Cysgod y Coed
Attendance Policy

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2	Sep 2026	JP	• Change of name throughout • Addition of information around the 3 x PEO / 1:1 teacher visit guidance • Change of 10 school days to follow up O codes to 5 school days (new WG legislation) • Updated references to WG guidance (updated in 2026) • Updated information on celebrating attendance • Updated references to attendance recording and

			codes e.g. B codes, D1 codes, C4 codes etc.

Mission statement

Cysgod y Coed is committed to providing an efficient and appropriate education for all pupils, relative to their needs 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 wellbeing of all children.

The school will follow the All Wales Child Safeguarding procedures and local protocols in relation to specific and identifiable wellbeing issues that prevent a child 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. We will consistently work towards a goal of great attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance, at the same time recognising some of the medical challenges many of our learners face and supporting them to access learning as much as possible.

School attendance is subject to education law and guidance, and our school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government. For information relating to this legislation and guidance, see Appendix 2.

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 Management Committee members, the local authority, and the Welsh Government.

This policy will contain the procedures that Cysgod y Coed will use to work towards meeting its attendance targets, as set by the local authority.

Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents, carers and pupils. Cysgod y Coed's motto around attendance is, 'Not in? Miss Out'. Promotional materials linked to this can be found in the appendices to this policy.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them, both now and in the future and offer reward schemes, where appropriate for individual learners. We will also recognise our EOTAS Medical learners may have significant barriers to their attendance and will work closely with families to support these learners in the best way possible.

We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual pupils and assist to overcome any barriers that may be preventing the expected level of attendance. These strategies may be school-based or may be implemented jointly with other partners to ensure the most appropriate support for the individual and their family.

School procedures

Any pupil who is absent from learning, both in person or online, have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). 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 (N code) and promptly followed up by the school as part of its early intervention and safeguarding strategies. This will be in the form of a text message, telephone call or letter to the parent or carer to enquire about the whereabouts of the pupil. If no reason is given by the end of 5 school days or the reason given is not reasonable, the pupil will be recorded as an unauthorised absence (O code).

If a pupil who is only seen by teaching staff or PEOs in the home, and they are not seen for 3 visits, staff will make a note on MyConcern. This is a clear way of identifying and raising this concern with the SLT team, who will look at each case on an individual basis before deciding on next steps. The service's statutory responsibilities for safeguarding as set out in the Keeping Learners Safe guidance.

The coding for any absences will be in accordance with the guidance provided by the Welsh Government's All Wales Attendance Framework as in Appendix 1.

Punctuality

It is important that pupils are on time for in person or online sessions, as well as visits from any other members of staff, such as Pupil Engagement Officers. Any lateness will impact learning but also may have an impact on the learning of other pupils across the service.

Cysgod y Coed will track punctuality to school and online lessons and contact parents/carers where concerns arise.

First day absence

Parents and carers are reminded that they should contact the school before the start of their child's first lesson, if their child is unable to attend on what day. Parents and carers must state the reason for the child's non-attendance (not just "feeling unwell") and indicate the likely date they will return to school. Parents and carers should be prepared for the members of school staff to ask questions

about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving.

If a parent or carer does not contact the school, staff will endeavour to ascertain the specific reason for non-attendance as soon as possible on the first day of absence. This may include a telephone call, a text message, a home visit from a member of school staff or an Education Welfare Officer. Once the specific information is received, the register will be amended to reflect the appropriate absence code (see Appendix 1 for the types of code).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to Children's Services or are looked after (CLA). The local authority's Education Welfare Service will be notified of unexplained absences of five days or more, which will be reduced to only 24 hours if the pupil is on the child protection register, who may conduct an unscheduled home visit to determine if the pupil is safe and well.

Any learners may be subject to a visit from a Pupil Engagement Officer employed by Cysgod y Coed or from the Education Welfare Service where the school has any concern around attendance, or lack of contact from parents/carers. These visits are intended to offer the right support to overcome any barriers to attending schools.

Absence notes and supporting evidence

Notes received from parents/carers explaining the reason for the absence will be kept on file in line with school retention policies. Parents and carers are aware that only the headteacher 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.

