

Schools Attendance Pathway 2023/24



Schools Attendance Pathway 2023/234

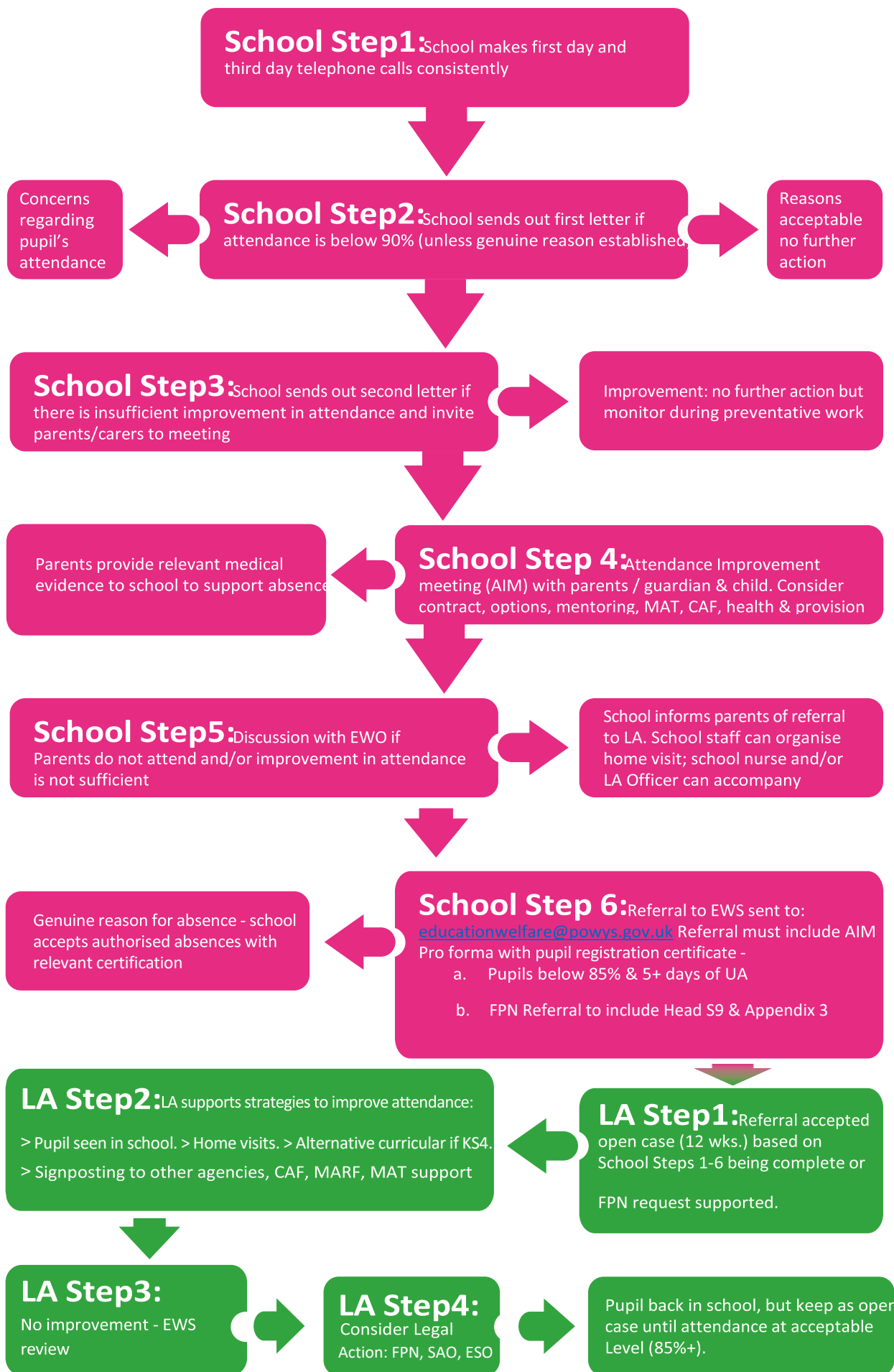
The aim of this revised document is to provide clear support and guidance to all Powys schools. It offers a 6-stage school process which should be enhanced by the school's own attendance policy and tracking systems. All items identified in **pink** are actions to be taken by the school. All items in **green** are actions and support provided by the Local Authority Education Welfare Service.

