Torfaen County Borough Council – Education Welfare Service

Traffic Lights Attendance Scheme – Improving Attendance Pathways

School Step 1: School makes robust first day response consistently. Daily telephone calls and texts. Day 3 contact to take place or day two if it is a Friday or day one if there is safeguarding concerns

School Step 2: School sends out first letter **(step 1 letter)** if attendance is below threshold (unless genuine reason established)

Concerns regarding pupil remain

Reasons acceptable no further action

School Step 3: School sends out second letter **(step 2 letter)** if there is insufficient improvement in attendance and invite parents/carers to a meeting. School staff can also carry out appropriate home visits

School Step 4: Attendance Improvement meeting with parents /carers. Complete an Attendance Action Plan **(AAP)** and make appropriate referrals to other agencies and arrange a review date

Parents provide medical evidence & genuine reason for absence established

School Step 5: Review meeting. If Parents DNA meeting then school to re-arrange a second meeting, however if attendance has not improved sufficiently then refer to EWS. **(EWS Referral form).** Schools send referral with attendance action plan (AAP) notes attached. School inform parents of referral to LA by sending the EWO letter

Improvement: no further action but monitor during preventative work. Send out improvement letter

LA Step 6: Referral accepted. Case opened on the basis of evidence and school steps 1-6 being completed

LA Step 7: LA supports strategies to improve attendance:

- EWO arranges a meeting with parents/carers/pupil
- Home visits where applicable
- Explore with the school alternative curricular if KS4.
- Signposting to other agencies

LA Step 8:

No improvement

LA Step 9: Legal action considered

Pupil back in school; monitor for four weeks if improved close case on the ROC. During the next four weeks the case can be reopened to the EWS. If improvement in attendance is consistent over a period of 8 weeks the case is closed to the EWS and referred back to the school for monitoring and the school must start the Strive process again before referring to the EWS

Triggers andTimeline - School Steps

#Not in Miss Out	#Strive for 95+!	#Not in Miss Out

Torfaen County Borough Council – Education Welfare Service

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	• 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.

Torfaen County Borough Council – Education Welfare Service

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Triggers andTimeline – 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 • First Warning • Final Warning	Review First Warning after 4 weeks. • Continued support to improve attendance • Submission to Legal

Torfaen County Borough Council – Education Welfare Service

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	

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: Head of Year
School Attendance Officer

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 of Year/Head Teacher

Cc: Head teacher
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 can discuss our concerns and complete a school action plan in order to improve attendance. Failure to attend this meeting may result in a referral to the Education Welfare Service.

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]

Title _

Cc: Head teacher
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 parent / guardian 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 parent/guardian identify any issues which are preventing the pupil attending school. Once identified, action will be agreed between the school and parent/guardian to resolve the issues and improve attendance.

Formal Meeting with Parent/Guardian
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 parent/guardian.*

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

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	• • • • •	

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** (Head of year, 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.

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		**Head of Year**				

Meeting Date		**Discuss and review impact of actions agreed in Action Plan 1. Draft Action Plan 2 with parent/guardian**
Present at meeting	• • • • • •	

Torfaen County Borough Council – Education Welfare Service

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** (Head of year, 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 Head of Year (HOY)/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:**	
HOY/Attendance Officer (CAO)			

Issue(s) preventing pupil attending school: *List issues identified in Attendance Action Plan (AAP)*	○ ○ ○ ○ ○ ○		
Referred to: *Name - for investigation of issue(s)*		Date:	
Action/Result of investigation by staff member: *Briefly detail action/result of investigation of issue(s) identified above*			
Please return to Head of Year (HOY)/ 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 Head of Year/Attendance Officer.			

[*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: Head of Year
School Attendance Officer
Education Welfare Officer

Torfaen County Borough Council – Education Welfare Service

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: **Home:** **Work:** **Mobile:**		**Telephone Numbers:** **Home:** **Work:** **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)	

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		

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 <u>MUST</u> be completed

Referred by:		**Title:**	**Date:**
Email address:			
Telephone number:		**Mobile:**	

Traffic Lights Attendance Scheme – Improving Attendance Pathways

EWS Attendance Referral Process Flowchart

School makes a referral to the Education Welfare Officer (EWO) and sends a case referral letter to family

↓

Send initial referral letter R1. Contact with the family is made through telephone calls and a home visit

↓

Monitor for 2-3 weeks - If no improvement is seen progress to next step

↓

Send meeting letter R2 **highlighting attendance concerns** & meeting held. **Monitor for 2-3 weeks OR**

↓

If meeting is not attended, **send missed meeting letter** R3 offering an opportunity to attend a second meeting.
Monitor for 2-3 weeks

↓

If attendance is still a concern **OR** the second meeting is missed **send pre-warning letter** R4
Review in 2 weeks

↓

If concerns remain and absences are unauthorised **send the Official (First) Warning** P1
Review in 4 weeks

↓

If attendance is still a concern progress to the next step

↓

Send the Official (Final) Warning P2
Review in 4 weeks

↓

If attendance is still a concern progress to the next step

↓

Complete the EWS prosecution cover sheet P3 & contact the LA solicitor to discuss the case

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

accordingly.

