



The Lewis School/Yr Ysgol Lewis

Attendance Policy/Polisi

Presenoldeb

2026-2027

Signed (Chair of Governors)	
Signed (Headteacher)	
Reviewed (date)	July 2026
Adopted (date)	July 2026

Abbreviations used in this policy:

WG	Welsh Government
LA	Local Authority
EWO	Education Welfare Officer
SLT	Senior Leadership Team
HOS	Head of School
HOY	Head of Year
AHOY	Assistant Head of Year
FPN	Fixed Penalty Notice
CLA	Child Looked After
EOTAS	Educated Other Than AT School
CAMHS	Child and Adolescent Mental Health Service
eFSM	Eligible Free School Meals
ALN	Additional Learning Needs

The Lewis School Attendance Policy

Introduction

The Lewis School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will provide an environment where all pupils feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and well-being of all children and young people.

The school will follow the All Wales Child Protection procedures and local protocols in relation to specific and identifiable welfare issues that prevent a child or young pupil from accessing education, or where there are safeguarding concerns.

For a pupil to reach their full educational achievement a high level of school attendance is essential. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and this school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government (WG).

The legislation makes provision for a school day which is to be divided into two sessions with a lunch break in the middle and to be available for at least 190 days in any school year.

The school will review its systems for improving attendance on an annual basis to ensure that it is achieving its set goals and targets as identified by the Governors, Local Authority (LA), the Consortium and the WG.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets.

1. Aims

- To maximise pupil attendance in school.
- To monitor attendance levels of learners in school.
- To encourage pupils to attend regularly to be able to engage fully in educational opportunities.
- To recognise factors outside school which will influence attendance and work in partnership with pupils, parents/carers, Educational Welfare Officer (EWO) and other outside agencies to address any difficulties that may arise.
- To promote good attendance to pupils, parents and carers.
- To record attendance accurately.
- To adopt consistent approaches to attendance in school.

2. Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents/carers and pupils.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them. We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual learners.

The school's attendance posters contain details of how we will work with students, parents and carers and our expectations of good attendance.

Attendance notice boards are situated in corridors for lower, middle and upper school to promote and celebrate good attendance.

Attendance is promoted during assemblies and form time and good or improved attendance is celebrated.

3. Holidays/Leave of absence in term time

Parents and carers should not withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

Parents and carers must apply in advance for permission for their child to have leave of absence. The school will consider any application for leave of absence, taking into account factors such as the time of year and overall attendance pattern of the pupil. It is good practice to invite parents to school to discuss any proposals, prior to an application being made.

4. Recording absence

Any pupil who is absent from school for the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on their behalf can authorise absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (code N) and promptly followed up by the school, as part of its early intervention and safeguarding strategies.

The coding for any absences will be in accordance with the guidance provided by the WG, see appendix 1.

5. Lateness

Morning registers will take place at the start of school at **8:30 am**. The registers will remain open for a maximum of 30 minutes, in accordance with WG guidance. Any pupil arriving after this time will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation e.g. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Pupils arriving after the start of school but before the end of the registration period will be coded as late (L). Pupils who arrive late during lesson 1 are coded L by the attendance team.

Afternoon registration will be at **1:40 pm**. Any pupil arriving after this time will be marked as having an unauthorised absence (code U), unless there is an acceptable explanation.

Pupils arriving after the start of the afternoon registration period will be coded as late.

The coding for any lateness will be in accordance with the guidance provided by the WG, see appendix 1.

Parents and carers are reminded that the LA may issue a Fixed Penalty Notice (FPN) for persistent lateness after the close of the register in accordance with the Local Code of Conduct, if in excess of 10 sessions.

6. School absence processes

In The Lewis School, there is a graduated response to absence, see appendix 6.

Recording absence

- The school will endeavour to ascertain the specific reason for non-attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a telephone call, email or texts. Once the specific information is received, the register will be amended to reflect the appropriate absence code.
- Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to child protection/safeguarding services or are looked after (CLA).
- The locality children's services team will be notified of unexplained absences of more than two days of a pupil on the child protection register, or one day following the weekend.

