

# **Powys County Council**

## **Attendance Policy**

### **Supporting Positive Attendance**

*The local authority is committed to ensuring that all children and young people gain maximum benefit from their education.*

Date: Sept 2022

Date of review: August 2023



The Local Authority and the Education Welfare Service work in partnership with our Powys schools to monitor and address a wide range of attendance issues. The following document outlines our commitment to support schools as an Education Welfare Service in addition to outlining school responsibilities within this process. There will also be links provided to key attendance documents which frames the work undertaken, to ensure that young people and children in Powys benefit from regular school attendance.

This document will:

- Provide guidance to develop and implement whole school attendance strategies
- Summarise efficient and effective early intervention and support strategies
- Encourage educational provisions to work collaboratively with a range of partners to support and promote the welfare and wellbeing of children and young people
- Outline the LA's role in dealing with non-attendance
- Explain legal contexts such as the Attendance Pathway, Fixed Penalty Notices and Legal frameworks and provide guidance in relation to the use of Fixed Penalty Notices (FPNs) as a measure to improving attendance and safeguarding
- Provide an outline of the support available through the Education Welfare Service.
- Identify Schools responsibilities and parental responsibilities.
- Outline information which should be included in School Attendance Policies
- Provide school attendance codes and explanations with a clear definition of authorised and unauthorised absences
- Identify legalities around registration
- Explore the use of data analysis to support positive attendance



## Legal Frameworks

The law on school attendance and right to a full-time education:

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any additional learning need they may have.
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Whilst the legal responsibility for regular school attendance rests with parents, the school shares with them, and the local authority (LA), responsibility for encouraging good attendance and improving poor attendance. Schools are required by law to maintain specific records and to produce specified information on the attendance of pupils. Statutory obligation apart, **the school is committed to improvements in attendance standards** as a direct stimulus to raising pupil achievement. Poor attendance is destructive on educational achievement, undermines the well-being of each pupil and demoralises staff.

Under section 7 of the Education Act 1996, parents are responsible for ensuring that their child(ren) of compulsory school age (5-16), receives efficient full-time education, suitable to the child's age, ability, aptitude and any additional learning needs (ALN) the child may have. This can be through regular attendance at school or educated otherwise by the Local Authority. The law also permits parents to educate their child(ren) at home under the terms of Elective Home Education (EHE).

The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and as a registered pupil at school means attending school regularly and on time.

**Compulsory school age** means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16th birthday.

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under section 444 Education Act 1996.

An offence is not committed if it can be demonstrated that:

- the pupil was absent with leave (authorised absence);
- the pupil was ill or prevented from attending by an unavoidable cause;
- the absence occurred on a day set aside for religious observance by the religious body to which the pupil/ parent belongs;
- the school is not within the prescribed walking distance of the child's home and suitable transport arrangements have not been made by the LA. The law

relating to walking distance effectively is defined as two miles for pupils under eight and three miles for all other pupils. Distance will be measured by nearest available walking route;

Only the registered school of the child can authorise an absence.

## National Context

Attendance is key to whole school improvement and has direct influence on a pupils' learning, progress and well-being.

The Welsh Government Guidance document, *Inclusion and Pupil Support* 2016, provides advice and guidance and sets out responsibilities for maintaining high levels of attendance, positive behaviour and well-being of all pupils.

The All Wales Attendance Framework provides a toolkit on practice standards and guidance for Education Welfare Service practitioners. This key document aims to ensure greater consistency of practice throughout Wales and the toolkit usefully includes a section for schools that contains examples of strategies that can be employed to improve school attendance and manage lateness.

## Local Context

Powys County Council is committed to supporting positive school attendance by developing and implementing, policies and guidance documents aimed at improving levels of attendance and well-being for schools; providers of EOTAS, pupils, parents and carers, in order to improve learning, progress and well-being for all pupils.

All schools in Powys are served by a small team of Education Welfare Officers, who provide a link between the schools, education services, families, children, and young people. The early intervention and support provided by an EWO includes improving whole school attendance, regular attendance meetings with school links, supporting individual pupils / families, and act on behalf of the Local Authorities legal responsibilities. The EWS service follow the attendance pathway and offer advice, guidance, support and signposting to other services, working closely with health services, careers, youth inclusion, police, and social services; with a focus on early intervention and support.