Medical and illness absences

The school appreciates that there are times a pupil has to attend a medical appointment during the school day. In these instances, a copy of the hospital appointment letter should be provided to the school prior to appointment date to inform the school of the set scheduled time. This, however, does not apply to routine GP or dental appointments, which can and should be arranged for times outside of the school day.

If a pupil is repeatedly absent due to illness, the school may request additional supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, text message/email from a health professional would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made if absences are unauthorised by the school.

Continuing and frequent absence

We understand that some of our EOTAS medical pupils may have continuing and frequent absences due to their ALN or health needs. Cysgod y Coed however may request information

from parents/carers or medical professionals to ascertain whether a child is too unwell to attend a short period of online learning or a home visit each day.

For pupils in PRU centres who begin to develop a pattern of absences, the school will try to resolve the problem as soon as possible. This may involve inviting the parents or carers and the pupil into school for a meeting. However, should this absence persist, a referral will be made to the Education Welfare Service when the attendance drops below 80% for the preceding six school weeks. For unauthorised absences of 10 sessions or more in a school term (there are two sessions in a day, morning and afternoon), the school could request the local authority to consider issuing a Fixed Penalty Notice (FPN).

Persistent absence

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 90% attendance). Pupils in the PRU centres whose attendance is below this level will be supported to improvements attendance, and an action plan created. This plan may include a referral to the Education Welfare Service for additional support for the pupil and their family. We understand that some pupils may not be able to attain 100% attendance due to reduced hours agreed through a Pastoral Support Plan (PSP). A PSP absence will be recorded as a C4 on the new

If the pupil and family does not engage with the action plan to improve attendance, court action may be taken against the main parent(s) or carer(s) through the Education Welfare Service.

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.

As a school, we will monitor and report all discriminatory incidents each term and if the reason for a pupil's absence is related to any of the above issues, we will take action to deal with the situation.

Leave of absence/holidays in term time

Leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum. Parents and carers do not have the automatic right to withdraw their children from school for a family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

The school will consider any application for leave of absence; parents and carers must apply in advance for permission for their child to have leave of absence (four weeks minimum notice for a family holiday). Forms to request a leave of absence can be obtained from the school and also found on our website here. The headteacher will consider the request and respond in writing within 5 school days to inform the parent or carer whether the request has been authorised. Subsequently, a parent or carer can make an informed decision whether they wish to pursue the absence in the knowledge of any potential consequences.

Parents and carers are advised that a fixed penalty notice may be issued by the local authority when permission for a holiday or leave of absence has not been authorised by the school. The local authority's Code of Conduct for Issuing Fixed Penalty Notices can be obtained from the school, the local authority's website or the Education Welfare Service.

Fixed Penalty Notices for Non-Attendance at School

The school may request the local authority to issue a fixed penalty notices where a parent/carer has failed to secure their child's regular attendance at school. A penalty notice can be requested against one of following five criteria:

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive) which may or may not include pupils who are persistently arriving after the close of the registration period;

2. Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels;

3. Where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence);

4. Where a holiday in term time has been requested but has been unauthorised.

Schools to amend criteria above to agree with their code of conduct.

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, Monmouthshire PRS will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the headteacher to authorise absences in line with the Welsh Government School attendance codes: guidance (2026) attendance codes and supplementary guidance provided by the local authority.

Each pupil's absence will be considered on its own merits and if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is significantly low, a referral to the Education Welfare Service may be considered as an alternative to requesting a penalty notice.

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.

If the pupil has been absent for a considerable period, a reintegration plan will be introduced tailored to the needs of the individual.

Roles and responsibilities

Cysgod y Coed is aware that ensuring regular school attendance is a demanding area of work that depends on establishing and utilising close working relationships between parents, pupils, schools, the local authority and other professionals who work with children.

A key part of any successful working relationship is a clear understanding of each person's role and responsibilities, and as such the following sets out to clarify the roles and responsibilities for those people engaged with tackling absence issues.

The Parent/Carer

Under section 7 of the Education Act 1996, the parent/carer is responsible for ensuring that their child of compulsory school age receives efficient, full-time education that is suitable to their child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school, alternative provision or by elective home education (the parent can choose to provide education for their child).

A pupil's punctuality is also a legal requirement and parents/carers of a pupil who is persistently late (after the close of the register) can also face legal proceedings. Sometimes, there are situations at home that may make it difficult for a pupil to arrive on time and as such due consideration is given to any help or assistance a family may need in these circumstances.

