



Nant Celyn Primary School

Attendance Policy

#NOTINMISSOUT

**This Policy was adopted/updated by the
Governing Body of
Nant Celyn Primary School:**

Headteacher:	Ms Keri Smith
Chair of Governors:	K Andrews
Link Governor:	
Co-ordinator:	Ms Keri Smith and Mr Dean Davies
Date:	05/09/2025
Signed (Chair of Governors):	
Date:	

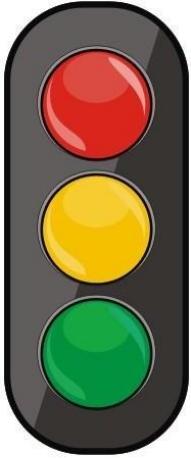
DOCUMENT HISTORY

ISSUE	AUTHOR	DATE
1	Mr Dean Davies	18.09.2024
2	Mr Dean Davies	05.09.2025
3		
4		
Attendance Policy		

Date	Review Date	Coordinator / Link Governor	Current Policy Committee
05.09.25	September 2026	Dean Davies DHT Keri Smith HT	Full Governing Body



STRIVE FOR 95+% Scheme



Introduction

Nant Celyn Primary School is a very successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Attendance Policy sets out how together **we** will achieve



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Our whole school attendance target for this academic year

2025-2026 is 92.5%



Why Regular Attendance is so important:

Learning

Any absence affects the pattern of a child's schooling, and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines and may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility, and permitting absence from school without a good reason creates an offence in law and may result in prosecution.



Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility, and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-Bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.



Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility – parents, students and all members of school staff.

To help us all to focus on this, we will:



- Give you details on attendance via our website and the Torfaen CBC website
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Take part in all school events to promote good attendance, including the Strive for 95% campaign, attendance awards/lottery.



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The Law Relating to Attendance

Section 7 of the Education Act 1996 states that ‘the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

- (a) To age, ability and aptitude and
- (b) To any special educational needs, he/ she may have either by regular attendance at school or otherwise



The Law relating to Safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Since March 2001, there has been an aggravated offence, where a parent of a child of compulsory school age who, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause their child to attend.



Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This type of absence can lead to sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.






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Attendance & Punctuality in a Nutshell

If attendance is 80%, this means your child will have missed:

- 1 day EVERY week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days EVERY year
- 180 days in five years...

...that's nearly **ONE WHOLE SCHOOL YEAR!**

	100% Attendance	0 days of learning missed	The best chance of success
	95% Attendance	2 weeks of learning missed	Poor attendance will impact on learning
	90% Attendance	4 weeks of learning missed	
	85% Attendance	5½ weeks of learning missed	Very poor attendance. At risk of prosecution!
	80% Attendance	At least 7½ weeks of learning missed	



Persistent Absenteeism (PA):

A student becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects, and we need parents' full support and cooperation to tackle this.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority, and you will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system, and we also combine this with academic mentoring where absence affects attainment.



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Absence Procedures: (see Appendix 1)



If your child is absent, you must:

- Contact us as soon as possible on the first day of absence. If you need to report your child as absent, then please let us know by 8.55 am each morning by ringing 01633 624170 and following the instructions to ensure that your message reaches the appropriate destination. If leaving a voicemail, please clearly indicate your child's name, year group, class teacher, and reason for absence. This allows us to properly record all absences and notify parents of any students who are not in school and for whom we have not received an absence notification from parents. The use of a specific attendance message line frees our office team to deal with the urgent business of the day.
- Use GroupEd to send us a message (this is our preferred method) to let us know about your child's absence/ upload appointment cards, etc.
- **OR** you can call into the school and report to reception, who record your child's absence on our register.



If your child is absent, we will:

- Telephone or message you on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with our Attendance Officer and/or Pastoral Leaders, Deputy Headteacher, and/or Headteacher if absences persist.
- Refer the matter to the Torfaen Education Welfare Service if attendance moves below 95% (primary)



Attendance/Signing Out:

- All students **MUST** stay in school at break times.
- If your child needs to leave school to attend a medical appointment, please provide a medical card/ letter, and they must sign out at the General Office (and 'sign in' on return)
- Wherever possible, routine appointments like a dental check-up should not be scheduled for school time.
- To ensure safety, a responsible adult is expected to collect your child from the General Office before they depart for their appointment. If this is not you as the parent, please let the school know who you have given permission to collect your child, and have provided them with the password.
- Your child cannot go off-site at lunchtime – unless you have arranged with the school for them to go home for lunch on a regular basis.



Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up-to-date number – if we don't, then something important may be missed. There will be regular checks on telephone numbers throughout the year.



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The School Attendance Officer:

Parents are expected to contact the school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Torfaen Education Welfare Service. He/she will also try to resolve the situation by agreement, but if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from <http://wales.gov.uk/docs>.



Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late-arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence. LATENESS ADDS UP! (See Appendix 1)

Being 15 minutes late every day will add up to TWO WEEKS of school missed



How do we manage Lateness?