## Support for Schools

We support schools to develop and maintain a whole school culture that promotes the benefits of high attendance including:

- Recognising the importance of good attendance
- Recognising the interplay between attendance and wider school improvement efforts

- Recognising improving attendance is a school leadership issue
- Ensuring all staff know the importance of good attendance
- Ensuring attendance support and improvement is appropriately resourced
- Setting high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels
- Demonstrating the benefits of good attendance throughout school life
- Recognising that irregular attendance is never 'solved' and is a continuous process
- Recognising children missing education can act as a vital warning sign to a range of safeguarding issues

## School Policies

Powys encourages each school to have a clear school attendance policy which all leaders, staff, pupils, and parents understand. School policies should:

- Include the attendance and punctuality expectations of pupils and parents,
- Outline the name and contact details of the senior leader responsible for the strategic approach to attendance in school
- Provide a detailed timetable of the school day for parents including times for morning and afternoon registration
- Share information and contact details of the school staff who pupils and parents should contact about attendance on a day to day basis
- Include the school's day to day processes for managing attendance
- Address how the school is promoting and incentivising good attendance
- Outline the school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most
- Outline the school's strategy for reducing persistent and severe absence
- Include the point at which Fixed Penalty Notices for absence and other sanctions will be sought
- Ensure compliance with all statutory requirements
- Ensure that clear information is regularly communicated to parents and pupils
- Collect and make effective and constructive use of attendance data
- Contain clear procedures to identify and follow up all absence and lateness
- Recognise the importance of early intervention
- Make provision for first-day of absence contact
- Monitor post-registration truancy through the taking of class registers and spot checks
- Be alert to critical times (include reference to supporting attendance in all transition plans)
- Identify a range of strategies to deal with absenteeism / lateness

- Develop attendance incentive schemes which recognise pupils' attendance achievements
- Consider the setting of targets for individuals, classes, year groups, etc.
- Establish procedures for identifying and reintegrating long-term absentees
- Provide for regular structured meetings between school staff and the EWO
- Follow the attendance pathway before an appropriate referral is made to the EWS
- Stress to parents the importance of continuity of learning, particularly in relation to family holidays during term-time (schools should grant leave for term-time holidays sparingly)
- Highlight how they use opportunities such as parents' evenings and the school prospectus / brochure to remind parents of the school policy on attendance;
- Involve governors in the creation and updates of the school policy
- Identify a key senior member of staff with overall responsibility for attendance
- Ensure that good practice is identified and disseminated
- Be regularly monitored and reviewed; and
- Take steps to create a culture which encourages attendance, addressing school-based causes of poor attendance such as bullying, racism, the curriculum, etc.

Each school will also be provided with an operational level agreement between the school and the EWS to ensure best practice. – appendix 1

### **Whole school attendance improvement strategies**

Instil a staff mindset of high expectations around attendance

- Establish a senior leadership team presence around school to support punctuality to school and each lesson
- Make good attendance everyone's responsibility.
- Work closely with parents
- Involve the local community
- Give pupils a purpose to be in school each day
- Offer pupils the tools to come to school
- Provide secure conditions for learning
- Use your exciting curriculum and four purposes to entice pupils
- Anticipate family patterns
- Appoint an attendance lead who's passionate about high expectations
- Include clear stages of action in your attendance policy

Powys EWS also offer training and resources to schools to support and improve whole school attendance which can be requested via the EWO and these include

Whole school attendance improvement, Positive attendance workshops with Pupils, Coding information, Attendance pathway training, best practice etc.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

### **Attendance Pathway**

In addressing patterns of poor attendance, schools are responsible for closely following the graduated and escalated response as duly outlined within the Powys 'Attendance Pathway' document. The key elements are noted below:

- Schools to make contact with home on the first morning of absence (when no explanation is received).
- Initial attendance concerns, school to send out Letter 1.
- If no improvement, school to send out Letter 2.
- If no improvement, school to arrange AIM 1 (Attendance Improvement Meeting).
- If no improvement, school to arrange AIM 2.