Duty Cover Monday, Wednesday, and Friday 09:00 -12.30 is available to all schools during term time. Please use the following generic email address for all Educational Welfare Service enquiries.

educationwelfare@powys.gov.uk

The LA's Education Welfare Service can provide further training, advice, support, and guidance to all schools in relation to attendance and welfare matters, via:

- Link EWO support, reviews, and visits
- Family and pupil support
- Training, resources
- Presentations
- Referrals
- Policy development
- Weekly Duty Cover Systems
- Punitive sanctions
- Elective Home Education Officer support
- Registers & Coding issues
- Operation Encompass
- Multi agency working



The Attendance Pathway

Triggers and Timeline

School Steps

| Steps | Stage of process | Attendance and Time triggers |
|---------------|---|--|
| School Step 1 | School makes 1st day and 3rd day telephone calls consistently. | Ongoing |
| School Step 2 | School sends out letter 1 if attendance is below 90% (unless genuine reason established). Engage support of pastoral support team and CAF / MAT if necessary. | Below 90% current attendance in current academic year (within last 4-6 weeks) or below 90% in a rolling 12-week period |
| School Step 3 | School sends out letter 2 if there is insufficient improvement in attendance inviting parents / carers to AIM (attendance improvement meeting). | No improvement 2- 4 weeks after letter 1 (School Step 2) |
| School Step 4 | <p>School AIM (school, teams or home based) - LA Officer can be invited. Use AIM Proforma to record outcome. Consider home/ school contract</p> <ul style="list-style-type: none"> • School must use AIM Template • Consider & discuss MAT support / referral • AIM = parental & pupil contract • Parent / guardian informed of potential EWS referral, following a 2-week review (regular school review can be extended) | Aim should be initiated, 2 weeks after letter 2 – if no improvement (School Step 3) |
| School Step 5 | Discussion with EWO / EWS if parents do not attend and/or there is no sustained improvement or engagement. | Discuss with EWS 2 Weeks after AIM (if no attendance improvement) or following x 1/2 AIM no shows. |

| | | |
|----------------------|--|-----------------------------------|
| School Step 6 | Referral for investigation to LA: educationwelfare@powys.gov.uk a) If attendance below 85% with at least 5 days UA and correct coding b) Meets FPN criteria – complete Appendix 3 and S9 | After discussion with EWS officer |
|----------------------|--|-----------------------------------|

LA Steps

| | | |
|-----------|---|---|
| LA Step 1 | <p>Referral process:</p> <p>Referral accepted via LA Panel based on school steps 1-5 being completed.</p> <ol style="list-style-type: none"> 1. Rejected by EWS 2. Open for up to 12 weeks case work - based on evidence School Step 1-6 3. FPN 4. Prosecution | Response by EWS officer within 5-10 days of referral |
| LA Step 2 | <p>Case work:</p> <p>LA supports strategies to improve school attendance. (EWS AIM @ school / home or within community, MAT, YIS, CAF, MARF, alternative curriculum, referrals, and support)</p> | LA support - including time for investigation, 4 - 12 weeks. |
| LA Step 3 | <p>LA attendance panels:</p> <p>No improvement within 4 – 12 weeks referral back to the LA Attendance Panel to consider Next Steps.</p> | Consider all options: MAT support / referrals / legal sanctions |
| LA Step 4 | <p>Outcomes:</p> <ul style="list-style-type: none"> • MAT support & referral • TYFU Referral • MARF • ESO & SAO • FPN • Prosecution • Pupil back in education • EHE | EWS will record and track all interventions and outcomes. Following case work, Individual cases may be: <ol style="list-style-type: none"> 1. Closed 2. Remain open 3. Referred to other services 4. Monitored and reviewed |