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,

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?

……
……
……

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?

……
……
……

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: .....

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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.

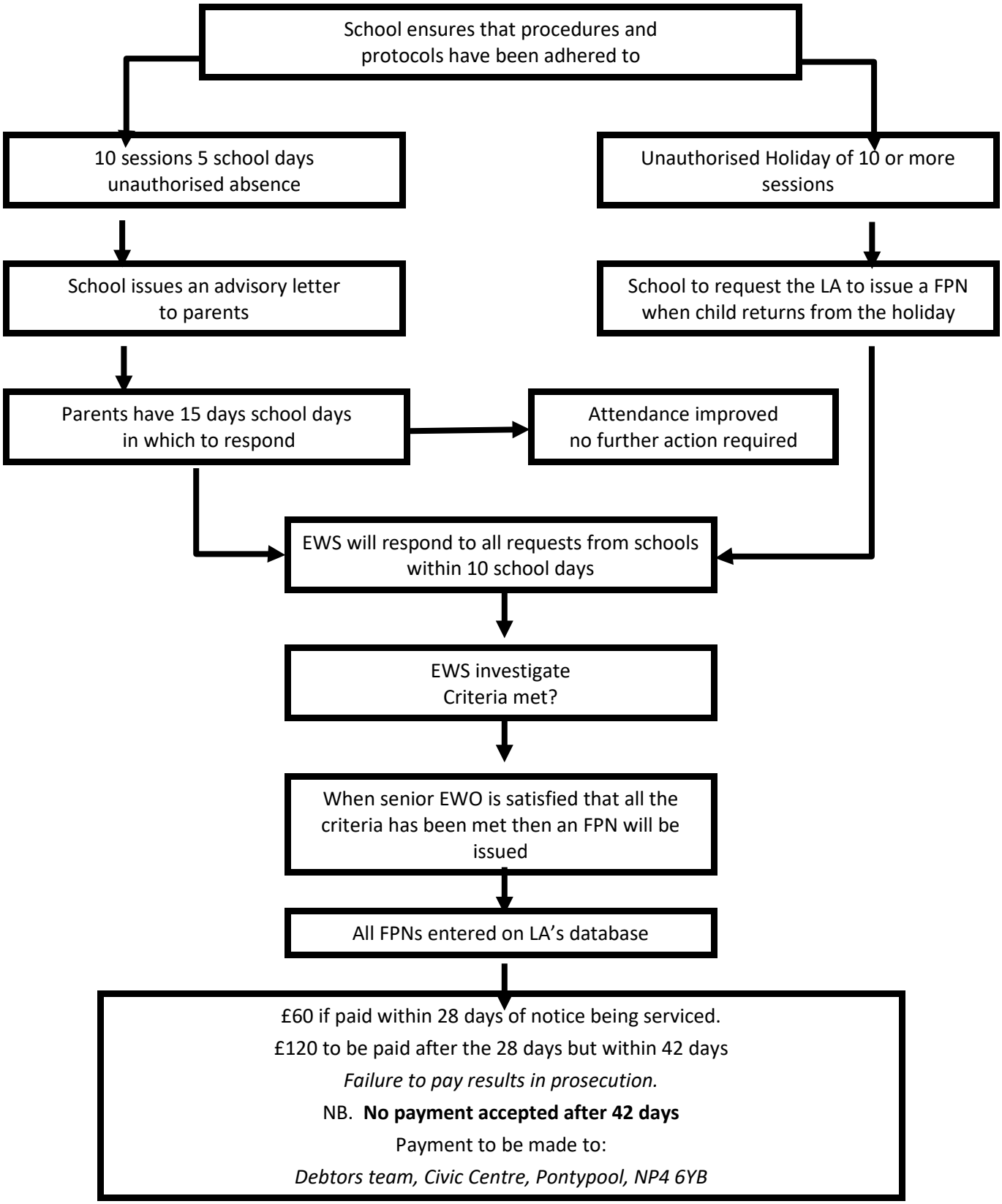
PLEASE ATTACH COPIES OF ALL CORRESPONDENCE.

Name: ……..

Signature: .....Date: .....

Traffic Lights Attendance Scheme – Improving Attendance Pathways

Fixed Penalty Notice



Traffic Lights Attendance Scheme – Improving Attendance Pathways