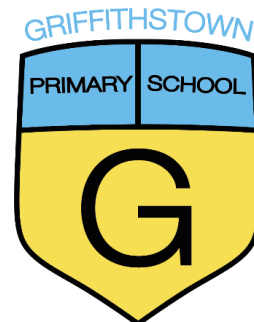


West Monmouth School



Cluster Attendance Policy

September 2026

West Monmouth School Cluster Attendance Policy

The Clusters Vision

Across our cluster schools, we believe that regular attendance is fundamental to a learner's educational achievement, wellbeing and future opportunities. Regular attendance enables learners to access the full curriculum, develop positive relationships, participate in wider school experiences and achieve the best possible outcomes.

We recognise that attendance is closely linked to attainment, engagement, wellbeing and inclusion. Every day in school provides valuable learning opportunities, and any absence can disrupt a learner's educational journey. Frequent or prolonged absence may have a significant impact on academic progress, social development, emotional wellbeing and future life chances. Evidence continues to demonstrate a clear relationship between regular attendance, educational success and improved outcomes for children and young people.

The cluster's approach aligns with the vision of **Attend, Inspire, Achieve**, recognising that access to education is a fundamental right and that regular attendance supports learners to develop academically, socially and emotionally. Through collaborative working with learners, families, schools, the Local Authority and partner agencies, we aim to remove barriers to attendance and ensure that all learners can access high-quality educational opportunities.

We are committed to providing learning environments where all learners feel safe, valued, respected and supported. We recognise that attendance difficulties may arise from a range of educational, wellbeing, family, medical, social or environmental factors. We therefore adopt a supportive, restorative and person-centred approach to improving attendance, seeking to understand and address underlying barriers rather than focusing solely on absence itself.

We believe that early identification, effective communication and strong partnership working between schools, learners, families and external agencies are essential in promoting positive attendance and ensuring that every learner can access their right to education. We support the principles of Torfaen's **#NotInMissOut** campaign, promoting the educational, social and wellbeing benefits of attending school every day.

School attendance is subject to education law and guidance and this school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government (**see Appendix 2 for further information**). The legislation makes provision for a school day that is to be divided into two sessions with a lunch break in the middle and to be available for at least 190 days in any school year.

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

Aims

The cluster aims to:

- Promote a culture where attendance, punctuality and engagement are valued by all members of the school community.
- Support all learners to attend regularly and achieve the highest possible levels of attendance.
- Ensure learners are safe, included and able to fully access their entitlement to education.
- Identify attendance concerns at the earliest opportunity and provide timely intervention and support.
- Understand and address the underlying barriers that may affect attendance, engagement and wellbeing.
- Reduce persistent absenteeism through partnership working, early intervention and restorative approaches.
- Work collaboratively with parents, carers, the Educational Welfare Service, the Local Authority and partner agencies to improve attendance outcomes.
- Promote learner wellbeing, belonging and positive relationships as key factors in sustaining good attendance.
- Support the principles of **#NotInMissOut** by celebrating the benefits of attending school and engaging positively in learning.

Consultation

This policy has been developed in accordance with Welsh Government legislation and guidance, Local Authority procedures and recognised good practice. It will be shared with learners, parents and carers, staff, governors and partner agencies across the cluster.

Categorisation of Absence

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

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Authorised absence

An authorised absence is an absence with permission from a teacher or other authorised representative of the school. This includes instances of absence for which a satisfactory explanation has been provided (e.g. illness, family bereavement or religious observance).

If attendance drops below 85%, medical evidence will be requested or all absences will be unauthorised.

Unauthorised absence

An unauthorised absence is an absence without permission from a teacher or other authorised representative of the school. This includes all unexplained or unjustified absences.

Approved educational activity

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

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education at another venue
- Education arranged by the Child and Adolescent Mental Health Service (CAMHS)

Day to day Operations

First Day Response by the attendance officer. Day 1- text message, day 2 – text and a call, day 3 – call and email to EWO. Vulnerable learners (FSM, CLA, Social Service Involvement, GT) will be a priority, with a central list stored on Hwb. Head/ Deputy will ensure that this list is accurate and updated each term.