The School

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 (updated 2026) to take an attendance register twice a day; at the start of the morning session and once during the afternoon session. The accuracy of the register is important in order to support any statutory interventions that may be required, and it is an offence not to maintain accurate registers.

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 81% and above. A referral to the Education Welfare Service should be made by the school when an individual's attendance falls to 80% or below over a six-week period and there is no exceptional reason for this (i.e. the majority of the absence is unauthorised). However, the school can refer a pupil to the Education Welfare Service should there be concerns for the individual's wellbeing with attendance above 80% or for Wellbeing Response Visits. These figures may be halved for some EOTAS medical pupils who are not able to engage in a full timetable due to their health needs, as agreed on a PSP.

Attendance Lead Responsibilities

The Attendance Lead will be responsible for the strategic management of attendance across the school. They will scrutinise the data on a weekly basis, monitor trends and patterns across cohort of pupils, and evaluate interventions for their impact and effectiveness and direct resources for the best possible outcome.

Teacher and Pupil Engagement Officer (PEO) Responsibilities

Teachers and PEOs will be responsible for completing the session registers fully and accurately during every lesson. This practice ensures good safeguarding processes, enabling the school to know where every pupil is at the start of all sessions and to commence the 'first day response' process if the pupil is not present. SIMS comments should be used to ensure that the additional

details relating to the absence are captured and retained on file. Teachers and PEOs will hold 'return to school' discussions with pupils after periods of absence to ascertain the reason and to understand if there are any barriers to the pupil fully engaging in their education or if they require any additional support.

Attendance Administrator Responsibilities

The Attendance Administrator will be responsible for the daily operation duties of the attendance team. They will ensure that all registers, both session and lesson, are completed daily and if not will escalate this to the Attendance Lead for action. They will undertake the 'first day response' on each morning for those pupils whose families have not made contact with their teacher / PEO. They will collate the supporting evidence, and chase any outstanding forms, absence notes, holiday request forms etc. The officers will compile the data in preparation for analysis by the Attendance Lead and make the referrals to the Education Welfare Service.

To request a fixed penalty notice, the school will monitor the individual attendance patterns of their pupils. If trends are identified that match the criteria stated in the local authority's Code of Conduct, a school can make a formal request to the local authority to issue a penalty notice.

The Education Welfare Service (EWS) Responsibilities

The principal function of the Education Welfare Service is to improve attendance in all schools and alternative education provisions across the local authority by supporting pupils and their families to overcome their barriers to engagement.

The service provides support to schools, pupils and their families to ensure regular attendance and address any difficulties relating to absenteeism. The Education Welfare Service works collaboratively with a range of support services and agencies and provides an essential link between home and school to ensure that pupils benefit from the educational opportunities available to them.

The service acts on behalf of the authority in its statutory enforcement capacity and is responsible for several related duties that include:

- the regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones;

- to investigate, locate and track children who are referred as "Children Missing from Education";

- to oversee the education needs of vulnerable pupils e.g. Gypsy Traveller families;

- to work in partnership with the Police in the arrangement and coordination of formal truancy operations in accordance with Crime and Disorder legislation.

Supporting Engagement into Education, Employment and Training Team

The Monmouthshire Inspire Team support young people to maintain full time engagement with education at times of challenge, through tailored support within school and outreach where appropriate. Inspire-Post 16 works closely with Careers Wales and schools to ensure the successful

transition of young people who are at risk of disengaging from Year 11 to post 16 education, employment and training.

Youth Service

The LA Youth Service will focus on working with young people aged 11 years and above to raise self-esteem, build confidence, support peer-to-peer working, to assist integration into education. The Youth Service will support a young person to overcome social and emotional barriers they are facing that are preventing them from fully engaging in school life and may be limiting their attendance.

The Police

The Police take a fundamental role in Truancy Sweep initiatives. Police officers should be made aware of categories of children who may have a justifiable cause to be out and about during school hours, especially home-educated children and excluded pupils. The police should also be made aware of other relevant information such as school hours, school holidays, training days, and whether the area is frequented by children from other areas with different school holidays.

The police should be given names and known movement patterns of children known to be persistent non-attendees and, where appropriate their address.

