

Supporting School Attendance



**Why does it matter?
How we can support families?
What options are available if challenges come up?**



Welcome from your School Attendance Officer



Scott Norman



My role is to:

- Work in partnership with families and schools
- Offer support with attendance and punctuality
- Help remove barriers that make school attendance difficult
- Make sure the right help is offered at the right time

My background

I understand the challenges families face, whether it's busy mornings, unexpected illness, or worries about school. I have seen this from different perspectives.

I bring all of this experience into my role to support you and your child:



Parent



Teacher



Governor



Research

My aim is to **listen**, build **trust**, and **work with you** so your child **attends regularly**, feels **safe** and **happy**, and reaches their **full potential**.

Why attendance is important



Children who attend regularly:

- Make better progress
- Gain key skills and knowledge for success
- Build stronger friendships
- Build stronger relationships with school staff
- Feel more confident and secure
- Are safer and more supported
- Benefit from stable routines and consistent learning
- Are more likely to reach their full potential

**Every school day matters.
We aim for 100% attendance,
every child, every day.**



Children who miss school regularly:

- Find it harder to keep up with learning and routines
- Miss key skills in reading, writing, and maths
- Struggle to build strong friendships or feel part of the class
- Feel less confident and more anxious about school
- Miss opportunities to take part in trips, clubs, or special events
- Need catch-up support when they could be joining new learning and wider experiences with their peers



Punctuality is important too



Being on time helps children settle, feel confident, and get the most from their learning. The start of the day includes routines, recap tasks, and warm up activities that help children settle and prepare for learning. Missing this can make the whole day harder.



When children arrive late, they:

- Miss key instructions and the morning routine that sets them up for the day
- Miss starter activities that review or introduce learning for core subjects
- Miss out on reading time, daily Welsh sessions, or gap-fill activities designed to consolidate learning
- Feel rushed or unsettled, making it harder to focus
- Need catch-up support instead of taking part in the full lesson or enrichment activities with peers
- Find it harder to join group tasks that have already begun



What happens if your child is late:

- **Late 10+ times: You'll receive a letter from the school**
- **More than 30 minutes late: This will count as an unauthorised absence**
- **Continued lateness may lead to a Fixed Penalty Notice (FPN) from the local authority**

What is expected of families...

➤ **Call the school by 9:00am if your child is absent**

➤ **Give a clear reason for absence (not just unwell)**

➤ **Be on time. 30 mins late = unauthorised absence**

➤ **Book appointments outside school hours**

➤ **Avoid term-time holidays as these are not usually authorised**

➤ **Provide medical evidence if your child is often unwell**

Remember: Talk to us early if you're facing challenges—we're here to help



How I can help...

- **Meet with you in school / Visit you at home to talk through any challenges**
- **Offer early help before things escalate**
- **Help create a personalised support plan for your child**
- **Work with other services (e.g. health, social care, EWS, housing, mental health) if needed**
- **Support with understanding school attendance policies and procedures**
- **Help you feel confident about school and your child's attendance journey**

CAREE

C – Consistent routines: Make mornings calm and predictable so getting to school on time becomes part of the daily habit.

A – Attitude: Talk positively about school – focus on what your child enjoys and looks forward to each day.

R – Recognise: Praise every success, even small improvements in attendance or punctuality. Children are motivated by encouragement.

E – Early help: If things feel overwhelming, ask for help early – we want to work with you, not against you.

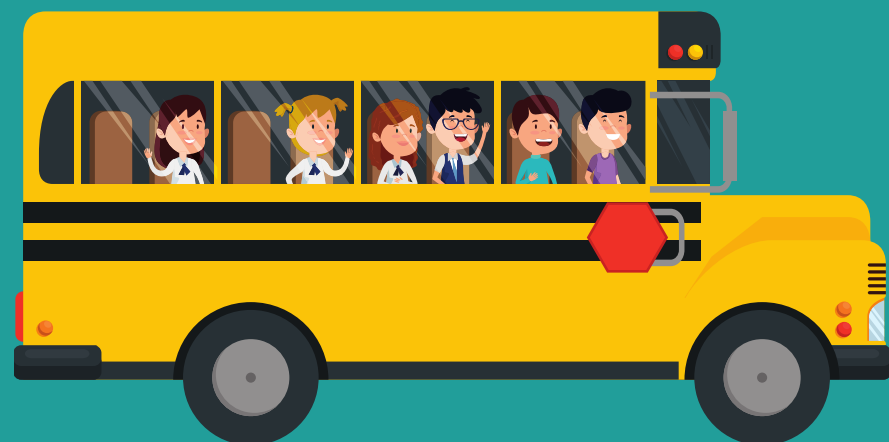


TOP
TIPS



We celebrate success

We celebrate good attendance with certificates, praise in assemblies, and positive messages home.
Every improvement counts!