Absence records

- Any notes or emails received from parents explaining absence will be kept for an academic year. If there are attendance concerns about the pupil that may require further investigation, then the notes should be retained in line with the education retention schedule. Only the Head Teacher or their representative can authorise an absence and that further information such as a letter from a GP or Consultant may be required to support reasons given for absence. Notes will be scanned and uploaded to Class Charts Any reasons for absence given by a telephone call or text will be recorded on Class Charts.

Continuing and frequent absence

- In cases where a pupil begins to develop a pattern of absences, the Head of School, Heads of Year and attendance team will try to resolve attendance issues as soon as possible, before a referral is made to the Education Welfare Officer (EWO).
- Attendance Action Plans are used for pupils with attendance concerns.

Unauthorised absence

- For unauthorised absences of 10 sessions or more in a rolling 12-week period (there are two sessions in a day, morning and afternoon) and following a period of monitoring, the school can request that the LA issue a FPN in accordance with the Local Code of Conduct.

Persistent absence

- The WG defines persistent absence as pupils whose absence level is more than 10% (90% attendance). These pupils will have an Attendance Action Plan to

support their return to full attendance and will be monitored by the Heads of School and the attendance team..

- The action plan will include engagement with relevant agencies that can support the pupil's attendance and could include the school's EWO.

Holidays

- In line with county guidance, we will not authorise absence for holidays. The revised holiday letter is to be used with requests for holidays: [Revised version - TLS Holiday Request Form.docx - Google Docs](#)

Absence related to discrimination

- A pupil's absence from school may be due to bullying, which can take many forms and can be direct (either physical or verbal) or indirect, for example, ignoring a pupil or not talking to them. Some of this bullying may be discriminatory.
- It is against the law for a school, governing body or the LA not to take action where this type of bullying takes place between pupils.
- As a school, we are required to monitor and report on discriminatory incidents each term. If the reason for a pupil's absence is related to any of the above issues (and the school has been notified of those involved), the school must take action to deal with the situation.

Return to School/Reintegration

The school will welcome back all pupils on return from an absence. This will include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. Back to School Interviews will take place with pupils who have been excluded before they return to school.

7. Attendance Rewards

The school will reward pupils who have good or improving attendance. The rewards should be consistent and regular and can be supported by contact with home.

The rewards will be given for good or improved attendance throughout the school year.

8. Categorisation of Absence

All pupils who are on role but not present in the school must be recorded within one of these categories.

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid; only the Head Teacher can authorise an absence.

Approved educational activity

This covers types of supervised educational activity undertaken off the school site but with the approval of the school and or the LA.

This would include:

- work experience placements
- field trips and educational visits
- sporting activities
- link courses or approved education at another venue
- education arranged by the Child and Adolescent Mental Health Service (CAMHS)

Education Other Than At School (EOTAS)

The provision where the pupil is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance.

Arrangements are in place to identify pupils who are absent from providers of EOTAS, so that the school where the pupil is registered can reflect any absences and apply the appropriate code.

Children Missing in Education

When children are missing in education, attempts are made to contact family members. If all attempts are unsuccessful, the PCSO will complete the relevant LA forms to inform the LA of the absence.

9. Retention of records

Attendance regulations stipulate that attendance records should be retained for at least three years, however, it is good practice to extend this period in line with the education record retention schedule. The school works in line with these regulations.

10. Register checks

The LA will formally check the registers regularly to ensure there is compliance with legislation. It should be noted that registers are legal documents and it is an offence not to maintain accurate records.

Informal register checks also take place in school by the Senior Leadership Team, the Pastoral Lead for Attendance and the PCSOs (Pastoral care Support Officers).

11. Attendance targets

Each year the school and the Governing Body, will set attendance targets and submit these to the LA.

There is a system for analysing performance towards the targets and the Senior Leadership Team (SLT) is responsible for overseeing this work. The school and Governing Body will make use of the attendance data available from the school, the LA and the WG when reviewing its targets.

Attendance targets are included in the School Improvement Plan and reviewed regularly during the school year.