The school day starts at 9:00 am, and the classroom doors open from 8:50 am. We expect your child to be in class by 8:55 am.

Registers are marked by 9:00 am, and your child will receive a late mark if they are not in by that time.

At 9.10 am, the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on-site, but this will not count as a present mark, and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice if the problem persists.

If your child has a persistent late record, you will be asked to meet with the Deputy Headteacher and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.



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Holidays in Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence, and we expect parents to help us by not taking children away during school time. Remember that any savings you think you may make by taking a holiday during school time are offset by the cost to your child's education.

Any period of leave taken in school term time and all absences of this type may be classed as unauthorised and may attract sanctions such as those detailed in the Welsh Government's All Wales Attendance Framework <http://wales.gov.uk/docs>. We will consider each application on an individual basis.

The school has targets to improve attendance, and your child has an important part to play in meeting these targets.



FIXED PENALTY NOTICES (see Appendix 2)

In some circumstances, following the Education (Penalty Notices) (Wales) Regulations 2013 and Welsh Assembly Government guidelines, it may be appropriate that the Educational Welfare Service, in consultation with Nant Celyn Primary School, issue parents/carers with a Fixed Penalty Notice (FPN). Circumstances when they could be used are as follows:

- When a child has a minimum of ten unauthorised sessions recorded during the academic year (these do not need to be consecutive and please note that a school day is divided into two sessions (am and pm).
- In response to persistent late arrival at school, i.e. after the registration period. Again, this will be when there are at least ten recorded late marks in the current year.
- For unauthorised holiday absence. Parents are advised that taking a family holiday during term time may result in a FPN payment.
- If a parent /carer does not attempt to engage with the school or Local Authority regarding their child's absence.
- If a student regularly comes to the attention of the police during school hours without an acceptable reason, the police authority may request the Local Authority to issue a FPN.

Before a Fixed Penalty Notice is issued, parents will receive a written warning outlining the extent of their child's absence and the possibility of them receiving a Penalty Notice if attendance isn't improved. FPNs for unauthorised holidays will not require a written warning.

In addition to a Fixed Penalty Notice, when the school feels that despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service or to Social Services. A referral might be made when, for example:

- A pattern of irregular attendance has developed.
- Parents/carers have failed to engage in attempts to improve attendance.



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- A period of entrenched non-attendance has become established.
- There is a lack of parental cooperation in ensuring a child's regular attendance.

Nant Celyn Primary School will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

If a fixed penalty is issued, the amount payable will be £60 if paid within 28 days or £120 if paid within 42 days.



The preferred level of attendance for this school is 95% + attendance, and we will keep you updated regularly about progress to this level and how your child's attendance compares. You are able to view your child's attendance via the GroupEd app.

Our target is to achieve better than this; however, we know that good attendance is the key to successful schooling.

Through the school year, we monitor absences and punctuality to show us where improvements need to be made.

Staff names with responsibility for attendance:-

Ms Keri Smith
Mr Dean Davies
Mrs Chelsie Watkins (EWO)
Mrs Laura Horseman

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Date of Policy/Review:

05.09.2025



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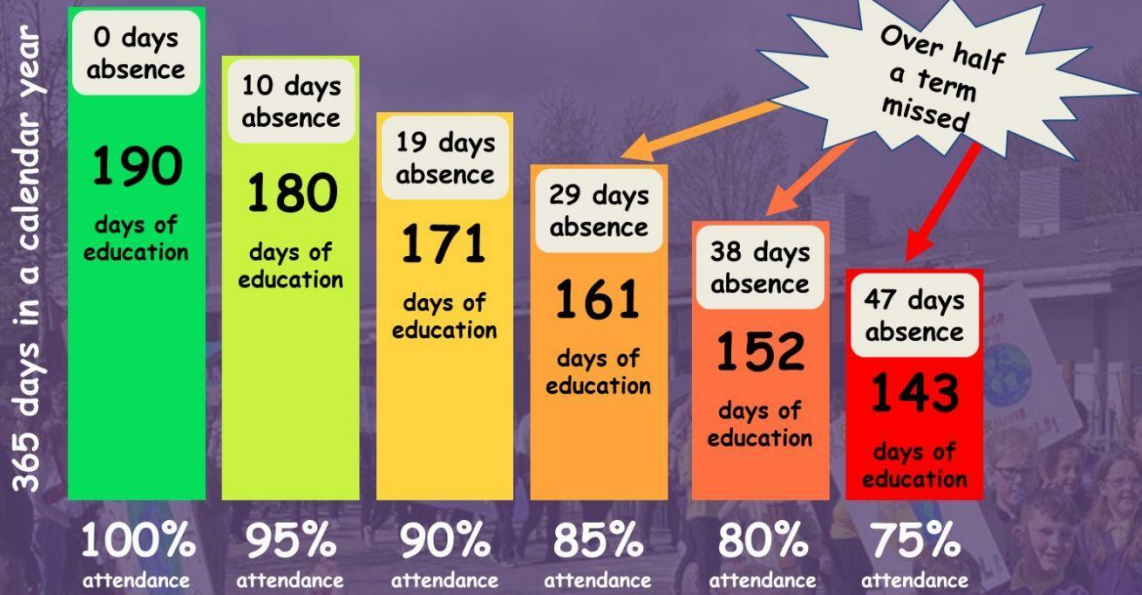
Appendix 1



Nant Celyn Primary School



Good attendance in Nant Celyn Primary means ...
... being in school every day, ready to learn.