It is recommended in the 'All Wales Attendance Framework' that the police officers operating the power to approach young people do so in uniform (due to child safeguarding concerns) and where practicable are accompanied by an education representative such as an EWO, who will be able to check the school status of the young person concerned.

Where appropriate the British Transport Police are brought into discussions in respect of problems, involving pupils congregating on the rail network.

During Truancy Sweeps there may be occasional cases in which suspected truants refuse to comply. In such cases, if the police officer has reasonable grounds for believing that the child or young person is absent from school without authority, the power under section 16 and section 8 will enable the officer to use such reasonable force as is necessary in the circumstances. Similarly, once the child is returned to the Designated Central Location or School where the suspected truants refuse to comply, the police officer has reasonable grounds for believing that the child or young person is absent from school without authority, the power under section 117 of the Police and Criminal Evidence Act 1984 enables an officer to use such reasonable force as is necessary in the circumstances.

As part of the local authority's Code of Conduct for tackling non-attendance at school, Police can request an FPN be issued to a pupil's family if they are found in a public place during school hours (truanting).

Attendance initiatives

The school and local authority will work closely together to raise the awareness of school attendance, promote good attendance and tackle unauthorised absence. The motto for Cysgod y Coed around attendance is 'Not in? Miss out.'

The school will use an awards system to reward pupils who have excellent or improving attendance. Attendance will be high profile around the school sites, and good attendance celebrated weekly, half-termly and termly.

The school will work with the Education Welfare Service to undertake local authority initiatives such as the Wellbeing Response Visits, Meet and Greet sessions and target groups.

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

The new WG guidance outlines a number of codes for authorised absence. A full list can be found in the appendices. Evidence may be requested to support the reason given (e.g. medical evidence, appointment cards, etc.). The most common codes to be used by the service will be:

I1 – physical illness
I2 – non-physical illness
C1 – other authorised circumstances e.g. family funeral
C4 – PSP
M - medical appointment

Unauthorised absence

These codes are for those sessions where pupils were absent and no reason has been provided, or whose absence is deemed to be without valid reason.

Approved educational activity

These codes cover types of supervised educational activity undertaken off the school site but with the approval of the school and/or the LA, where the session has been supervised by a tutor approved by the school.

This would include:

- Approved sporting activities
- Unpaid performances
- Educational visits
- Job interviews
- Work experience placements
- Attendance at an alternative provision provider
- Attendance to the pupil home by a PEO or teacher

- Synchronous online learning provision

Dual Registration

Pupils who attend another school or unit will be dually registered at both venues. The enrolment status within the management information system (MIS) indicates the main place of education and which the subsidiary is. An example would be a pupil registered at this school but attending EOTAS provision or a pupil referral unit for certain days each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

The school or provision where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. School will liaise with the other education provider on a daily basis in order to identify pupils who are absent.

Retention of records

Computer registers are preserved as electronic back-ups copies. 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.

Register checks

The local authority will formally check the school registers during EWS visits to ensure there is compliance with the national legislation. It should be noted that registers are legal documents, and it is an offence not to maintain accurate records.

Attendance targets

The headteacher will present the attendance data in each of the termly reports to the Management Committee. The Management Committee will have the opportunity to challenge the data alongside the practices for managing attendance, in order to tackle the overall absence rates across the school and within specific cohorts of learners.

Strategic Action Plan

The school will produce an action plan to show how the school will set about achieving its attendance targets. This will include the school's aims for its vulnerable groups of learners, how it intends to close the gaps between the FSM and non-FSM pupils' attendance, the operational management of attendance, the strategic management of attendance including the evaluation of impact of interventions etc.

This action plan will be reviewed on an annual basis and will be used to inform the School Improvement Plan.

This action plan can be found in Appendix 3.

