



YSGOL CYNWYD SANT

Attendance Procedures

2025-26

Aspect	Page Number
School Procedures	3
School Safeguarding Protocol	4
Appendix 1 - Letter 1 Attendance	5
Appendix 2 – Letter 1 Punctuality	6
Appendix 3 – Letter 2 – Inform and Support	7
Absence Request Form	8



School procedures

Parents/carers are expected to contact the school on the first day of absence and to provide reasons for their child's absence.

As a school, we have a duty to safeguard all our pupils. We have a protocol in place to establish the location of pupils and reasons for absences.

If parents/carers fail to notify the school, the school will contact the parents/carers and other persons listed as a point of contact as part of the school's protocol.

The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact may result in the involvement of the EWO.

Graduated Response

We operate a graduated response to improve attendance for all of our pupils.

Graduated Response
Step 1 – Text on T2P / Phone call - Contact with Parents / Carers
Step 2 – Letter 1 – informing parents/carers of the need to improve attendance/punctuality and that school will monitor
Step 3 – Letter 2 – inviting parents/carers to meet with school staff to discuss need to improve attendance/punctuality (Inform and Support Meeting)
Step 4 – EW1a referral to the Education Welfare Service (EWS)

Letter 1 (see Appendix 1 and 2)

Once a pupil's attendance/punctuality causes concern, the school will issue a letter 1 to the parents/carers. It will outline the concern and the need to improve their child's attendance/punctuality. The letter will also mention that school will monitor attendance.

Letter 2 – Inform and Support (see Appendix 3)

If a pupil's attendance/punctuality continues to cause concern, the child's parent/carer will be invited into school to meet with a member of staff – inform and support meeting. The purpose of the meeting is to raise the concern regarding their child's attendance/punctuality and consider ways in which it can be improved. At this meeting, parents/carers will be informed that should there be no improvement, a referral to the EWS will be made.

EW1a - Referral to the EWS

If there is no improvement in a pupil's attendance/punctuality, the school will complete an EW1a form and refer the pupil's case to the EWS and the school's link Education Welfare Officer (EWO).

Attendance – Safeguarding

Absence Response Protocol

The process we follow is outlined in the below steps:

Step 1 - All morning registers are taken between 09:00 and 09:10

Pupils arriving between 09.10 and 09.30 will be required to be signed in at Reception and receive an **L** late mark

Registers remain open until they close at 09.30

Pupils arriving after 09.30 will be required to be signed in at Reception and receive a **U** late mark

Step 2 - After close of registers are taken and all absence line calls are recorded, we produce the list of children absent with no explanation.

Step 3 – We double check in school before we start sending out a text message asking to contact the school to report your child's absence

By/At 10.30:

Step 4 – We will contact everyone on the absent list via text message.

At 11.00:

Step 5 – If there is no response from parents/carers following the text message sent, we will telephone individuals from the child's school contact list.

In addition

We also consider:

Does the child have additional agency support, such as a social worker with whom we could contact?
Contacting the EWO

Appendix 1 – Letter 1 Attendance

Annwyl Rhieni / Gwarcheidwaid,

Ysgrifennaf i fynegi ein pryder ynghylch canran uchel o absenoldeb _____ o'r ysgol. Canran presenoldeb cyfredol _____ yw ____%.

Mae'r canran isel yma wedi achosi enw eich plentyn i godi fel rhan o sgrinio rheolaidd Swyddog Lles Addysg yr awdurdod lleol ac felly wedi bod yn destun sgwrs broffesiynol rhwng yr ysgol a'r sir. Yn sgil y trafodaeth yma argymhellwyd ein bod yn eich llythyru i'ch hysbysu am hyn.

Bydd disgyn o dan 95% mewn presenoldeb yn debygol o gael effaith ar gyflawniad academiaidd a lles eich plentyn. Mae lles ein disgyblion yn holl bwysig i ni a chredwn fod presenoldeb cyson trwy gydol y flwyddyn yn hanfodol i'w llwyddiant yn yr ysgol. Cydnabyddwn fod amgylchiadau pob teulu yn wahanol, a'n nod yw gweithio gyda rhieni a gofalwyr i ddarparu'r addysg orau i bob plentyn. Rydym am sicrhau ein bod yn cefnogi addysg eich plentyn yn y ffordd orau bosibl, gan gynnwys ystyried sut allwn eich cefnogi i sicrhau'r cyfle gorau i ddysgu trwy presenoldeb da.

Byddwn yn parhau i fonitro presenoldeb _____ gyda'r obaith o weld gwelliant yn y canran wrth fynd ymlaen. Os rydych yn teimlo bod yr ysgol yn medru eich cefnogi mewn unrhyw ffordd i sicrhau bod presenoldeb eich plentyn yn gwella, cysylltwch â'r ysgol i drafod.

Dear Parents / Guardians,

I am writing to express our concerns with regards to _____'s high levels of absence from school. _____'s attendance percentage is noted as ____%.