12. Attendance Target Groups

- The Pastoral Lead for Attendance identifies pupils for target groups for Year 7-11 and The Head of Year 12 and 13 identifies pupils to target in Year 12 and 13.
- Heads of Year (Upper School)/Assistant Heads of Year (Lower and Middle School) work with a target group that has been identified according to areas for improvement.
- SLT work with 2 pupils whose attendance is 80-85%.
- Heads of School work with pupils whose attendance is 85% or below. The impact of interventions used with target pupils is monitored regularly.

13. Attendance MER

- The school includes targets for attendance on the School Improvement Plan and Pastoral Improvement Plans. These plans will include actions to show how the school will set about achieving its attendance targets and how these will be monitored, reviewed and evaluated at regular points during the year, in line with the school's Monitoring, Evaluation and Review Cycle (MER cycle).
- CW leads on attendance tracking, monitoring and evaluation and shares strengths and areas for improvement with SLT and the pastoral team.
- Attendance is a priority on the whole school and pastoral improvement plan. Progress towards targets is reviewed each term, in line with the school MER

cycle. Strengths and areas for improvement are identified, based on a range of first hand evidence.

14. Sixth Form Attendance

- The Lewis School acknowledges that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time.
- As well as timetabled lessons, students also have non-contact periods on their timetables for private study, homework, social time and enrichment activities. If students are granted the privilege of studying at home, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.
- It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in and out each time they leave the building throughout the day.
- Sixth Form lessons are not covered by staff, should a lesson need to be cancelled due to staff absence. In this instance, the teacher will post work in the Google classroom for the students to access. It is then their responsibility to complete the set work as instructed. Students will be able to access the supervised study room in order to work quietly.
- The Sixth Form follows whole school procedures regarding absence and has a similar graduated response to attendance.
- Sixth Form attendance is tracked in the same way as the rest of the school.
- Attendance interventions and the impact of these are implemented and monitored by the Head of Sixth Form.

15. Roles and responsibilities

Governing Body

- Support the Headteacher and the school to implement the attendance policy and promote high standards of attendance within the school.
- Support the Headteacher with setting attendance targets and monitoring progress toward these targets.
- Be aware of any discriminatory incidents, including those relating to attendance.
- Review the school's attendance policy annually.

Headteacher and Senior Leadership Team Leads for Attendance

- Implement school attendance policy, systems and processes.
- Set targets for attendance on the school improvement plan.
- Monitor and evaluate attendance targets on the improvement plan at regular points, in line with the school MER cycle.
- Work with the Pastoral Lead for Attendance to:

establish and implement systems and processes for attendance at 'The Lewis School';

monitor and evaluate attendance data and trends;

identify strength and areas for improvement regarding attendance;

implement plans to improve attendance.

- Work with Heads of School to:
 - monitor and evaluate progress with attendance in lower and middle school;
 - ensure attendance systems and processes are being consistently implemented in lower, middle and upper school.

The Senior Leadership Team

- Implement school attendance policy, systems and processes.
- Work with targeted pupils whose attendance is 80-85%.

Strategic Pastoral Lead for Attendance

- Implement school attendance policy.
- Establish and implement policy, systems and processes for attendance at 'The Lewis School'.
- Monitor and evaluate attendance data and trends.
- Identify strength and areas for improvement regarding attendance;
- Implement plans to improve attendance.
- Create target groups to improve attendance and monitor the progress of these groups.
- Provide information on attendance data for SLT and pastoral teams.
- Promote good and improved attendance.
- Implement a rewards system for good and improved attendance.

Heads of School

- Implement the school's attendance policy, systems and processes.
- Monitor, review and evaluate the attendance data provided by CW for year groups in their pastoral school.
- Monitor and review attendance of target group whose attendance is below 85%.
- Implement interventions with a target group whose attendance is below 85%.
- Record targets, interventions and progress against these targets on Attendance Action Plans for pupils whose attendance is causing concern.
- Develop contact with families of pupils whose attendance is below 85%.
- Monitor and evaluate attendance targets on the improvement plan at regular points, in line with the school MER cycle.
- Implement sanctions when pupils truant, in line with school policy.
- Raise awareness and celebrate good and improved attendance and punctuality on display notice boards, in assemblies and through social media.
- Meet fortnightly with EWO/PCSOs to discuss pupils whose attendance is causing concern and to implement interventions.

