

# School Attendance Procedures



## Managing absence

If schools have tried everything possible but attendance doesn't improve, they must contact the Education Welfare Service.



This starts a formal process to manage absence.

School makes a referral to the Education Welfare Service.

An Education Welfare Officer contacts the family through house visits and telephone calls.

After talking with the family and learner attendance to be monitored. If no improvement after 2-3 weeks, a letter may be sent highlighting concerns.

Throughout the process, communication is kept open and a meeting is arranged. Attendance is monitored for 2-3 weeks after the meeting.

If the meeting is not attended by the parent/s or carer/s, a second letter is sent offering the opportunity to reschedule another one.

### Is attendance still a concern?

If the absences are unauthorised by the school, the family is sent an Official Warning and the situation reviewed in 4 weeks.

If absences are authorised by school, then a Pre-warning is to be sent and reviewed in 2-4 weeks.

Pre-warning - no improvement = Official Warning

If the Official Warning fails and there's no improvement, it goes to a Fixed penalty notice or court prosecution.

# School Attendance Procedures



## Parent/Carer responsibility:

- Ensure that your child/ren attends school regularly and **ON TIME**.
- Contact school on the first day of absence either by phone 01490-412418 or email [caer.drewyn@denbighshire.gov.uk](mailto:caer.drewyn@denbighshire.gov.uk) to provide an (honest) reason and make daily contact thereafter by 9:25am to update school
- Respond to communication from school. (Ensure school has your **current contact details**)

Is your child unwell?

Yes

Call the school before 8:45am to inform them (an answer machine is available) alternatively send an email.

Keep the school updated daily until your child returns to school.

NO?

If you are taking your child on a holiday then you need to complete a **leave of absence form**.

If your child has a **medical appointment** then you need to fill in a **health appointment card** and get it signed by the profession you are seeing.

Once you have informed school...

Is your child's attendance above 95%?

NO

No further action is required. ( Phone in daily)

Yes

More than 10days marked as Unauthorised absence may be subject to a Fixed Penalty Fine.

Persistently lateness, after close of register may result in a Fixed Fine Penalty.

\*Persistent absence below 95% = **Denbighshire Local Authority management**.

\*Referral To Education Welfare Service.

\*Referrals to other agencies e.g. social services considered.

\*LEGAL ACTION taken

Still No Improvement

\*A letter will be sent home with advice and offering support.

\*A meeting will be held in **school** to draw up an Attendance Support plan with The Head Or Deputy.

\*This will be reviewed regularly.

\*If NO improvement a Fixed Penalty Notice will be considered.