How We Monitor and Support Attendance

95 - 100 %

Attendance achievements celebrated in school. Positive messages sent home

Below 95%

School sends a letter or message to raise awareness
Staff may speak with you to check in and offer support

Below 90%

You'll be invited to a meeting to discuss challenges. We'll work together to create a support plan for your child
We may ask for medical evidence if illness is frequent.

Below 85%

I may visit you at home to talk through any challenges
We'll look at what help might be needed (e.g. wellbeing, anxiety, routines)
We may involve other services to offer extra support.

Below 80%

Referral to the Education Welfare Service (EWS)
EWS may contact you directly and offer further support
If attendance doesn't improve, legal action may be considered

Miss school... MISS OUT

- Term-time holidays can be a downer**

The School Blues: Why Term-Time Holidays Can Be a Downer

It might seem like a great idea to take your kids on a family holiday during the school term, but the reality can be quite different. For many children, returning to school after a term-time holiday can be a worrying experience. Here's why...

Disruption to Learning: Missing school days can disrupt their learning pattern and make it harder to keep up with their friends.

Social Isolation: Being away from school can lead to feelings of loneliness and can disrupt friendships.

Anxiety and Stress: The fear of falling behind, the pressure to catch up and the loss of friendships can cause anxiety and stress.

Prioritise your child's education and well-being to help their long-term success. By avoiding term-time holidays, you are helping your child to maintain a positive and stress-free learning experience.

#SchoolHolidaysNotTermTimeHolidays
#InvestInYourChildsFuture

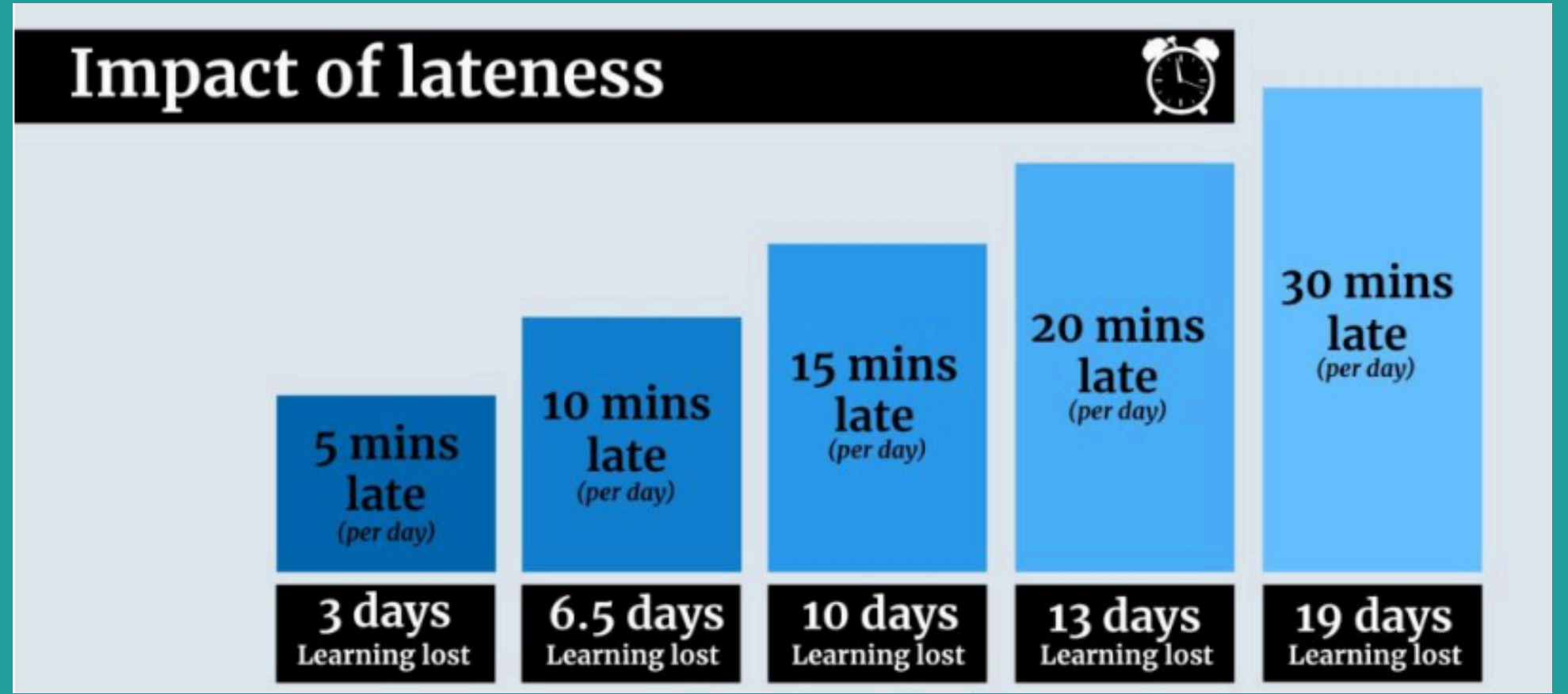
ATTENDANCE MATTERS!