EWO's will support the school with their attendance at AIM's when able to do so. If an attendance matter cannot be resolved by the school and the appropriate steps have been followed, then a referral will be made to Powys Education Welfare Service for further investigation - [educationwelfare@powys.gov.uk](mailto:educationwelfare@powys.gov.uk)

### **Education Welfare Service (EWS)**

The role of an Education Welfare Officer (EWO) is to address any issues or difficulties that might prevent regular attendance. They will explore the reasons behind school absence, offer information and guidance, undertake planned interventions, advise families about specialist support services and support referrals to appropriate services when required.

The EWS provides support to schools, pupils, and parents to ensure regular attendance and address problems relating to absenteeism. EWO's identify barriers to accessing education and supporting strategies to encourage positive outcomes. If school attendance has not improved following EWO involvement, there is an expectation that legal action will be explored.

There is an expectation that all pupils, regardless of their individual circumstances or needs, are able to secure their entitlement to high quality learning, teaching and support. Regular attendance is therefore critical if all our pupils are to be successful and benefit from the opportunities and support provided. Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that children are safe and lessens the opportunities to become involved in truanting and associated anti-social activities.

EWS also facilitate a broad range of other services and interventions, including Operation Encompass (police alerts), Elective Home Education, work permits, additional learning needs access, advocacy, safeguarding and also provide a duty cover system 3 mornings a week (Monday, Wednesday and Friday 09:00-12.30) during term time, supported by a generic contact facility that provides a 48 hour response - [educationwelfare@powys.gov.uk](mailto:educationwelfare@powys.gov.uk)

EWS case work is managed via a referral system, with threshold criteria set below 85% - the LA's attendance pathway, FPN Code of Conduct & referral system are updated and shared each term by link EWO's, all of which are informed by up-to-date WAG guidance, research and are available via Hwb / SharePoint links.

EWS encourages collaborative working between schools, agencies and pupils to support best outcomes. Agencies and support available include: School Nurse, Youth Intervention Services, Powys Early Help, CAMHS, Pupil Centred Support Meetings, Pastoral Support Plans (PSP's) Support Workers and Youth Justice Workers

### **School Responsibilities**

All schools are expected to develop processes that meet the needs of their pupils and contexts that include arrangements to:

- Develop and maintain a whole school attendance policy
- Ensure that all staff are aware of the registration procedures, registration regulations and education law relating to school attendance
- Complete school registers at the start of the morning session and afternoon session\*
- Stress to parents and carers the importance of contacting the school as early as possible on the first day of absence
- Promote positive staff attitudes to pupils returning after absence
- Ensure regular evaluation of attendance by the Governing Body
- Work towards ensuring all pupils are supported and valued and so want to attend school
- Proactively manage lateness
- Encourage parents to contact the school when their child is absent to explain the reason
- Identify any absences that are not explained for each session and contact parents
- Develop positive relationships with parents / carers and external agencies working with the family/ pupil
- Monitor and evaluate the early intervention strategies adopted by the school
- Where reasonably possible, hold more than one emergency contact number for each pupil
- Regularly inform parents about their child's attendance and absence levels



- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable
- Identify pupils who need support from wider partners and agencies
- Make the necessary statutory data returns to the local authority.
- Support pupils back into school following a lengthy or unavoidable period of absence
- Support the EWS audit when requested

Schools should identify a designated member of staff for attendance matters, including monitoring registers, liaise with teaching staff, meet with the local authority officer on a regular basis, refer to other appropriate agencies, refer to school nurse in regards to the validity of an illness, oversee the use of standardised letters to parents addressing specific aspects of attendance, arrange for attendance meetings in the case of repeated, unexplained absences, ensure the EWO's role is known and understood in school, and ensure all staff are aware that attendance is the responsibility of all staff.

Schools also have a safeguarding duty, under section 175 Education Act 2002, to investigate any unexplained absences.

\* Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 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 to support any statutory interventions that may be required. It should be noted that it is a legal offence not to maintain accurate registers.