Heads of Year/Assistant Heads of Year

- Implement the school's attendance policy, systems and processes.
- Monitor and evaluate attendance data provided by CW for the year group.
- Work with a target group of pupils identified by CW to improve their attendance.
- Record targets, interventions and progress against these targets on Attendance Action Plans for pupils whose attendance is causing concern.
- Develop contact with families of pupils who are in their target group.
- Monitor the impact of interventions used with pupils whose attendance is causing concern.
- Work with the Head of School to implement strategies to address truancy within their year groups.
- Implement sanctions when pupils truant, in line with school policy.
- Raise awareness and celebrate good and improved attendance and punctuality on display notice boards, in assemblies and through social media.

Attendance Team (PCSO)

- Implement the school's attendance policy, systems and processes.
- Contact pupils on the first day of absence. (pupils on target list as a priority)
- Scan registers 15 mins into each lesson and notify staff on pastoral duty of the names of pupils who have not arrived at lessons.
- Work with the member of staff on pastoral duty to locate students who have not arrived at lessons and notify parents.
- Collect and file holiday forms.
- Collect and file evidence of appointments that take place during the school day.
- Record notes/phone calls to explain absences.
- Check codes are recorded accurately on registers.
- Monitor attendance of pupils for 15 days following the issuing of a FPN.
- Meet weekly with EWO to discuss pupils whose attendance is causing concern and to implement interventions.

Heads of Department

- Implement the school's attendance systems and processes.
- Raise any concerns about attendance and address impact on achievement from absence.
- Raise any attendance concerns with line managers.
- Offer support for pupils to catch up on work missed through absence.

Class Teachers/Form Tutors

- Implement the school's attendance systems and processes.
- Mark class registers accurately and promptly at the start of the lesson.
- Send names of pupils who are suspected of truanting to the pastoral email.
- Challenge and record lateness to lessons.
- At the end of a lesson, record truancy on class charts if a pupil truant a lesson.

Pupils

- Support the school's attendance policy and systems.
- Understand the importance of good attendance and punctuality.

- Attend school regularly.
- Provide explanations for absence.

Parents/carers

- Support the school's attendance policy and systems.
- Take responsibility for their child's attendance.
- Meet with school staff to address any concerns with attendance and punctuality.
- Contact the school by 9am to explain absence.
- Inform school in advance of any absences known in advance and provide evidence of appointments.

16. Attendance procedures

Daily

- Receive incoming calls from parents/carers and enter the details straight onto Class Charts, with details recorded in comments.
- Transfer any pupil absence details taken by other members of office/support staff to Class Charts, again with comments
- Add late marks to Class Charts.
- All staff take register during registration periods and each lesson.
- Whole-school trawl of marks to detect pupils who have not attended registration or who are truanting lessons.
- Parents are expected to make contact with the school on the first day of their child's absence, with a suitable reason for why they are not in school.
- The attendance team will make contact with any parents who have not notified the school of an absence either by phone, text or email.

Fortnightly

- HOS meets with EWO to address concerns with pupils who have attendance below 85%.
- Attendance figures are displayed and discussed in Amser Lllys.

Weekly

- The attendance team shares attendance data with SLT, HOY, AHOY.
- The Pastoral Lead for Attendance tracks attendance overall, with groups of learners and targeted pupils.
- SLT, the Pastoral Lead for Attendance, HOS and AHOY monitor attendance figures.
- PCSO meets with EWO to address concerns with pupils who have attendance below 85%.
- Attendance figures are discussed in assembly.
- Unauthorised absences are monitored and warning letters/FPNs issued as appropriate.

Monthly

- Impact of interventions with the target groups is reviewed.
- Attendance rewards issued for good and/or improved attendance.
- The SLT and Heads of school meet with EWO to address concerns with pupils who have the lowest attendance in each year group.

Yearly

- Attendance targets set on School Improvement Plan and Pastoral Improvement plan and evaluated at the end of the year, however progress against targets is monitored and reviewed regularly during the school year, in line with the MER cycle.

Appendix 1

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
A	Accounted for	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendance
Y	Enforced closure	Not counted in possible attendance
Z	Pupil not yet on roll	Not counted in possible attendance
#	School closed to pupils	Not counted in possible attendance

Appendix 2

Legislation and guidance

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude and
- (b) to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent means natural parents and includes any person who has parental responsibility or has day to day care of the child.