The Attendance Pathway

Guidance and paperwork

School Steps

| Steps | Stage of process | Compulsory Forms/Letters | Checklist/ Guidance |
|---------------|---|---|--|
| School Step 1 | School makes 1st day and 3rd day telephone calls consistently | | Record of phone conversation |
| School Step 2 | School sends out letter 1 or if attendance is below 90% (or U95%) (Unless genuine reason established) (see steps 2a and 2b below) | First letter | |
| School Step 3 | School sends out letter 2 if there is insufficient improvement in attendance inviting parents/carers to meeting | Second letter | |
| School Step 4 | School based AIM - LA Officer can be in attendance. Consider home/school contract | Attendance Improvement Meeting (AIM) | |
| School Step 5 | Discussion with EWO if parents do not attend and/or no improvement | Monitor for at least 2 weeks | |
| School Step 6 | Referral to EWS | Attendance Improvement Meeting (AIM) Proforma Fully completed all evidence attached Or PN After discussion with EWS to complete AIM Proforma + PN Request form | Information for Referral Evidence of Step 1-5 See also Guidance for FPN |

Elective Home Education (EHE) School Process

When a school becomes aware of any interest in EHE or a Parent/Carer issues a written notice to the school to withdraw their child to Home

The school must inform the LA by completing the **EHE Referral Form** and emailing it to ehe@powys.gov.uk along with the Parent/Guardian's written notice if already issued. The form is available as part of the LA Attendance Pathway document

The Pupil **MUST NOT** be removed from roll until you are notified via the EHE officers or EWO. Please see the following for further guidance: [all-wales-attendance-framework.pdf](#)

The EHE team will contact the parent/carer and pupil directly to discuss the proposed de-registration.

If a parent/carer decides not to withdraw their child from school, the EHE team will notify the school and respective link EWO.

If parent/carer decides to continue with the withdrawal, the EHE team will inform the school & EWO.

The school must remove the child from roll backdating to the date of the Parent/Guardians written notice

Guidance: [Elective home education \(gov.wales\)](#)

Elective Home Education Service

Schools Service

Powys County Council

Llandrindod Wells

Powys, D1 5LG

Phone: 01686 614011 or 01597 827958

Email: ehe@powys.gov.uk

School Step 2a

TEMPLATE - LETTER 1

Dear

As part of the Welsh Government drive to increase attendance levels across all schools in Wales, we have been asked to look at the attendance within our school.

Your child, _____, has an attendance level of _____ which is below the Government target of 95%. We do appreciate your efforts to inform us when your child is ill, however, attendance has been shown to be linked with attainment and we would like to see your child reach their full potential.

Learning missed in **ONE** School year

100% Attendance **0 days** of success! **best** chance learning missed of _____

95% Attendance **2 weeks** of learning missed **Poor** attendance will impact on **4 weeks** of learning missed

90% Attendance

85% Attendance **5 ½ weeks** of learning missed **Very Poor** attendance.

At least _____ You are at risk **7 ½ weeks** of of prosecution learning missed

80% Attendance

We look forward to continuing to work with you in the future to improve levels of attendance.

Yours sincerely

School Step 2b

TEMPLATE - LETTER 2 Dear

As part of the Welsh Government drive to increase attendance levels across all schools in Wales, we are making every effort to ensure that all our students benefit from regular attendance. Continuity of work is clearly essential in order for all our students to make good progress and to achieve their full potential. There is a strong and proven link between Attendance and Attainment and the table below highlights the impact of poor attendance on their learning experience: -

| Attendance | Attendance over ONE School year | | Learning hours lost |
|-------------|--|-------------|---------------------|
| | Attendance in days | Days Absent | |
| 100% | 190 days | 0 | 0 |
| 99% | 188 days | 2 | 10 |
| 98% | 186 days | 4 | 20 |
| 97% | 184 days | 6 | 30 |
| 96% | 182.5 days | 7.5 | 37.5 |
| 95% | 180.5 days | 9.5 | 47.5 |
| 94% | 178.5 days | 11.5 | 57.5 |
| 93% | 176.5 days | 13.5 | 67.5 |
| 92% | 175 days | 15 | 75 |
| 91% | 173 days | 17 | 85 |
| 90% | 171 days | 19 | 95 |
| 89% | 169 days | 21 | 105 |
| 88% | 167 days | 23 | 115 |
| 87% | 165 days | 25 | 125 |

