - Attendance Action Plan (AAP)

Review meeting with Parent/Guardian

Review meeting with parent/guardian.

The pupil may be invited to attend this meeting at the discretion and agreement of the school and/or parent/guardian.

If no improvement at this stage it should be made clear to parent/guardian that any further absence will not be authorised without supporting medical evidence.

Pupil's Name		DoB	DD	MM	YY
Address:					
Home Tel No:		Mobile Tel No:			
School Year		Headteacher			

Meeting Date		Discuss and review impact of actions agreed in Action Plan 1. Draft Action Plan 2 with parent/guardian
Present at meeting	<ul style="list-style-type: none"> 	

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Description of Issue(s)	In school issue (For example: Bullying issues/ Curriculum challenges)	External issue (for example, family issues)	Action	Action owner (Headteacher, Pastoral officer, parent/guardian)	Report to Attendance Officer		Review Date (4 weeks from above meeting date)
					Yes	No	

Parent/Guardian Signature:	
School Signature:	
School Officer Designation	
Date:	

Four Week Monitoring of Updated Action Plan 2

Attendance Officer to monitor updated Action Plan 2 and pupil attendance for 4 school weeks from above meeting date. If no improvement refer to EWS.

Increased monitoring – Home visits/phone conversations/regular check-ups with pupil.

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Steps - Attendance Action Tracker

Introduction. Any issues identified from the Attendance Action Plan (AAP) preventing a pupil attending school should be investigated. The Headteacher /Attendance Officer (AO) may refer the issue(s) identified to members of staff within the school for investigation.

Start Date:	
-------------	--

Pupil's Name		DoB	DD	MM	YY	M		F	
---------------------	--	------------	----	----	----	----------	--	----------	--

Please tick

School:		Year Group:	
Headteacher/Attendance Officer (CAO)			

Issue(s) preventing pupil attending school: <i>List issues identified in Attendance Action Plan (AAP)</i>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Referred to: Name - for investigation of issue(s)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%; padding: 5px;">Date:</td> <td style="width: 20%;"></td> </tr> </table>		Date:	
	Date:			
Action/Result of investigation by staff member: <i>Briefly detail action/result of investigation of issue(s) identified above</i>				
Please return to Headteacher/ Attendance Officer (AO) following completion of investigation.				
Completion date of investigation:				
If you have any queries relating to the Attendance Action Tracker, please contact the Schools Headteacher/ Attendance Officer.				

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School steps – EWO letter

[Date]

[
[Parent/guardian]
[Postal address]
[]

Dear [Name of parent/guardian]

Re: School Attendance – Case referral to Torfaen Council’s Education Welfare Service (EWS)

Pupil Name	Year	% Attendance

We are disappointed to inform you that the school will be referring its concerns regarding [name of pupil]’s attendance to the Torfaen Council’s Education Welfare Service (EWS).

The school has implemented an Attendance Action Plan (AAP) to support [name of pupil] with the aim of improving [his/her] attendance. Unfortunately, we have not seen the necessary improvement in attendance required.

I must highlight that any person who has the care of a child or who has parental responsibility is responsible for ensuring good attendance. Failure to do so can result in prosecution.

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence". under s.444(1) Education Act 1996.

An Education Welfare Officer (EWO) from the Education Welfare Service (EWS) will contact you in due course.

Yours sincerely

[Name]

Title_

Cc: Headteacher
School Attendance Officer
Education Welfare Officer

Traffic Lights Attendance Scheme – Improving Attendance Pathways



Referral to Torfaen Education Welfare Service

Pupil legal name:		School:	
Pupil preferred name:		Home Address:	
Date of Birth:			
Year group:			
Pupil Current Attendance: %		Names and Dates of Birth for Siblings and details of schools attended:	
Pupil Current Unauthorised Attendance: %			
Vulnerable grouping:			
Social care involvement: CIN/CP/CLA			
Named Social Worker:		Attendance included on CIN/CP/CLA Plan: yes/no	
Full Name of Parents/Carer:		Full Name of Parent/Carer:	
Address:		Address:	
Telephone Numbers:		Telephone Numbers:	
Home:		Home:	
Work:		Work:	
Mobile:		Mobile:	
First Language Spoken:		First Language Spoken:	
Interpreter required:	Yes/No	Interpreter required:	Yes/No
Strive letter 1 sent?	Yes/ No (Delete as appropriate)	Strive letter 2 sent?	Yes/No (Delete as appropriate)
If no, please explain:			
Dates of attendance improvement meetings & reviews (Please attach AAP & review doc)		Dates of attendance improvement meetings & reviews (Please attach AAP and review doc)	

#Not in Miss Out

#Strive for 95+!