APPENDIX 1

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

1. Revised attendance codes

Code	Meaning	Statistical category
/\	Present at registration	Present
L	Late but arrived before the register closed	Present
B	Educated off-site (not dual registration)	Approved educational activity
B1	Pupil in receipt of online learning provided by a local authority	Approved educational activity
B2	Pupil in receipt of online learning provided by the school	Approved educational activity
J	Interview	Approved educational activity
P1	Approved sporting activity	Approved educational activity
P2	Approved performance	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience (not work based training)	Approved educational activity
C1	Other authorised circumstances (not covered by another appropriate code or description)	Authorised absence
C2	Absence due to a paid performance	Authorised absence

Code	Meaning	Statistical category
C3	Pupil who is flexi-schooled	Authorised absence
C4	Pupil who is on a part-time timetable	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I1	Physical illness	Authorised absence
I2	Non-physical illness	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence
D1	Dual registered (pupil attending other educational setting)	Not required to attend

Code	Meaning	Statistical category
X	Untimetabled sessions for non-compulsory school-age pupils	Not required to attend
Y1	Partial closure	Not required to attend
Y2	Whole-school closure	Not required to attend
Z	Pupil not on roll yet	Not required to attend
#	School closed to all pupils	Not required to attend

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

Guidance documents relating to attendance

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- 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

Attendance Strategy

First Day Absence Protocol

Our motto and ethos

If you are not in school, you will miss out on the great opportunities that the service can offer, and the chance to develop friendships, wellbeing and make progress in learning:

PRU Centres

Class teachers and TAs are the first line of responsibility for First Day Absence contact. They should contact parents/carers if they child has not arrived at school 30 minutes after their agreed start time.
They should ask parents/carers for reasons for absence, and record these on SIMS.
In the morning sessions, by 9.45am, class teachers and TAs must pass on a list of absentees to the PRU PEO. The PRU PEO will:

- Follow-up with parents/carers who have not provided a reason for their child's absence
- Make home visits to those pupils for whom we have not had contact or a valid reason for absence
- Record this information on SIMS

The PRU PEO must inform the Centre Lead of any parent/carer that they have not been able to contact or visit by 10.30am. PEOs will leave a 'calling card' that outlines the time and date of the visit to the home, and outline that the absence for that day will be unauthorised unless parents/carers make contact with their child's teacher and provide an appropriate reason for absence.
Where possible, pupils on a PSP should attend in the morning to get them in a good routine and allow for support from the PEO. Where pupils are due in later in the day, class teachers and TAs should inform the PEO and Centre Lead regarding absence, and the PEO should make a home visit for pupils who have no valid reason for absence / no reason for absence if possible.
If there are low pupil numbers, teachers and TAs can support with home visits.
All staff should use professional discretion in terms of how long to wait for pupils to get ready outside their homes.

All actions must be recorded as comments on SIMS.
If a pupil has been absent from school with a reason given, the teacher or TA must contact the parent/carer at the end of the school day to encourage attendance to school the next day.

EOTAS M
Class teachers are first line of responsibility for First Day Absence contact. They should attempt to contact their parents/carers for pupils who are absent from their lessons and enter comments on SIMS (e.g. N code with 'contacted no response' or I code 'parent emailed – flu'). If they cannot do this as the class is busy, then SIMS must still be filled in with an N and no comment added. **This is essential to get right so that the attendance administrator can follow up with calls**. The attendance administrator will then follow up with calls to parents/carers who have given no reason for absence.
At the end of the school day, the attendance administrator must contact parents/carers who gave a reason for child's absence to encourage attendance to school the next day.

EOTAS M 1:1
EOTAS M 1:1 teachers should fill in SIMS if they are not able to teach a pupil as planned, with any reasons for absence recorded. They must raise concerns to the EOTAS M 1:1 lead if they cannot contact a parent/carer or have any safeguarding concerns.

ALN Bespoke
Class teachers and TAs are the first line of responsibility for First Day Absence contact. They should contact parents/carers if they child has not arrived at school 20 minutes after their agreed start time.
The attendance administrator will liaise with alternative providers to get daily attendance marks for pupils with bespoke timetables.

Pupil Engagement Officers
Pupil Engagement Officers can give a present mark if they see or speak to a child in the community, pupil home or online. For every mark they give, they must enter a comment that outlines the contact e.g. 'PEO session in home' or 'PEO session online'. This is particularly important if the PEO visit is in the same session as the lesson. PEOs must give comments for any other attendance marks they give.

Escalation of First Day Absences
After the third day of absence (PRU, PRU+ and ALN Bespoke) or three missed PEO visits (EOTAS M) the PEO / teacher will place a concern around attendance and lack of contact on MyConcern. The only exception to this rule, is a MyConcern **must be done with 24 hours if a pupil on the Child Protection Register is absent and no contact can be made with home.** The DSL will contact the social worker or duty desk as necessary.