Following registration, attendance records will be reviewed and a list of learners whose absence has not been explained will be generated.

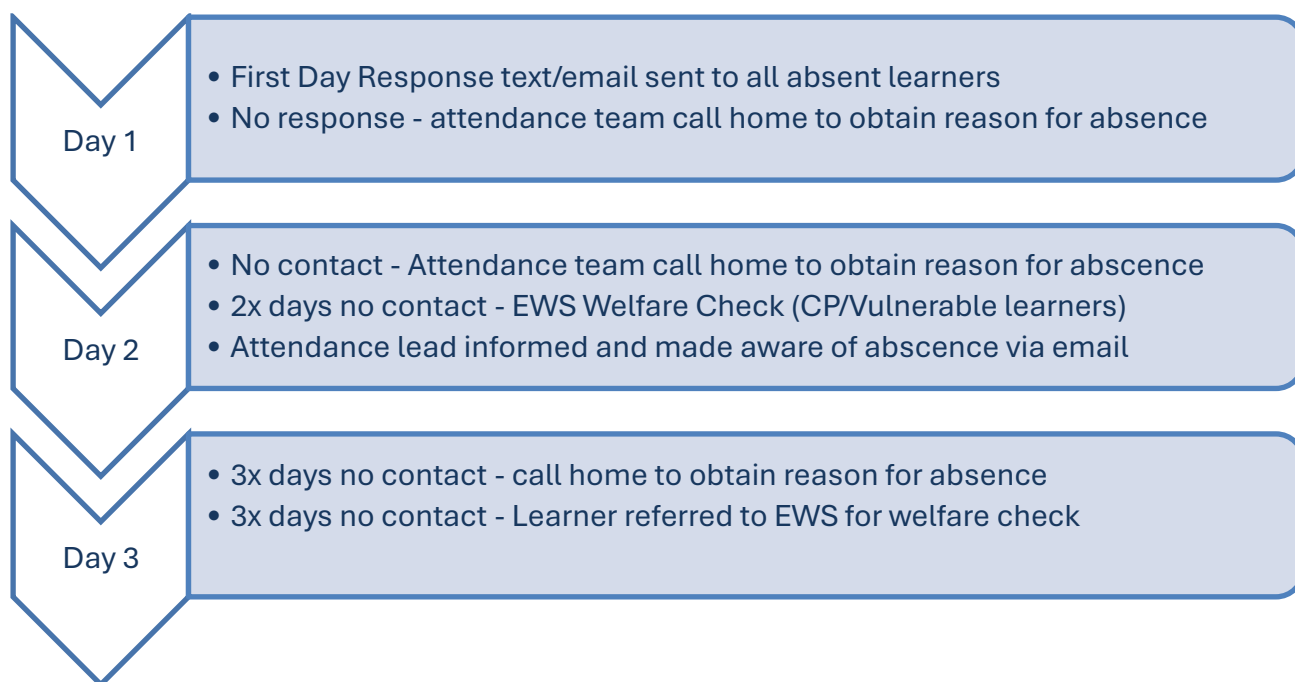
The absence list will be cross-checked against known reasons for absence, including:

- Reported illness or medical appointments.
- Approved educational activities.
- Authorised absences.
- Exclusions.
- Other previously agreed absences.

If a learner is absent the Attendance officer will contact home by text/email initially and if this is not responded to, the Attendance officer (along with other pastoral support staff will call parents to ensure reasons for absence are obtained).

Learners who are absent for three consecutive days without contact will be referred to the Education Welfare Officer for a Welfare Check. This becomes two days for learners listed on the Child Protection register, or deemed vulnerable.

The day to day running of all electronic registers and administration duties will be carried out by the Attendance Officer. A breakdown of first day response can be found below:



Unauthorised Absence Process

All schools within the cluster will operate a consistent approach to identifying, monitoring and following up unexplained absence. Prompt action will be taken to establish the reason for absence; ensure learners are safe and provide support where attendance concerns arise.