This low percentage has resulted in your child's name being noted by the county's Education Welfare Officer [EWO] and has been subject to professional discussion between school and the local authority. Consequently, it has been recommended that you are notified of this concern by letter.

Falling below 95% attendance will likely have an impact on your child's academic achievement and wellbeing. Our pupils' wellbeing is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success at school. We acknowledge that each family's circumstances are different, and we aim to work with parents and carers to provide the best education for every child. We want to ensure that we support your child's education in the best way possible, including looking into how we can secure the best opportunity for learning through good attendance.

We will continue to monitor _____'s attendance and hope to see an improvement in the percentage going forward. Should you require additional support to improve your child's attendance please phone the school to discuss.

Diolch am eich cefnogaeth barhaus / Thank you for your continued support.

Sarah G. D. Richards
Pennaeth / Headteacher

Appendix 2 – Letter 1 Punctuality

Annwyl Rhieni / Gwarcheidwaid,

Ysgrifennaf i fynegi ein pryder ynghylch canran uchel o hwyrni _____ yn cyrraedd ysgol.

Mae'r canran yma wedi achosi enw eich plentyn i godi fel rhan o sgrinio rheolaidd Swyddog Lles Addysg yr awdurdod lleol ac felly wedi bod yn destun sgwrs broffesiynol rhwng yr ysgol a'r sir. Yn sgil y trafodaeth yma argymhellwyd ein bod yn eich llythyru i'ch hysbysu am hyn.

Nifer o sesiynau hwyr **L** (rhwng 09.10 a 09.30):

Nifer o sesiynau hwyr ar ôl y gofrestr cau **U** (ar ôl 09.30):

Mae hwyrni yn cael effaith negyddol ar ddysgu ac mae'ch plentyn wedi colli amser dysgu ac addysgu gwerthfawr. Gofynnwn i chi sicrhau bod eich plentyn yn cyrraedd yr ysgol cyn dechrau'r wers gyntaf, sef 09.00.

Byddwn yn parhau i fonitro hwyrni _____ gyda'r obaith o weld gwelliant yn y canran wrth fynd ymlaen. Os rydych yn teimlo bod yr ysgol yn medru eich cefnogi mewn unrhyw ffordd i sicrhau bod hwyrni eich plentyn yn gwella, cysylltwch â'r ysgol i drafod.

Dear Parents / Guardians,

I am writing to express our concerns with regard to _____ high levels of lateness attending school.

This percentage has resulted in your child's name being noted by the county's Education Welfare Officer [EWO] and has been subject to professional discussion between school and the local authority. Consequently, it has been recommended that you are notified of this concern by letter.

Number of lates **L** (between 09.10 and 09.30):

Number of lates after registration closes **U** (after 09.30):

Poor punctuality has a negative effect on learning and your child has missed valuable teaching and learning time. Please ensure your child arrives at school before the start of first lesson which is at 09:00.

We will continue to monitor _____'s attendance and hope to see an improvement in the lateness going forward. Should you require additional support to improve your child's attendance please phone the school to discuss.

Diolch am eich cefnogaeth barhaus / *Thank you for your continued support.*

Sarah G. D. Richards
Pennaeth / *Headteacher*

Appendix 3 – Letter 2 – Inform and Support

Annwyl Rhieni / Gwarcheidwaid

Yn dilyn y llythyr, wedi dyddio _____ ysgrifennaf unwaith eto i fynegi ein pryder ynghylch canran uchel o absenoldeb _____ o'r ysgol. Canran presenoldeb cyfredol _____ yw ____%.

Nid oes digon o welliant wedi bod ac mae'r canran absenoldeb dal yn isel, sydd wedi achosi enw eich plentyn i godi unwaith eto fel rhan o sgrinio rheolaidd Swyddog Lles Addysg yr awdurdod lleol. Yn sgil y trafodaeth yma argymhellwyd ein bod yn eich llythyru i ofyn i chi gysylltu gyda'r ysgol i drafod y sefyllfa a sut allwn gweithio gyda'n gilydd i wella presenoldeb _____.

Yn dilyn y sgwrs / cyfarfod, byddwn yn parhau i fonitro presenoldeb _____ gyda'r obaith o weld gwelliant yn fuan. Os nag oes gwelliant, bydd y mater yn cael ei drosglwyddo i swyddog lles y Sir.

Dear Parents / Guardians

Following the letter, dated _____ I once again write to express our concerns with regards to _____'s high levels of absence from school. _____'s attendance percentage is noted as ____%.

There has not been enough improvement, and the low percentage has resulted in your child's name once again being noted by the county's Education Welfare Officer [EWO]. Consequently, it has been recommended that you are notified of this concern by letter and request that you contact the school to discuss the situation and how we can work together to improve _____ attendance.

Following the conversation / meeting, we will continue to monitor _____'s attendance and hope to see improvement soon. If there is no improvement, the matter will be referred to the EWO.