For those not on CP register, and that have not been seen and for whom contact with home has been unsuccessful, after three days, contact will be made with the EWO for that area. EWO may be able to make a wellbeing visit if CYC had exhausted all their attempts to contact.
If a child is open to EWS, staff will email the allocated EWO on the day that there has been no attendance and no contact, to keep them updated.
Through fortnightly attendance meetings, if patterns of illnesses are evidence, an **Illness Letter** will be sent. For a pattern of **Unauthorised absences** a meeting should be arranged to discuss with parent/carer.

Attendance actions
Levels of illness
If a pupils' attendance falls under 80%, and absences are authorised due to illness, an illness letter must be sent. From this point forward, any other illnesses must be marked with an O code unless medical evidence is shared with Cysgod Y Coed.
When pupils have ***unauthorised absences***, the trigger points for action are below:

Trigger points:
PRU Centres / ALN Bespoke
65% - receive a attendance letter
60% - Formal call / meeting
50% - EWS referral
EOTAS M
20% - attendance - receive attendance letter
15% - Formal call / meeting
10% - EWO referral

We take a person-centred approach to improving attendance

Each pupil has an individual attendance target, agreed by looking at **possible attendance** and **previous attendance**

To promote attendance we:

- Make a big deal of attendance across the service, and constantly remind pupils, parents and carers about how important attendance is
- Track and monitor attendance on a weekly basis. Weekly attendance meetings are held with key staff
- Inform pupils of their attendance and target monthly
- Celebrate great attendance, improving attendance and overcoming barriers to attendance on a daily, weekly and monthly basis
- Keep parents/carers informed of their child's attendance regularly
- Share attendance of classes of pupils in PRU bases
- Contact parents/carers every day their child is not in school (see First Day Absence Processes)
- Keep accurate and up-to-date registers that are checked daily

If attendance falls, teachers will:

- Ensure that their pupils, parents/carers are aware that their attendance has fallen
- Work with pupils, parents/carers to identify and try to remove any barriers to attendance
- Look for positive strategies to improve attendance
- Add attendance target to OPP and review regularly

If attendance continues to fall, PEOs will:

- Will ensure attendance is a target on PSPs and plan action to improve attendance
- Offer: mentoring, ELSA, quiet zones and calm spaces, referral to outside agency such as School Health Nurse, counselling, SPACE Wellbeing or advice to visit GP
- Record on PSP and SIMS
- Review at least every 4 weeks

If attendance continues to fall Centre / EOTAS Leads will:

- Make further referrals to outside agencies if needed
- Consider alternative provision / reintegration timetable if not in place already
- Consult with Education Welfare Officer and / or Educational Psychologist for support, advice and guidance
- Record actions on PSP and attendance tracker
- Review in 4 weeks' time
- Discuss with Education Welfare Officer in consultation meetings
- Consider referral to Education Welfare Service if no improvement following parent/carer meeting

The Education Welfare Service

Once all **reasonable** attempts to improve attendance have been made, and when no progress is made or additional support is needed, an EWS referral will be made. The EWS service can offer support to pupils and families to improve attendance. They can also start legal processes in some cases.

APPENDIX 4

REPORTING A CHILD AS MISSING

If a child is not in school, please follow this procedure:

1. Establish if the child is 'Missing' or 'Absent'

Absent: not at a place where they are expected or required to be, and there is no apparent risk, follow First Day Absence Policy

Missing: Anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests that the person may be a subject of crime or at risk of harm to themselves or another.

If missing:

1. check all known places on school site where the child could be
2. Contact parents/carers and inform them that the child is 'Missing' from school and that this is being reported to the Police
3. Phone 101 (or 999 if immediate risk) and report the child as 'Missing'. The police will need to know what the pupil is wearing, their known associates and places where they may be. Highlight to police the vulnerability of the learner. Record the Police Log number on MyConcern.

This policy was approved by the Management Committee

Signed: …… …… Chair of the Management Committee

Date: ……14th October 2026……

Signed: ……Jake Parkinson……Head of Cysgod y Coed

Date: ……14th October 2026……