### **Parent / Carer Responsibilities**

Parents are responsible in law for ensuring that their child / children attend the school at which they are registered, regularly, on time, properly dressed and in a fit condition to learn (parents are also responsible for ensuring that their children stay at school once they have registered).

Parents can do a great deal to support the regular and punctual attendance of their children, including:

- take an active interest in their child's school life and work;
- attend parents' evenings and other school events, if possible;
- ensure that their child completes his/her homework and goes to bed at an appropriate time;
- be aware of letters from school which their child brings home or alternative communications from the school;
- ensure that their child arrives at school on time each day;
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- always notify the school as soon as possible - preferably on the first morning - of any absence;
- confirm this in writing when the child returns to school;

- avoid booking family holidays during term-time;
- talk to the school if they are concerned that their child may be reluctant to attend
- make all medical and dental appointments outside of school hours wherever possible.

If a child misses' school without an explanation from the parents / carer, or if the school is not satisfied with the explanation, the absence will be recorded as 'unauthorised', that is, truancy.

Although parents / carers may provide a reason for the absence, it is the school that decides whether the absence is recorded as authorised or unauthorised.

If parents / carers think there may be a reason why their child does not want to go to school, they should speak to their child's class teacher for help and support in the first instance.

ATTENDANCE %	LEARNING OPPORTUNITIES	OUTCOME
95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7 ½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

## Penalty Notices

Regular and punctual attendance of pupils at school and alternative provisions is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. In law, an offence occurs if a parent / carer fails to secure their child's regular attendance at school / alternative provision and that absence is not authorised by the school. The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include Penalty Charge Notices as one of the interventions to promote better school attendance.

If a pupil has

- a minimum of 10 sessions (five school days) that have been lost due to unauthorised absences during the current term and this brings the overall pupil's attendance to below 90% in the school year (these absences do not have to be consecutive)



- unauthorised absences of at least 10 sessions (5 school days) due to holidays in term-time if the absences take a pupil's overall school attendance to below 90% in the school year to date (these absences do not have to be consecutive), or
- persistent late arrival at school i.e. after the register has closed at least 10 sessions of late arrival (U code) within a term; these do not need to be consecutive but should bring a pupil's overall school attendance to under 90% in the school year to date.
  - A penalty notice is £60 if paid within 28 days of receipt of the notice;
  - This rises to £120 if paid after 28 days but within 42 days of receipt;
  - If the penalty is not paid in full by the end of the 42 days the local authority must either prosecute for the offence or withdraw the notice.

The prosecution proceedings will be for the offence of failing to secure the child's regular attendance at school and not for non-payment of the penalty fine. The prosecution will be brought under section 444 of the Education Act 1996. Withdrawal of the notice can only take place in limited circumstances as set out in the Code of Conduct.

Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that children are safe and lessens the opportunities to become involved in truanting and associated anti-social activities.

For further information on Penalty Charge Notices please refer to the Code of Conduct which can be found on:

<http://www.powys.gov.uk/en/schools-students/school-attendance-welfare/>

<http://www.powys.gov.uk/cy/ysgolion-a-myfyrwyr/school-attendance-welfare/>

It is important to note that if there are no valid reasons for non - attendance then there are a range of legal measures that may be implemented by the LA; these can include the issue of FPN's, Education Prosecutions, Education Supervision Orders and School Attendance orders.

The Local Authority can apply for an Education Supervision Order under section 36 Children's Act 1989 if it believes a child of compulsory school age is not being properly educated. This can include irregular attendance at school.

## Registration

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non- attendance. It will also be used for end of term reports, records of achievement and reference requests, and information for other schools, LAs and external agencies. No pupil should be marked present unless actually in attendance at school or other agreed educational activity. The register should not have missing marks. When a pupil arrives late but the register is still open, the pupils should be marked as late but

counted as present for the session. When a pupil misses registration, they should be marked as an unauthorised absence, unless a medical letter/ phone call by parent is received and deemed to be genuine. Pupils should not have access to the register. The headteacher is the only person who can authorise that a pupil be added or removed from the register; this can only be done with the agreement of the LA.