Your child's attendance for this academic year to date presently stands at % only, which is below the target attendance level set for the school this year of %. We appreciate that children become unwell from time to time and there can be exceptional circumstances for absence. However, we ask that you think carefully before keeping your child off school and that you keep any appropriate medical information in order to serve as supportive evidence for your child's absence.

We look forward to working with you in the future in order to ensure that your child achieves their full potential during their time spent at school.

Yours sincerely
(Headteacher)

School Step 3

TEMPLATE - LETTER 3

Dear

We are becoming increasingly concerned about the attendance of
, which you will see from the attached report is %. 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 Improvement Meeting
at school so that we may find a way forward in this matter.

Please Contact
meeting with.

at the school to arrange a

Yours sincerely

Attendance Improvement Meeting (AIM)

Present at meeting:

| Information Required for Referral to EWS | | Date | Attached (please tick) |
|--|------------------------|-------------------|---------------------------|
| Latest Attendance Register | | | |
| Letter 1 | | | |
| Letter 2 | | | |
| Letter 2 (if applicable) | | | |
| Letter 2 (if applicable) | | | |
| AIM meeting | | | |
| AIM meeting 2 (if applicable) | | | |
| Date | Teacher | Parent/Carer | |
| Name of Pupil | Form | Attendance | |
| Issues Discussed | | | |
| Action agreed | | | |
| Pupil Signature | Parent/Carer Signature | Teacher Signature | |
| School contact details: | | | |
| If referral to EWS is agreed | | | |
| School signature _____ | | date _____ | |

EWS Referral Form

| | | |
|--------------------|--|----------------------------|
| Pupil Name: | DOB: | Year: |
| School: | ALN / FSM / CAF / YIS / CP (delete as appropriate) | Current attendance* |

*Ensure registration certificate is attached. Attendance must be appropriately coded, no 'N', missing marks etc

| Checklist: | Y/N - Date | Checklist: | Y/N - Date |
|---|-------------------|--|-------------------|
| Historic attendance issues | | Profile on TYFU | |
| Letters 1 and 2 sent | | PSP | |
| AIM 1 and 2 completed *Copy must be attached | | Sibling attendance issues | |
| School home visits completed | | Registration certificate attached | |
| Previous legal sanctions | | Other agency support: | |
| Notes and any other relevant information: (include details which outline the reasons support is required from EWS, what strategies have been trialed by the school and how effective these were) | | | |
| | | | |

Form completed by:

Date:

Please return to: educationwelfare@powys.gov.uk

LA Referral Response

Educational Referral Response Form

Name of Pupil: _____

Date of birth: _____

Form/Year: _____

Address: _____

Name of Parent/Guardian: _____

Telephone (Home/Work): _____

School Name: _____

wish to confirm that the EWS have received a formal referral with respect to the above-named pupil.

Date referral received: _____

Referral NOT Accepted

o Attendance Pathway Procedures School Steps 1 to 5 not followed o Other

Reason: _____

Referral Accepted o Yes

The above-named pupil will now be recorded as a referral to the EWS and follow up action will be taken in agreement with the school

Pupil Step down from EWS referral

There is improved sustained attendance which has taken the pupils attendance above 85% for the term

EWO Actions identified have been completed (e.g Prosecution)

Name: _____ (Education Welfare Officer)

Date: _____

EHE Referral Form

ELECTIVE HOME EDUCATION REFERRAL FORM (School de-registration form)

Please do not remove pupil from school role until the LA has undertaken further investigations.