ATTENDANCE DURING ONE SCHOOL YEAR	EQUALS APPROXIMATE DAYS ABSENCE	WHICH IS APPROXIMATELY WEEKS ABSENCE	WHICH IS APPROXIMATELY LESSONS MISSED
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11 ½ weeks	230 lessons
65%	67 days	13 ½ weeks	270 lessons

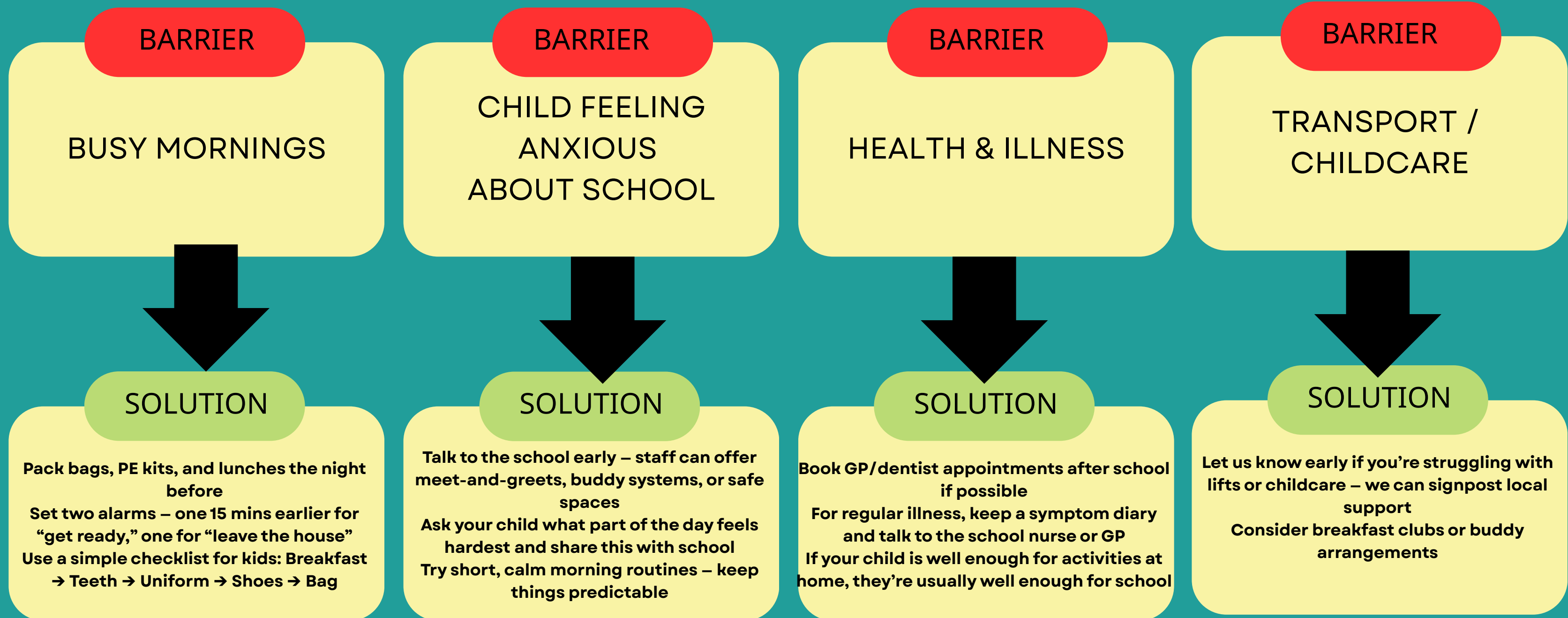
A whole year has 365 days
A school year has only 190 days
This leaves :
175 days to spend on family time, visits, holidays, birthday treats, dentist and hospital appointments!

90% attendance is equal to 1 day off each fortnight

100%	90	80%
VERY GOOD Best chance of success. Gets your child off to a flying start	WORRYING Less chance of success. Makes it harder for your child to make progress	SERIOUS CONCERNS Your child will find it difficult to make progress, learn new skills and build social networks



Common Barriers & Practical Solutions



Fixed Penalty Notices

Fixed Penalty Notices are fines issued by the Local Authority when there are concerns around school attendance. They're usually £60 per child, rising to £120 if unpaid.

We always aim to work with families early to avoid this. My role is to help you get support before things reach that stage

You can avoid an FPN by:

- Keeping your child's absences below 10 unauthorised sessions (5 days) in a term by staying in touch and providing valid reasons
- Provide medical evidence when required
- Making sure your child is not late more than 10 times
- Avoiding term-time holidays
- Engaging with support offered by the school or attendance officer - We're here to help, not judge

Get in touch!

We're here to help – please reach out if you have any worries about attendance or punctuality.

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