#Not in Miss Out

Traffic Lights Attendance Scheme – Improving Attendance Pathways

AAP			AAP		
AAP reviews			AAP reviews		
Have you attached a registration certificate?	Yes		No		
Are parents aware of the referral?	Yes		No		
If no, please explain:					
Named Inclusion Officer:					
Date contacted:	Outcome:				
School-based actions taken to improve attendance			Offered/ Accepted/ Declined	Start/ End Date	
PCP meeting with pupil					
Modified day/ PSP meeting					
Parenting Contract (AAP signed by parent)					
Reduced timetable					
Help with catching up missed work					
Change of tutor group					
Behaviour support					
Play therapy					
Mentoring/buddying					
Bullying resolution					
Time at school inclusion unit or equivalent					
Referral to Traveller Education Service					
Counselling – school based or CCYP					
Wellbeing emotional support					
Family engagement officer support					
Advised parent/carer to take child to GP					
Other school-based support not included above:					
Outside agency referrals to improve attendance			Offered/ Accepted/ Declined	Start/ End Date	
In-Reach					
Spacewb					
CAMHS					

#Not in Miss Out

#Strive for 95+!

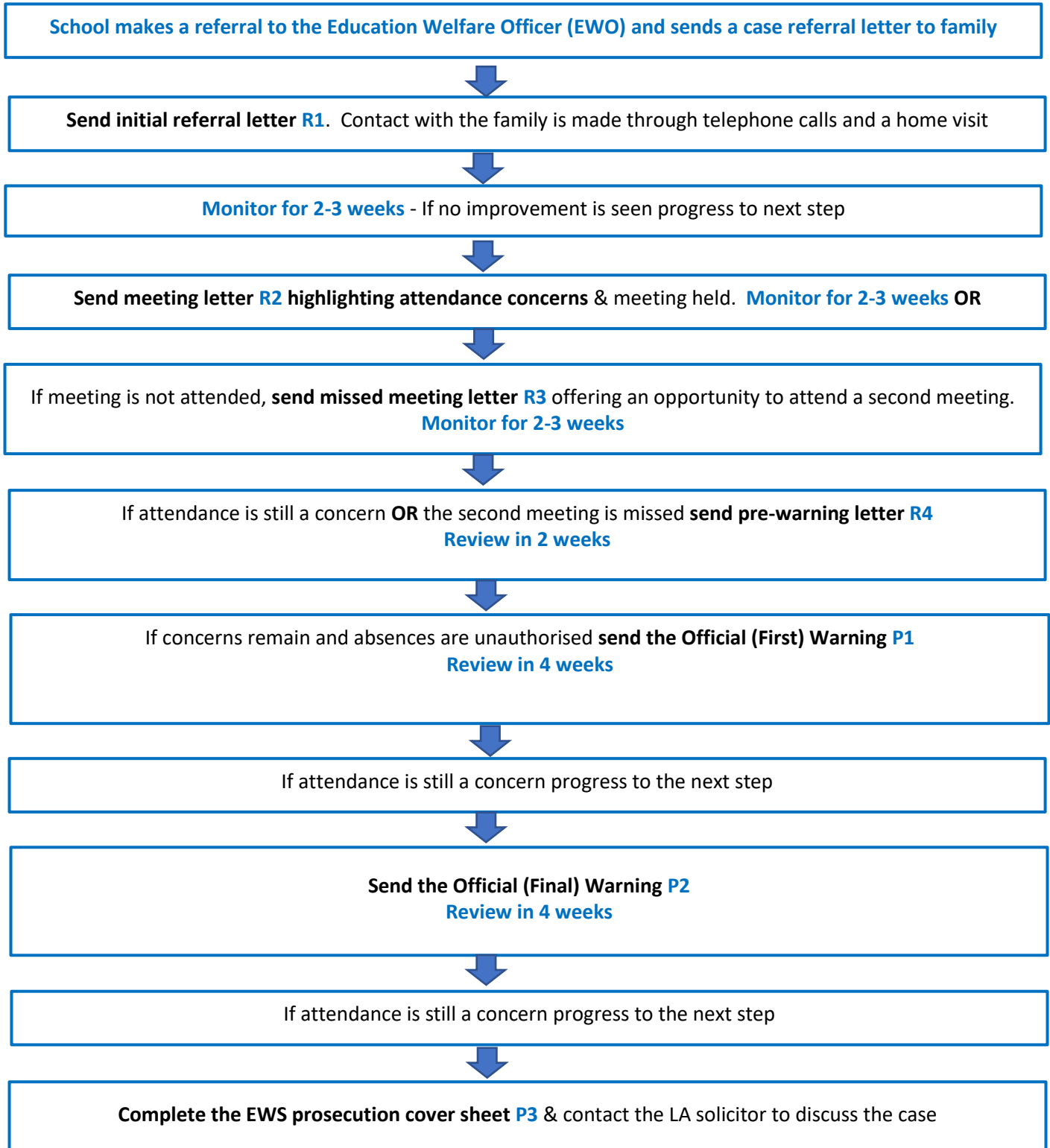
#Not in Miss Out

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School nurse		
Educational Psychologist		
SpaceND		
Transport assistance investigated		
Outreach		
Inspire2		
Families First		
Resilient Families		
Social care		
Young Carers		
Other support not included above:		
Intended Outcome of referral		
Support	Add detail:	
Prosecution	Add detail:	
Are there any issues regarding worker safety which should be considered when planning a response? This section MUST be completed		
Referred by:	Title:	Date:
Email address:		
Telephone number:	Mobile:	

Traffic Lights Attendance Scheme – Improving Attendance Pathways

EWS Attendance Referral Process Flowchart



Throughout this process communication is maintained via various means, and strategies are implemented

#Not in Miss Out

#Strive for 95+!

#Not in Miss Out

Traffic Lights Attendance Scheme – Improving Attendance Pathways

accordingly.

FIXED PENALTY NOTICE ADVISORY LETTER FOR SCHOOLS

Dear (Parent name)

Name of pupil:

Date of birth:

Date:

I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least 10 sessions (5 school days) of unauthorised absence so far this current academic year.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