Pupil Details

| | |
|---------------------------------|--|
| Name | |
| Date of birth | |
| School | |
| Year group | |
| ALN | |
| FSM | |
| Exclusions | |
| PSP | |
| Attendance for 2021 / 22 | |
| Attendance for 2022 / 23 | |

Parent / Carer Details

| | |
|--|--|
| Name | |
| Address (Including postcode) | |
| Email address | |
| Telephone number | |
| Relationship to pupil | |

Reason for Elective Home Education¹

| | School | Parent / guardian | Child or Young Person |
|--|--------|-------------------|-----------------------|
| Attendance / prosecution | | | |
| School cannot provide appropriate language provision | | | |
| School / parent / child relationship breakdown | | | |

| | | | |
|---|--|--|--|
| School cannot provide appropriate SEN / ALN provision | | | |
| Awaiting a place in school of choice | | | |
| Preferred school place refused | | | |
| Religious beliefs | | | |
| Lifestyle / ideology / philosophy | | | |
| Anxious / phobic | | | |
| Racism | | | |
| Homophobia | | | |
| Bullying | | | |
| Child medical need | | | |
| Parent / carer medical need | | | |
| COVID-19 | | | |
| Other (please specify) | | | |

3. Please give details of any interventions, referrals or work carried out with pupil, parents or guardian prior to the notification of decision to educate at home

| |
|--|
| |
|--|

4. Please give details of discussion with the parents / carers prior to the notification of the decision to educate at home

| |
|--|
| |
|--|

5. Please give details of the involvement of the Education Welfare Service

| |
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| |
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6. Please provide names and contact details of any outside agencies currently involved with the pupil. For example Social Worker, CAHMS

| |
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| |
|--|

7. Has the school or any other service spoken to the pupil regarding parent / guardian decision to home educate? Please record details

| |
|--|
| |
|--|

Please attach a copy of the written notification from the parents / carers informing you of the decision to home educate (if been issued) and email to ehe@powys.gov.uk

The EHE team will contact you with a decision within 5 working days of receipt of this referral form; please do not remove the pupil off role in line with WG guidance.

Headteacher Signature

| | |
|------------------|--|
| Name | |
| Signature | |
| Date | |

CME Referral

CHILDREN MISSING EDUCATION PROCESS AND PROCEDURE

[Statutory guidance to help prevent children and young people from missing education | GOV.WALES](#)

[statutory-guidance-help-prevent-children-young-people-missing-education.pdf \(gov.wales\)](#)

This form should be completed by an professional or agency undertaking an assessment or being aware of a child or young person of compulsory school age who does not appear to be attending school.

| Names | | DOB | Sex |
|---|--|-------------------|-----|
| | | | |
| | | | |
| | | | |
| Address: | | Tel: | |
| Parent(s) / Carer(s) details: | | | |
| Relationship: | | | |
| Previous address if new to area: | | | |
| To the best of your knowledge is the child or young person: | | Y/N | |
| Refugee / Asylum Seeker: | | | |
| On the Child Protection Register: | | | |
| Child Looked After: | | | |
| Reason for referral: | | Tick applicable ✓ | |
| Not registered at school | | | |
| Not known if registered at a school | | | |

| | |
|--|--------|
| How did this child / young person come to your attention and what are your concerns? | |
| Any additional information about previous educational provision (past or present e.g. date of last education provision, known attendance difficulties etc) | |
| Are any other agencies known to be involved with the child/young person concerned? Please give details: | |
| Any other relevant information including any safety factors to be acknowledged when visiting this family: | |
| Details of Agency Making the Referral: | |
| Referrer's Name: | |
| Designation: | |
| Address: | |
| Tel No: | Email: |
| Reason for involvement of professional making the referral and any other relevant information: | |
| Date that child/young person became known to agency as missing education: | |

Completed forms should be sent to educationwelfare@powys.gov.uk