Where a learner is absent and no reason has been provided by a parent or carer, the school's designated attendance team will undertake first-day contact procedures in line with local attendance and safeguarding arrangements. Initial contact may be made through text message, email, telephone or other agreed methods of communication.

Term Time Holidays

The cluster recognises the importance of regular attendance and the significant impact that absence can have on learners' educational progress, wellbeing and long-term outcomes. Learners who miss school also miss valuable learning experiences, opportunities to develop relationships, and important aspects of school life.

Holidays during term time is strongly discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a learner's potential achievement and overall attendance.

The Headteacher may authorise holidays at their discretion and will only agree to authorise the absence in exceptional circumstances; parents and carers must apply in advance for permission via completion of the holiday form. Letters sent home to indicate authorised/unauthorised.

Examples of exceptional circumstances include:

- Parent working abroad for a fixed, medium-term period;
- Family is returning to country of origin;
- Parent returning from active tour of duty.

If the holiday is not granted by the Headteacher, the parent/carers may be issued with a Fixed Penalty Notice via the Education Welfare Service.

Punctuality

All schools within the cluster will operate attendance registration procedures in accordance with Welsh Government legislation and guidance, ensuring a consistent approach to attendance monitoring and safeguarding. Attendance registers will be taken at the start of both the morning and afternoon sessions and maintained using the school's SIMs System.

Each school will determine and communicate the start and end times of its registration periods to learners and families. In line with Welsh Government, registers will normally remain open for a maximum of 30-minutes following the start of the school session.

Morning registration will take place at the start of school at 9.00am. The registers will remain open for a maximum of 30 minutes, in accordance with Welsh Government guidance. Any learner arriving after this time (9.30am) will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation i.e. school transport was delayed. In cases where the absence at registration was for attending an early morning medical appointment, the appropriate

authorised absence code will be entered. Learners arriving after the start of school, but before the end of the registration period, will be coded as late (L). Afternoon registration will be at the end of the appropriate lunch break and any learner arriving after will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation.

Persistent late arrival at school after the registers have closed (recorded as ‘U’ code) during a term, may result in the parent/carer being issued with a Fixed Penalty Notice.

Emerging Attendance Concerns

Schools across the cluster will undertake fortnightly attendance reviews to identify emerging patterns of absence and learners who may require additional support. Where attendance concerns are identified, schools will work proactively with learners, parents and carers through a graduated response process, providing timely intervention and, where appropriate, engaging pastoral teams, the Educational Welfare Service and other partner agencies to address barriers to attendance and promote sustained engagement in education. This consistent cluster-wide approach ensures that attendance concerns are identified early, monitored regularly and responded to promptly to secure the best possible outcomes for learners.

Fixed Penalty Notices

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a learner in an academic year;
- In cases where there is more than one poorly attending learner in a family, notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice.

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during a term. These do not need to be consecutive;
- At least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays;
- Persistent late arrival at school after the register has closed (recorded as a U code) during a term. “Persistent” means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Attendance Support and Early Intervention

Where attendance concerns emerge, schools within the Cluster will work proactively with learners and families to understand the reasons for absence and identify appropriate support. The attendance lead (or a delegated person) will meet monthly to identify any emerging attendance concerns. In cases where a learner begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible, by communicating with parents and following the schools graduated response (see appendix 1).

Support may include:

- Meetings with learners and families.
- Individual attendance action plans.
- Wellbeing and pastoral support.
- Multi-agency collaboration.
- Referrals to appropriate services.
- Educational Welfare Service involvement where appropriate.

The cluster believes that sustainable improvement is most effective when developed through collaboration, trust and shared responsibility.

Long Term Absenteeism Provision

Welsh Government defines persistent absence as learners whose absence level is more than 10% (below 90% attendance). These learners will be subject to an action plan to support their return to full attendance.

The action plan will include engagement with relevant agencies that can support the learner's attendance. If alternative provision is identified, either on site or from an external provider. i.e. these areas and should be a recorded action from the meeting.