190 school days in a calendar year

This means 175 days are left for watching TV, sleeping late, going shopping, attending appointments, playing games etc.

DID YOU KNOW?

A two week holiday in term time means that the highest attendance your child can achieve is 94.7%

DID YOU KNOW?

If your child is 15 minutes late each day they will have missed 2 full weeks of school in one year.

Good time keeping in Nant Celyn Primary means ...
... being in school on time, every day, ready to learn.



#NotInMissOut - Strive for 95%



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Nant Celyn Primary School



Good attendance in Nant Celyn Primary means ...
... being in school every day, ready to learn.



IF YOUR CHILD IS ABSENT ...

...please contact the school office before 9:00 am on (01633) 624170 and speak to the office or leave a message on the answerphone advising

- your child's name
- year group
- specific reason for absence

OR

- Use the GroupEd App to tell us of your child's absence.

You are required to do this each day of absence (unless the reason is a long term medical condition).



IF YOU DO NOT ADVISE OF AN ABSENCE ...

...you will receive a message advising you that your child is absent from school. Please reply by either calling advising,

- your child's name
- year group
- specific reason for absence

Main Office: (01633) 624170/

Email: clerk.nantcelyn@torfaen.gov.uk

or use the GroupEd App to inform us of your child's absence.



ATTENDANCE OFFICERS ...

Mr. Davies along with the school office and the EWO will be checking attendance to promote the Local Authorities Strive For 95% and our school policy. We will ...

- check attendance weekly
- Alert you if your child is absent
- Check for patterns of absence
- Monitor punctuality
- Liaise with Miss Goodland (FLO) and Ms. Smith

Main Office: (01633) 624170

Email: clerk.nantcelyn@torfaen.gov.uk

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Appendix 2



Nant Celyn Primary School Fixed Penalty Notices (FPNs) January 2025



What is a Fixed Penalty Notice?

A Fixed Penalty Notice is a fine for unauthorised school absences. It doesn't require a court appearance or lead to a criminal record. Paying the fine avoids parents/ carers being prosecuted in Magistrates' Court.



What is an unauthorised absence?

It is an absence from school that is not justified or considered acceptable by the Headteacher.
(Please note, it is ONLY the Headteacher of your child's school who can authorise a pupil's absence).

Who issues Fixed Penalty Notices (FPNs)?

The Local Authority issues them, at the request of Headteachers.



When Are Fixed Penalties Used?

- **Repeated Unauthorised Absences:** If a child has at least 10 unauthorised absences (morning or afternoon sessions) in the current term.
- **Persistent Lateness:** If a child is repeatedly late to school (after the registration period) and has 10 or more late marks in the term.
- **Holiday During Term Time:** If a child is taken on an unauthorised family holiday during term time.
- **Lack of Engagement:** If parents or carers do not cooperate with the school or Local Authority about their child's absences.
- **Police Involvement:** If a child is repeatedly found by the police out of school during school hours without a valid reason, the Local Authority may issue an FPN upon police request.

Before Issuing an FPN:

- **Warning Notice:** Parents will receive a written warning explaining the child's absences and the risk of an FPN.
- **15-Day Improvement Period:** You will have 15 school days to improve attendance. If there are no unauthorised absences during this time, the FPN will not be issued.

Important Exceptions:

- The 15-day warning period does *not* apply for unauthorised holidays.
- There is no limit to how many warning notices can be issued.

I have received a Warning Notice - How do I avoid a Penalty Notice?

- Ensure that your child attends school every day and arrives on time;
- If your child is ill make sure you make contact with the school on the first day and explain the circumstances;
- Avoid arranging holidays during term time.

How much is the fine?

£60 if paid within 28 days of receipt of the notice, rising to £120 if paid after this period but within 42 days of receipt. It will be at the discretion of the Local Authority whether to issue an FPN on one or both parents/carers.

The Penalty Notice will be sent by post to your home address and will have information on how to pay.

What happens if I don't pay?

If you do not pay the penalty in full within the maximum allowed timescale of 42 days of issue, the Local Authority will be obliged to start legal proceedings against you for an offence under Section 444 (1) Education Act 1996 i.e. for failing to ensure regular school attendance. This may lead to an appearance in the Magistrates court and result in a fine of up to £1,000 per parent per child.

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