Following this warning notice, parents/carers have a period of 15 school days within which to respond. During this time, the pupil must have no unauthorised absence. I can therefore advise you that the school will be closely monitoring your child's attendance from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority, however should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely,

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Head Teacher

Traffic Lights Attendance Scheme – Improving Attendance Pathways

FIXED PENALTY NOTICE

UNAUTHORISED HOLIDAY CHECKLIST

1. Who has parental responsibility over the pupil? Please name the person who has day to day care if different

Parental Responsibility.....

Day to Day care.....

2. Has the period of absence meant the pupil has missed at least 10 school sessions?

Yes/ No

3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice?

Yes/No

If yes please give details:

.....
.....
.....

4. Was a request made to the school by the parent for holiday leave during the period you wish to issue a Fixed Penalty Notice for?

If 'yes' what was the reason for refusal? Please attach copies of the correspondence exchanged.

If 'no' please explain why an unauthorised holiday is suspected.

.....
.....
.....
.....
.....
.....
.....

5. What is the pupil's attendance history?



Traffic Lights Attendance Scheme – Improving Attendance Pathways

.....
.....
.....

6. Does the pupil have any Special Educational Needs (SEN) and is s/he maintained on a Statement of SEN?

.....
.....
.....

7. Does the pupil have a Disability under the Equality Act 2010?

.....
.....
.....

8. What is known of the pupil's personal circumstances?

.....
.....
.....

9. Are there any exceptional circumstances that the Council should be aware of?

.....
.....
.....

10. Has the pupil had a previous holiday or long period of absence in the academic year the unauthorised holiday was taken in?

.....
.....
.....

Traffic Lights Attendance Scheme – Improving Attendance Pathways

11. Has parent been in contact with the school in relation to the absence?

.....
.....
.....

12. Has SEWC's Code of Conduct been considered?

.....
.....
.....

Traffic Lights Attendance Scheme – Improving Attendance Pathways

**FIXED PENALTY NOTICE REQUEST
UNAUTHORISED HOLIDAY ABSENCE**

Registered pupil at:School

Pupil Details:

Name:MALE/FEMALE

D.O.B.

Address:

.....
.....
.....

Postcode:

Telephone No:

Mobile No:

Parent/Carer

Name:

.....

Address (if different from above):

.....
.....

Postcode:

Telephone No:

Mobile No:

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Name:

.....

Address (if different from above):

.....

.....