At this point the following should be already be in place:

- Ensuring the EWO is aware and the attendance pathway is being followed
- If the learner has ALN, ensuring that the ALNCo is aware of the provision being provided and their advice sought and followed
- If an ALN learner's attendance does not improve, the local authorities ALN link officer, should be notified at the earliest opportunity
- Torfaen Outreach referral may also be appropriate at this stage

If a modified day is part of a learner's reintegration plan, a Pastoral Support Plan (PSP) must be completed. This must then be sent to the local authorities ALN link officer and the schools attendance officer. Modified days and Pastoral Support Plans must be reviewed 6-weeks after the start date this must be diarised and planned in advance.

Broken Weeks

As a Cluster, we will utilise Broken Weeks as a key attendance indicator alongside overall attendance percentages. This approach supports the early identification of emerging attendance concerns, enables timely intervention, and helps learners and families understand the cumulative impact of sporadic absence on educational progress, wellbeing and belonging. Schools will monitor Broken Weeks routinely and implement graduated support in line with Welsh Government guidance on improving attendance and Torfaen County Borough Council attendance procedures.

Commitment

As a cluster, we are committed to promoting positive attendance through high expectations, early intervention and strong partnership working. By working together with learners, families, the Local Authority and partner agencies, we will support every learner to attend regularly, engage fully in their education and achieve their potential.

Key References

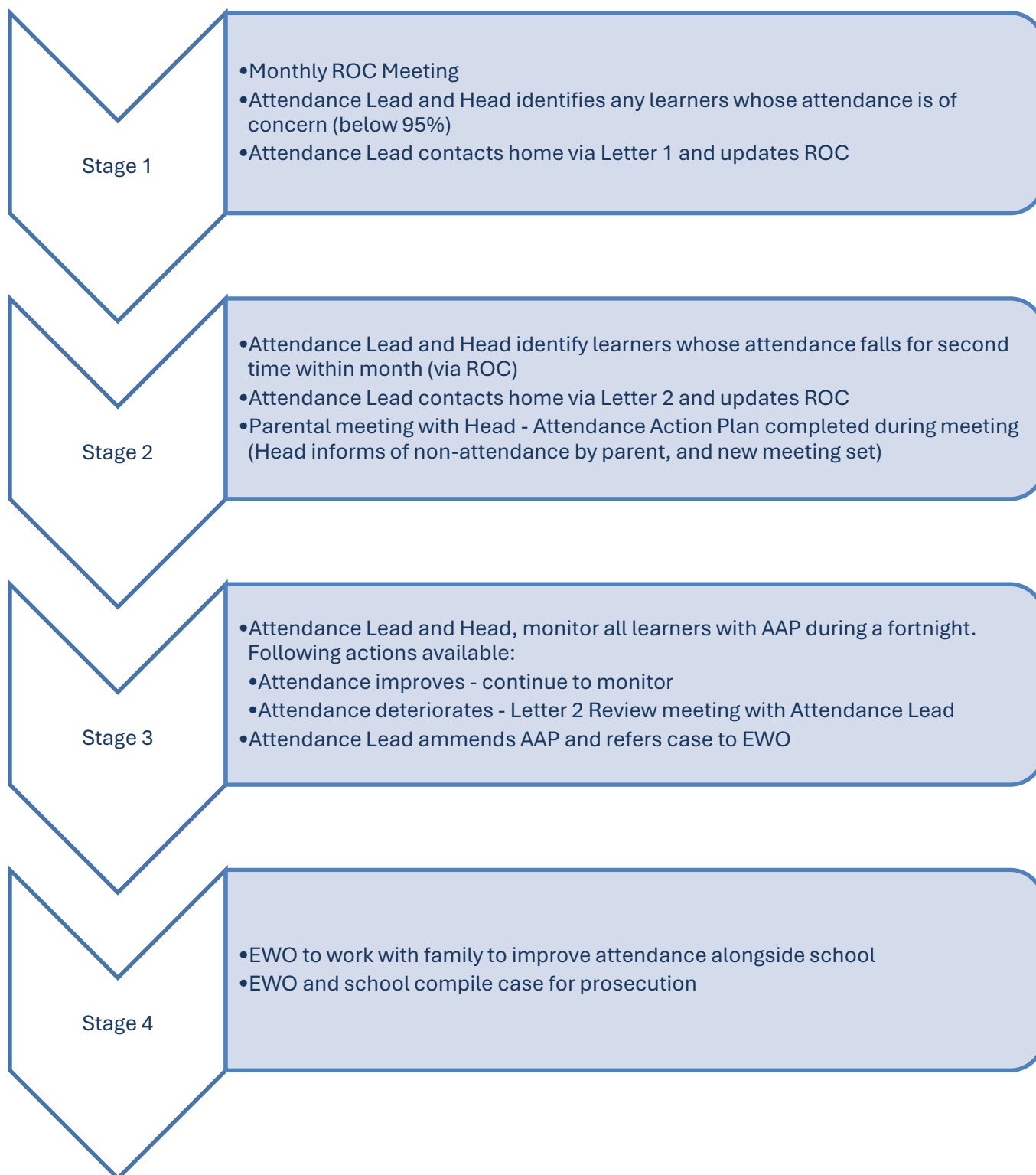
This policy should be read alongside:

- Education Act 1996
- Education Act 2002
- Education Act 2005
- Children Act 1989
- Crime and Disorder Act 1998
- Education (Pupil Registration) (Wales) Regulations 2010
- Welsh Government School Attendance Codes Guidance (2026)
- All-Wales Safeguarding Procedures
- Keeping Learners Safe Guidance
- Learner Travel (Wales) Measure 2008
- Torfaen County Borough Council School Attendance Strategy
- Torfaen Educational Welfare Service procedures and guidance
- **•#NotInMissOut** Attendance Campaign

Appendices

Appendix 1	Graduated Response to Attendance Concerns
Appendix 2	Fixed Penalty Notice Legal Framework
Appendix 3	Fixed Penalty Notice Protocols and Procedures
Appendix 4	Holiday Request Form
Appendix 5	Attendance Codes

Appendix 1 – Graduated Response to Attendance - Griffithstown



Processes may deviate from the above in certain circumstances such as: safeguarding concerns and emergency wellbeing referrals.

Appendix 2 - Fixed Penalty Notice Legal

Processes may deviate from the above in certain circumstances such as: safeguarding concerns and emergency wellbeing referrals.

1.0 Legal Framework

1.1 The law empowers designated Local Authority (LA) Officers, head teachers, including their nominated deputies and the Police to issue Fixed Penalty Notices to the parents of children who have unauthorised absence from schools that fall within the South East Wales Consortium (SEWC) area.

- The rules governing the implementation of these powers and the factors that should be taken into account when issuing a Fixed Penalty Notice are outlined In:
- The Education Act 1996;
- The Education & Inspections Act 2006;
- The Education (Penalty Notices) (Wales) Regulations 2013

2.0 Rationale

2.1. Section 7 of the Education Act 1996 states that:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise”

2.1.1. Regular and punctual attendance at school or alternative provision is a legal requirement and is essential to enable children to maximise their educational attainments and opportunities available to them.

2.1.2. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training (NEET) when they leave school. NEET young people are likely to have a history of non- attendance and persistence absences in years 10 and 11.

2.1.3. Section 444 of the Education Act 1996, makes it a criminal offence for a parent's failure to secure their child's attendance at the school at which they are registered and where absences are not authorised.

2.1.4. The definition of “parent” includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or care for a child or young person.

2.1.5. Targeted intervention plays a vital role in resolving issues of poor school attendance, however where this fails to have the desired effect there are a number of sanctions available to Local Authorities (LAs) to try and secure improvements.

2.2. Fixed Penalty Notices are one of the sanctions available for this offence and offer a means of suitable and effective intervention for improving levels of unauthorised absences, before they become entrenched and persistence absences, whilst reducing the need for lengthy and costly prosecutions.