Section 444 1, 1(a) and (ZA) contains the details of when an offence is committed if a child fails to attend school or alternative provision arranged by the Local Authority.

The Education (Penalty Notices) (Wales) Regulations 2013 set out the framework for the operation of the Fixed Penalty Notice scheme.

The Equalities Act 2010 (Statutory Duties) (Wales) Regulations 2011

Registers and admission

- The Education (Pupil Registration) (Wales) Regulations 2010
- The Education (School Day and School Year) (Wales) (Amendment) Regulations 2006

Attendance targets

- The Education (School Performance and Unauthorised Absence Targets) (Wales) (Amendment) Regulations 2006.

Guidance documents relating to attendance

- All Wales Child Protection Procedures
- Keeping Learners safe
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- South East Wales Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

Appendix 3

Document links

All documents referred to throughout this document can be found via the below links:

South East Wales Consortium (SEWC) Attendance Strategy

All Wales Attendance Framework and strategies for schools to improve attendance and manage lateness <http://wales.gov.uk/docs/dcells/publications/110308section3en.pdf>

Children Missing Education (CME)

<http://new.wales.gov.uk/topics/educationandskills/publications/guidance/missingeducation/?lang=en>

Inclusion and Pupil Support document, National Assembly for Wales Circular No: 47/2006;

<http://new.wales.gov.uk/topics/educationandskills/schoolhome/pupilsupport/inclusionpupilsupportguidance/?lang=en>

Section 4 of the Inclusion and Pupil Support, Summary on attendance 4(i) Guidance on Registration Practices and codes.

WG Guidance on School Attendance Codes 2010, that contains information on the revised school attendance codes and legislative changes in relation to Pupil Registration;

<http://new.wales.gov.uk/topics/educationandskills/schoolhome/pupilsupport/inclusionpupilsupportguidance/section4/?lang=en>

The Education (Pupil Registration) (Wales) Regulations 2010

The Education (Penalty Notices) (Wales) Regulations 2013

The Education (School Day and School Year) (Wales) (Amendment) Regulations 2012

The Education (School Performance and Unauthorised Absence Targets) (Wales) (Amendment) Regulations 2006.

<http://www.legislation.gov.uk>

WG guidance on penalty notices for regular non-attendance at school

<http://wales.gov.uk/docs/dcells/publications/130925-guidance-regular-non-attendance-en.pdf>

Keeping Learners Safe

<http://wales.gov.uk/docs/dcells/publications/150114-keeping-learners-safe.pdf>

South East Wales Safeguarding Children Board

All Wales protocol missing children

Safeguarding children from sexual exploitation

Safeguarding children who may have been trafficked

<http://www.sewsc.org.uk/>

Appendix 4

PIP 3 Referral Form.

Caerphilly County Borough Council

Education Welfare Service
Planning in Partnership – Form 3
LEIadmin@caerphilly.gov.uk

Referral Form

Referral Date: <REPORT DATE>

Name of Pupil: <Name>		School: <REPORT PRODUCING SCHOOL>	
Date of Birth: <DOB>	Gender: <Gender>	Year: <Year>	Reg: <Reg>
UPN: <UPN>	Medical Conditions: <Description>		
Address: <AddressLine>			

Parent Guardian Carer:	Contact tel. No.:
<Full name>	<Main Telephone>

Reason for Referral (Is the parent/carer/guardian aware of this referral)?

Important: Confidentiality should be observed. This referral may be shown to the parent/guardian/carer and could be used as evidence if Court Action is taken.

Parent / Guardian / Carer Contacted:	YES / NO	Phone	Letter	Meeting

Doctor/Surgery Details	Tel. No.
<Medical Practice>	<Medical Telephone>

Special Needs Category: <SEN Status>	Free School Meals: <Eligible for free meals(Yes/No)>
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Child Protection Register:	
Child in Need	
LAC	<In LA Care(Yes/No)>

Siblings in school:
<Sibling name>

Attendance Details - this academic year to date	
% Attendance :	<% Present + AEA>%
Auth Absence :	<% Authorised absences>%
Unauth Absence:	<% Unauthorised absences>%
Times Late :	<Late (both)>

Other Agencies Involved		
Agency	Contact Name	Tel No.