In addition to twice daily registration in form groups, a class register is taken for every lesson throughout the day. These are checked by the Head of Year / Phase to identify possible truancy and any pupil found to have missed a lesson. More information and guidance on school attendance codes can be accessed at <https://gov.wales/sites/default/files/publications/2018-03/guidance-on-school-attendance-codes.pdf>

### Data Analysis

The school and Local Authority should regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance, and put effective strategies in place.

The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them.

This can include:

- The monitoring and analysis of weekly attendance patterns and trends and deliver intervention and support.
- Looking further into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons.
- Using this analysis to provide regular attendance reports to class teachers or tutors.
- Identifying the pupils who need support and focus staff efforts on developing targeted actions for those pupils.
- Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- Benchmarking attendance data.
- Devising specific strategies to address areas of poor attendance identified through data.
- Monitor the data to evaluate the impact of whole school and bespoke attendance efforts.
- Provide data and reports to support the work of the governing body.

## Useful information:

- Education Welfare Service – [educationwelfare@powys.gov.uk](mailto:educationwelfare@powys.gov.uk)
- School admissions - [admissions@powys.gov.uk](mailto:admissions@powys.gov.uk)
- Schools and education service - [education@powys.gov.uk](mailto:education@powys.gov.uk)
- Family Information Service - <https://en.powys.gov.uk/article/1988/Family-Information-Service>
- EHE team - [ehe@powys.gov.uk](mailto:ehe@powys.gov.uk)
- Safeguarding – [safeguarding.education@powys.gov.uk](mailto:safeguarding.education@powys.gov.uk)
  
- Free School meals - <https://en.powys.gov.uk/article/11906/Free-school-meals>
- School Uniform Grant- <https://en.powys.gov.uk/article/11907/School-clothing-grants>
  
- All Wales attendance framework <https://gov.wales/all-wales-attendance-framework>
- Inclusion and pupil support 2016  
[https://gov.wales/sites/default/files/publications/2018-05/guidance-inclusion-and-pupil-support\\_0.pdf](https://gov.wales/sites/default/files/publications/2018-05/guidance-inclusion-and-pupil-support_0.pdf)
- Guidance on school attendance codes  
<https://gov.wales/sites/default/files/publications/2018-03/guidance-on-school-attendance-codes.pdf>
- Powys Attendance Pathway – **ADD LINK HERE**
- Powys Code of conduct – <http://www.powys.gov.uk/en/schools-students/school-attendance-welfare/>



Appendix 1.

Service / operational level agreement

Powys Local Authority

**Operational Level Agreement between School and Powys County Council  
Education Welfare Service.**

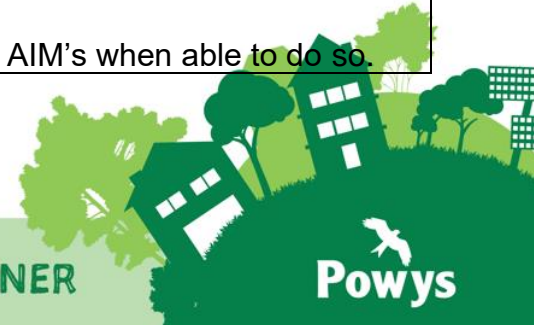
The School Service works in partnership with our Powys schools to monitor and address a wide range of attendance issues. The following document outlines our commitment to support schools as an Education Welfare Service in addition to outlining school responsibilities within this process. There will also be links provided to key attendance documents which frames the work undertaken, to ensure that young people and children in Powys benefit from regular school attendance.

The purpose of an operational Level Agreement is to set out a clear agreement between the school and the local authority Education Welfare Service on the actions to be taken by the school and the EWS.

This agreement is valid from September 2022 until July 2023 and will be reviewed when required.