2.3. Fixed Penalty Notices and other sanctions will only be used where parental co-operation with this process is either absent or deemed to be insufficient to resolve the problem. They will be used as a

means to support parents to meet their legal responsibilities and only where there is a reasonable expectation that their use will secure improved school attendance.

Appendix 3 - Fixed Penalty Notice Protocols and Procedures

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a Notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

With regard to a request from a school for a Fixed Penalty Notice linked to a holiday related unauthorised absence, a LA will only issue a Notice where the school has provided the necessary paperwork and evidence. This paperwork should comprise:

- A copy of newsletter or letter sent to all parents during the current academic year which clearly states that parents may receive a Fixed Penalty Notice for an unauthorised holiday in term time. (The LA will not need a hard copy of this newsletter/letter each time a school applies for an unauthorised holiday Fixed Penalty Notice, just on the first occasion each academic year);
- A copy of the holiday request form submitted by a parent, and a copy of the response sent to the parent by school. In the event of the holiday request is being denied the school's response should state the reason why the holiday is unauthorised and should again advise the parent that they may receive a Fixed Penalty Notice if they take their child out of school;
- A copy of the letter sent by school to the parent advising that the school has referred the matter to the LA and that a Fixed Penalty Notice may be issued;
- Signed registration certificate from the Head Teacher or their nominated deputy confirming that non-attendance during the period was unauthorised;

Considerations and Assessment as to whether a Fixed Penalty Notice should be issued

Head Teachers, their nominated deputies and the Education Welfare Service (EWS) will consider the following when determining whether a Fixed Penalty Notice should be issued:

- Level of absence;
- Any Equalities considerations relating to the child or family (as listed in the Council's Strategic Equality Plan);
- Any Special Educational Needs and or Additional Learning Needs (ALN). LAs should consider whether attendance problems may be related to a pupil's ALN. Schools should be able to demonstrate that they have made appropriate provision for the pupil's needs, which may include consideration to support through School Action, School Action Plus or in collaboration with the LA, carry out a statutory assessment.

- History of the attendance issues and action taken;
- Welsh Government (WG) Guidance;
- Likely effectiveness of Fixed Penalty Notice as a tool for obtaining compliance;
- Level of parent engagement/cooperation;
- Any substantial adverse effect a fine will have on the welfare of the family.

Procedure for Issuing Fixed Penalty Notices

The designated officer(s) within the EWS will be the only individuals permitted to issue Fixed Penalty Notices, which will ensure consistent and equitable delivery and allow schools to maintain good relationships with parents and ensure that they reinforce any other enforcement sanctions.

Fixed Penalty Notices will never be issued as an instant action, e.g. during a Truancy Sweep. This will enable officers to ensure that all evidential requirements are in place and limit the health and safety risks to individuals.

Sporadic Poor Attendance – evidence required

- A copy of the annual newsletter or correspondence sent to all parents/carers during the current academic year which clearly states that parents may receive a Fixed Penalty Notice for unauthorised absence in term time. This must pre-date the offence.
- A copy of Strive Letters 1 & 2, AND THE AAP (Attendance Action Plan) plus any review paperwork.
- A copy of the referral form.
- A full chronology of events, showing all communication and meetings with parent/carer.
- A copy of the Penalty Notice Warning Letter (advisory notice) making the parent/carer aware of the continued unauthorised absences, and that a penalty notice may be requested from, and issued by, Torfaen County Borough Council should any further unauthorised absence occur. (This letter must be dated during the absence period this referral relates to).
- Attendance certificate covering the 'OFFENCE PERIOD' ONLY – i.e. the period a penalty notice is being requested for. This certificate must be signed and dated by the head teacher.
- Attendance certificate covering the last 12 months, signed and dated by the Headteacher. Please make sure there are no 'N' codes as anything that hasn't had a reason provided should be 'O'.
- Any additional evidence in relation to the absence, i.e. a letter or message from parent etc.

Unauthorised Leave of Absence during term time – evidence required.