Postcode:

Telephone No:

Mobile No:

Dates of Absence:

The above named pupil was absent from school on the following dates and are recorded in the school register as unauthorised. (Please attach a registration certificate showing the period)

Declaration

I am the Head teacher/Acting Head Teacher of the School named. I certify that this holiday request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

Did parents request authorisation prior to holiday: Yes / No.

School response in writing to decline authorisation of holiday: Yes / No.

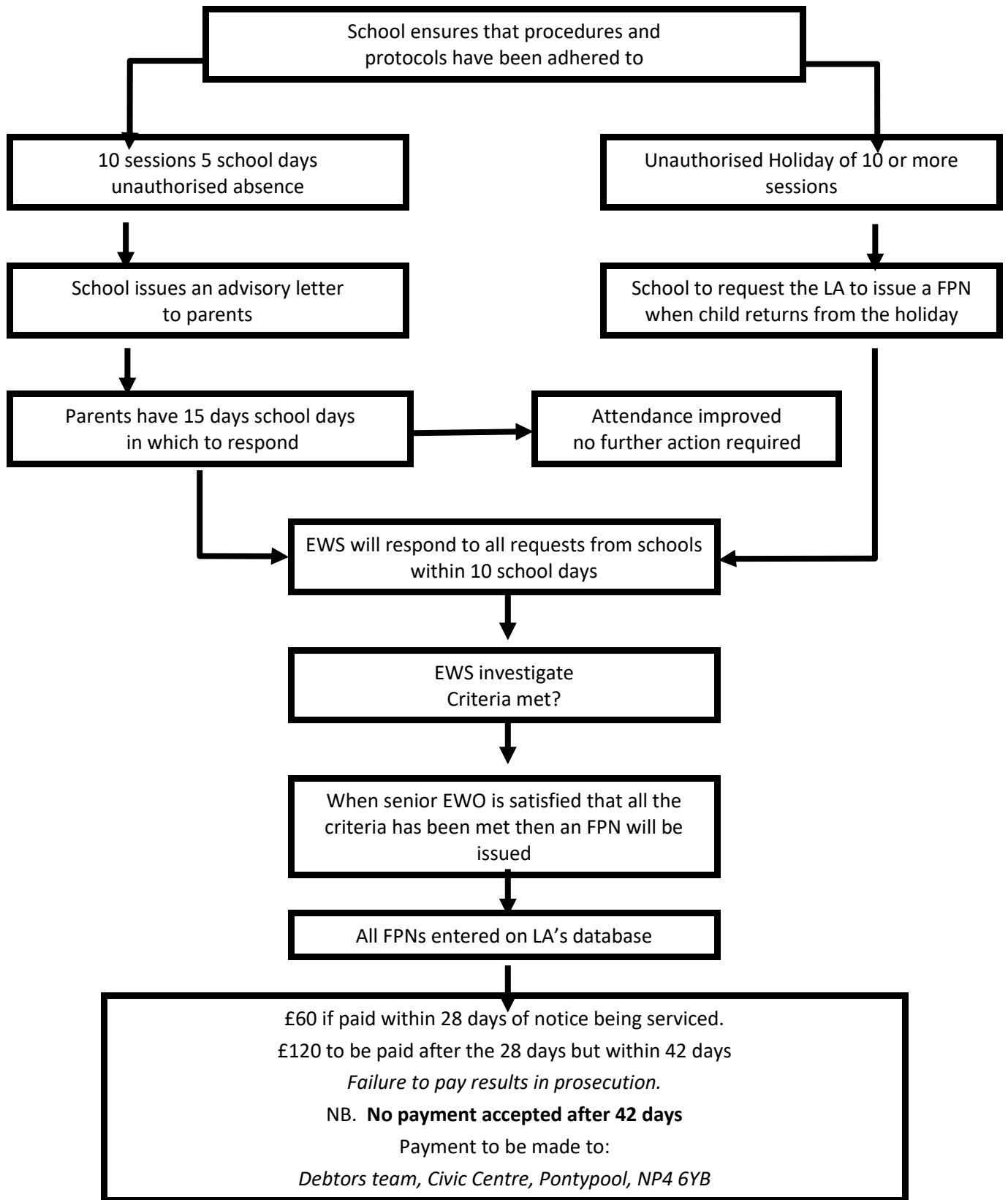
PLEASE ATTACH COPIES OF ALL CORRESPONDENCE.

Name:

Signature:Date:

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Fixed Penalty Notice



Traffic Lights Attendance Scheme – Improving Attendance Pathways