Diolch am eich cefnogaeth barhaus / *Thank you for your continued support.*

Sarah G. D. Richards
Pennaeth / *Headteacher*

Absence Request Form

The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.

All Wales Attendance Framework (2011)

Section A

To be completed by the Parent/Carer at least 2 weeks in advance.

Name(s) of Child(ren)	Year Group	Class Teacher	Mobile Contact Telephone Number
1.			
2.			
3.			
4.			

Absence dates:

From: _____ to: _____

Destination: _____

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this absence request may be authorised or not authorised, and the headteacher will use her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this absence, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school's attendance policy. (Please ask for a copy at school or find one on the school's website)

'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.'

All Wales Attendance Framework (2011)

Parent/Carer: _____

Relationship to Child: _____

Date: _____

Section B

To be completed by school.

Reasons for unauthorising

Reason for Unauthorising	Tick - applicable
1. Number of absences due to Holidays this academic year	
2. Other	

Explanation for the reason being other:

Reasons for authorising

Reason for authorising	Tick - applicable
1. Less than 10 days due to Holiday previously granted	
2. Compassionate / Personal reasons	
3. Service Children	
4. Other	

Explanation for the reason being other:

Total amount of days authorised/unauthorised

	Days
Total Authorised	
Total Unauthorised	
Total Number of Sessions / Days Requested	

I, as headteacher, authorise/unauthorise (* delete) the following absence request for the reasons specified above.

Signed : _____

Headteacher

A copy will be retained on file for our records.

Ffurflen Gais Absenoldeb

Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn rhoi grym i ysgolion ganiatáu absenoldeb at ddiben gwyliau teuluol blynyddol yn ystod y tymor. Nid oes gan rieni hawl awtomatig i dynnu disgyblion o'r ysgol ar gyfer gwyliau ac, yn ôl y gyfraith, mae'n rhaid iddynt gael caniatâd ymlaen llaw Fframwaith Presenoldeb ar gyfer Cymru Gyfan (2011)

Adran A

I'w gwblhau gan y Rhiant/Gofalwr o leiaf 2 wythnos ymlaen

Enw Plentyn / Plant	Blwyddyn	Athro / Athrawes dosbarth	Rhif ffôn symudol
1.			
2.			
3.			
4.			

Dyddiadau absenoldeb:

O: _____ i: _____

Cyrchfan: _____

(Mae hyn am resymau amddiffyn plant gan sicrhau bod ein plant i gyd yn cael eu diogelu)

Datganiad:

Rwy'n deall y gall y cais absenoldeb hwn gael ei awdurdodi neu heb ei awdurdodi, a bydd y pennaeth yn defnyddio ei ddisgresiwn wrth wneud y penderfyniad ar sail amgylchiadau fy mhlentyn. Os na fydd y pennaeth yn awdurdodi'r absenoldeb hwn, gall hyn arwain at gais am Rybudd Cosb Benodedig i Brif Swyddog yr Awdurdod Lleol o EWO a fydd yn cael ei benderfynu yn unol â pholisi presenoldeb yr ysgol. (Gofynnwch am gopi yn yr ysgol neu dewch o hyd i un ar wefan yr ysgol)

'Ni ddylai rhieni ddisgwyl, neu gael eu harwain i ddisgwyl, y bydd ysgolion yn cytuno i wyliau teuluol yn ystod y tymor ysgol.'

Fframwaith Presenoldeb ar gyfer Cymru Gyfan
(2011)

Rhiant/Gofalwr: _____

Perthynas â Phlentyn: _____

Dyddiad: _____

Adran B

I'w gwblhau gan yr ysgol.

Rhesymau am ddad-awdurdodi

Rheswm am dad-awdurdodi	Tick - berthnasol
1. Nifer absenoldebau'r flwyddyn academiaidd hon yn ôl Gwyliau	
2. Arall	

Esboniad am y rheswm bod yn arall:

Rhesymau am awdurdodi

Rheswm am awdurdodi	Tick - applicable
1. Caniateir llai na 10 diwrnod yn ôl Gwyliau hyd hyn	
2. Rhesymau tosturiol / personol	
3. Plant Milwyr	
4. Arall	

Esboniad am y rheswm bod yn arall:

Cyfanswm y sesiynau/diwrnodau wedi'u hawdurdodi/heb awdurdodotal

	Diwrnodau
Cyfanswm Awdurdodedig	
Cyfanswm heb awdurdod	
Cyfanswm nifer y sesiynau / Cyfanswm nifer y dyddiau y gofynnwyd amdanynt	

Dw'i, fel pennaeth, awdurdodi'r/heb awdurdodi'r y cais absenoldeb canlynol am y rhesymau a nodir uchod.

Gweler y dystysgrif cofrestru presenoldeb ynghlwm.

Llofnodi:

Pennaeth

Bydd copi yn cael ei gadw ar y ffeil ar gyfer ein cofnodion.