- A copy of the annual newsletter or correspondence sent to all parents/carers during the current academic year which clearly states that parents may receive a Fixed Penalty Notice for unauthorised absence in term time. This must pre-date the offence.
- Term time leave of absence request form submitted by parent/carer (if available).
- School refusal of leave of absence request form completed and returned to parent/carer (if available). It should state the reason why the holiday is unauthorised and should again advise the parent/carer that they may receive a Fixed Penalty Notice if they take their child out of school.
- If no leave of absence request form has been completed a copy of a retrospective refusal of leave letter sent by school to the parent/carer advising that the school has referred the matter to the LA and that a Fixed Penalty Notice may be issued.
- Any additional evidence in relation to the absence, i.e. a letter or message from parent/carer etc. Please note, unless a parent/carer admits to a holiday then it should be recorded as 'O' on the register as we don't prove unauthorised holiday, we prove absence without permission from the school.

- Attendance certificate covering the 'OFFENCE PERIOD' ONLY – the period a penalty notice is being requested for. This certificate must be signed and dated by the Head teacher.
- Attendance certificate covering the last 12 months signed and dated by the Headteacher. Please make sure there are no 'N' codes as anything that hasn't had a reason provided should be 'O'.

Requests for issue of a Fixed Penalty Notice

Where schools, Police or neighbouring LAs request the issue of a Fixed Penalty Notice, their request will be investigated and actioned by the EWS, provided that:

- The circumstances of the case meet the criteria specified in this Code of Conduct;
- The pupil is registered within a school within the SEWC area;
- All necessary evidence is provided to the EWS to establish whether an offence under Section 444(1) or 444(1A) of the Education Act 1996 or Section 108 of the Education and Inspections Act 2006 has been committed;
- Issuing a Fixed Penalty Notice would not conflict with another intervention strategy already in place or another enforcement sanction already being processed and there is a reasonable expectation that the use of a Fixed Penalty Notice would improve the child's school attendance.

Responding to requests for the issuing of a fixed penalty notices

Following the warning notice issued by the school or Police, parents have a period of 15 school days within which to respond. During this time, the pupil must have no unauthorised absence. This information can be included in the formal written warning letter, where one has been issued.

The EWS will respond to all requests from schools or Police within 10 school days of receipt of a request. When satisfied that all of the relevant criteria have been met the LA will then issue a fixed penalty notice.

Fixed Penalty Notices for unauthorised holidays.

Where the requested Fixed Penalty Notice is in response to a holiday related unauthorised absence, or is in relation to an offence under section 108 of the Education and Inspections Act 2006, the formal warning letter and 15day improvement period will not apply.

Monitoring and Review

All Fixed Penalty Notices will be entered onto a database maintained by individual LAs to ensure that no duplicate Fixed Penalty Notices are issued and to evaluate the effectiveness of the process.

Excluded Pupils

The basis of the fixed penalty notice powers, do not extend to excluded pupils. Section 108 of the Education and Inspections Act 2006 came into force in October 2010 and amends section 16 of the Crime and Disorder Act 1998 to extend Police powers for the removal of excluded pupils to designated premises, if a child or young person excluded from school is found in a public place in a specified area during a specific period and during school hours.

Procedure for the Withdrawal of Fixed Penalty Notices

Once issued, a Fixed Penalty Notice can only be withdrawn if the EWS is satisfied that:

- The Fixed Penalty Notice was issued to the wrong person;
- The use of the Fixed Penalty Notice did not conform to this Code of Conduct;
- The Fixed Penalty Notice was delivered to the wrong address;
- The circumstances of the case warrant its withdrawal (reasonable justification).

Right of Appeal

There is no statutory right of appeal, but where a parent contests the issuing of a Fixed Penalty Notice, they can submit any complaints to the EWS and/or opt to face proceedings in the Magistrates' Court under section 444 of the Education Act 1996, where all of the issues relating to their Fixed Penalty Notice can be fully debated heard.

Payment of Fixed Penalty Notices

Arrangements for payment will be detailed on the Penalty Notice. Payment of a Fixed Penalty Notice discharges the parent's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Fixed Penalty Notice.