NAME:	DESIGNATION :
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PLEASE ENSURE THIS FORM IS COMPLETED IN FULL BEFORE SENDING THE REFERRAL.

Appendix 5

The Lewis School Truancy Procedure

	Pupil Missing/Truancy Procedure
TEACHER	Mark register accurately (present/absent)
TEACHER	Send names of suspected truanting to pastoral email (approx. 10/15 mins into lesson)
TEACHER	If a child returns to the lesson, insert the 'L' late mark and the number of minutes late
PCSO	10/15 mins into the lesson scan the 'N' codes. Notify member of staff on pastoral duty via the pastoral email that students have not arrived at their lesson.
PCSO/Pastoral Duty	Work together to locate missing students.
PCSO	Notify parent/carer that their child has not attended their timetabled lesson and measures are in place to locate them.
TEACHER	At the end of the lesson/asap that day Refresh your Class Charts page and if the child did not return to your lesson/or an 'A' code has not been put in the register, use the truancy button for that child.
Middle Leader/Heads of School	Contact parent and put child in pastoral detention. Truancy monitoring report card. Escort student to lessons

Appendix 6

LSP Graduated Response



PCSOs	Level 2 (95% and below)	Attendance letter sent to parents. Medical evidence request, if appropriate.
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Heads of Year (Year 11-13) Assistant Heads of Year (Year 7-10)	Level 3 (85-90% attendance)	Attendance Action Plan. Head of Year (year 11-13)/Assistant Head of Year (year 7-10) meet with students and/or families and identify interventions and referrals e.g. school nurse. FPN warning letter (5+unauthorised absences)+monitor for 15 days. FPN could be issued if there is no improvement) Monitoring by Head of Year/Assistant Head of Year and attendance team.
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SLT	Level 4 (80-85% attendance)	Continue with the Attendance Action Plan. The Senior Leadership Team makes contact with students and/or families. Identify interventions and referrals e.g. school nurse. FPN warning letter (5+unauthorised absences) +monitor for 15 days. FPN could be issued if there is no improvement) Monitoring by the attendance team. Possible EWO involvement.
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Heads of School	Level 5 (below 80%)	Continue with the Attendance Action Plan. Heads of School meet with students and/or families and identify interventions and referrals e.g. school nurse. Referral to EWO.
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#AttendtoAchieve #MynychuiGyflawni		missing school, missing out colli ysgol, colli allan
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Appendix 7

LSP Action Plan



#AttendtoAchieve #MynychuiGyflawni		missing school, missing out colli ysgol, colli allan
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Name	
Form	

Please tick:

FSM		Young carer	
ALN		Social services involved	
CLA		EWO involved	



Attendance %

HT1	HT2	HT3	HT4	HT5	HT6

Date	Level of response	Actions	Who is involved?	Impact

Appendix 8

LSP Attendance Poster



Attendance %	What this means..	What will happen...
95% or above	You have missed up to 10 days of school.	•You have the best chance of achieving your full potential in school. •You will be involved in attendance rewards.
90-95%	You have missed 11-19 days of school.	•An attendance letter will be sent to parents. •Medical evidence for absences will be requested, if appropriate.
85-90%	You have missed 19-28 days of school.	•You will have an Attendance Action Plan. •Parent and student meetings with the attendance team, strategies to improve attendance will be offered. •FPN warning letter could be sent and FPN could be issued.
80-85%	You have missed 28-39 days of school.	•Continue with the Attendance Action Plan. •Continue with parent and student meetings with the attendance team, strategies to improve attendance will be offered. •FPN could be issued. •Education Welfare Officer may be involved.
Below 80%	You have missed 40 or more days of school.	•Referral to Education Welfare Officer.

#AttendtoAchieve #MynychuiGyflawni		missing school, missing out colli ysgol, colli allan
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How to contact the The Lewis School attendance team:

Phone: Lower and Middle School 01443 873873 and follow the instructions, Upper school 01443 873908

Or, leave a message through Class Charts.