School attendance target for this year:

School Responsibilities
To regularly review and monitor pupil attendance.
To be able to identify promptly any emerging patterns of poor school attendance.
Take registers twice daily at the designated times for the morning and afternoon sessions
To implement a 'First day contact' procedure, to ensure prompt communication is made with home as a result of any absence (safeguarding responsibility)
To ensure that the guidance with respect to the recording of 'Attendance Codes' is adhered to and that all entries are appropriate and accurate.
In addressing patterns of poor attendance, schools are responsible for closely following the graduated and escalated response as duly outlined within the Powys 'Attendance Pathway' document. The key elements are noted below: <ul style="list-style-type: none"><li>• Schools to make contact with home on the first morning of absence (when no explanation received).</li><li>• Initial attendance concerns, school to send out Letter 1.</li><li>• If no improvement, school to send out Letter 2.</li><li>• If no improvement, school to arrange AIM 1 (Attendance Improvement Meeting).</li><li>• If no improvement, school to arrange AIM 2.</li></ul> ** EWO's will support the school with their attendance at AIM's when able to do so.



If the attendance concerns have not improved despite the school having implemented all the key steps contained within the 'Attendance Pathway' document, then a referral needs to be made to the Education Welfare Service (EWS) – [educationwelfare@powys.gov.uk](mailto:educationwelfare@powys.gov.uk).

### EWS Responsibilities

The EWS Team will undertake contact with all Powys Primary Schools, Special Schools and Pupil Referral Units (PRU's) every 4 weeks to review attendance concerns (minimum commitment).

The EWS Team will review attendance concerns within our Secondary Schools on a fortnightly basis.

EWS will focus on pupils with an attendance of below 85%.

EWS will record and take all school referrals sent to our Powys 'Legal Panels' for further advice and guidance.

All cases referred will be managed by the EWS until the attendance improves.

All schools will receive a termly report (pupils below 85%) from the EWS in relation to attendance matters.

All schools will receive a report/audit in relation to school attendance matters.

Take any appropriate legal action (Fixed Penalty Notice (FPN), Court Prosecution, School Attendance Order or Education Supervision Order). Actions will be guided by legal advice received.

EWS to support schools by recording, tracking and following up on all pupils who meet the threshold of 'Children Missing Education' (CME).

EWS to advise and assist schools with all matters in relation to Elective Home Education (EHE). Schools provided with a Powys EHE template to complete and return to the Local Authority, before removing the pupil from the official school roll. All such cases will then be logged, followed up

EWS to process and issue pupils with 'Work Permits' and 'Performance Licences' in accordance with the present guidelines.

Offer support to schools when available with respect to attendance at school AIM 1 & AIM 2.

Identify and target pupils with a deteriorating pattern of school attendance.

Offer support to schools with respect to implementing whole school attendance strategies.

Offer advice and support with respect to any identified safeguarding concerns.

Attend and participate when available, termly EIP meetings.

Support schools by attending catchment area meetings to discuss & address any locally identified issues or patterns of concern.

Support schools as appropriate in terms of undertaking home visits.

Attend Multi-agency meetings (MAT) when available.

Provide advice and guidance with respect to patterns of poor punctuality.

Identify and target vulnerable groups needing support (pupils on FSM, EAL, Young Carers, CLA pupils etc).



School Specific agreements

School sign:  
Headteacher sign:  
EWO sign:  
Senior EWO sign:





Appendix 2 Registration Codes:

**Registration Codes**

/	Present (AM)
\	Present (PM)
B	Off Site Education
C	Other Authorised Circumstances
D	Dual Registered i.e Present at another school or PRU
E	Excluded (No alternative provision made)
G	Family holiday (Not agreed)
I	Illness
J	Interview
L	Late (Before the registers closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other code)
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers closed)
V	Educational Visit or Trip
W	Work experience
Y	Partial or Enforced closure
X	Non-compulsory school age absence
#	School closed to all pupils
Z	Pupils not on roll yet



Appendix 3

## Education Department

To be completed at the start of each academic year.

I, \_\_\_\_\_, Headteacher of  
\_\_\_\_\_ School, hereby authorise:-

\_\_\_\_\_

Deputy / Assistant Headteacher **[delete as appropriate]** at the above-mentioned school to request Penalty Notices.

- in accordance with the **EDUCATION ACT 1996 (SECTION 444 (1) and / or (1A)) / THE EDUCATION (PENALTY NOTICES) (WALES) REGULATIONS 2013 / Powys County Council Local Code of Conduct, Education Fixed Penalty Notices.**

Signed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_