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60, or £120 if within 42 days. Payments will not be accepted from parents after 42 days has elapsed and cannot be paid either by instalments.

Individual LAs will only be able to retain enough revenue from the Fixed Penalty Notices, to cover administration costs for the process of issuing Fixed Penalty Notice, the surplus is to be surrendered to the Welsh consolidated fund.

Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice will result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1996.

Equalities and Welsh Language

The issuing of Fixed Penalty Notices must comply with other related legislation and regulations, in order to ensure that they are used in a fair and consistent manner and have paid due regard to the circumstances of the child/children and families involved. These include, but are not limited to the following:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Human Rights Act 1998

Councils' Strategic Equalities Plan covers the full range of issues that may need to be considered, depending on the individual case.

Appendix 4 - Holiday Request Form



Griffithstown Primary Schol / Ysgol Gynedd Griffithstown
Headteacher: ~~N Blackburn~~ BA (Hons), PGCE, NPQH
~~INSPIRE~~ CHALLENGE ACHIEVE



Please complete the request form below and ~~send~~ to the Head teacher at least **four weeks** before the departure date to allow sufficient time for appropriate consideration. Parents are strongly advised not to ~~finalise~~ any holiday booking arrangements before receiving the school's decision on their request. In any event, the request form must be received by school.

To: _____ Date: _____

I request permission for leave in term time from school for my child/children:

Full name:		
~~DOB:~~		
Period of absence		
From (date):		
To (date):		
Number of school days:		
My child will be accompanied during the leave by:	Name parent/carer	
	Name parent/carer	
The exceptional circumstances and reason for this request are:		

If you have other children in the family of school age, please give details:		
Name	~~DOB:~~	School
Name	~~DOB:~~	School

you wish to discuss this matter further, please feel free to make an appointment to see me.



Griffithstown Primary School, Florence Place, Griffithstown, Pontypool NP4 5DN
Tel: 01495 759679 Fax: 01495 757177
Email: head_griffithstownprimary@torfaen.gov.uk / clerk_griffithstownprimary@torfaen.gov.uk
www.griffithstownprimary.co.uk



Griffithstown Primary Schol / Ysgol Gynedd Griffithstown
Headteacher: ~~N Blackburn~~ BA (Hons), PGCE, NPQH
~~INSPIRE~~ CHALLENGE ACHIEVE



PARENTAL DETAILS		
	Parent/carer 1	Parent/carer 2
Name of parent/carer:		
Relationship to child:		
Landline		
Mobile		
E-mail		

Please return the completed form and School will write to you and inform you of the decision on whether your request is ~~authorised~~ or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Head teacher.

For Office Use Only	
Date request received by school:	
Current attendance %	~~Unauthorised~~ absences %
Last year's attendance %	~~Unauthorised~~ absences %
Number of school sessions previously taken as leave in term time:	
Siblings in other schools confirmed:	Yes ~~No~~
	If yes what action are other schools taking?
Leave in term time:	Agreed or not agreed (please delete as appropriate) Coding: H – agreed family holiday (~~authorised~~ absence) F – agreed extended family holiday (~~authorised~~ absence) G – family holiday (not agreed or in excess of agreement – ~~unauthorised~~ absence)

Yours sincerely,

Headteacher

N Blackburn



Griffithstown Primary School, Florence Place, Griffithstown, Pontypool NP4 5DN
Tel: 01495 759679 Fax: 01495 757177
Email: head_griffithstownprimary@torfaen.gov.uk / clerk_griffithstownprimary@torfaen.gov.uk
www.griffithstownprimary.co.uk

Appendix 5 -Attendance Codes

Code	Meaning	Statistical Category
Λ	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site (not dual registration)	Approved educational activity
B1	Pupil in receipt of online learning provided by local authority	Approved educational activity
B2	Pupil in receipt of online learning provided by 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 paid performance	Authorised absence
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
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	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 register closed	Unauthorised absence
D1	Dual registered (pupil attending other educational setting)	Not required to attend
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