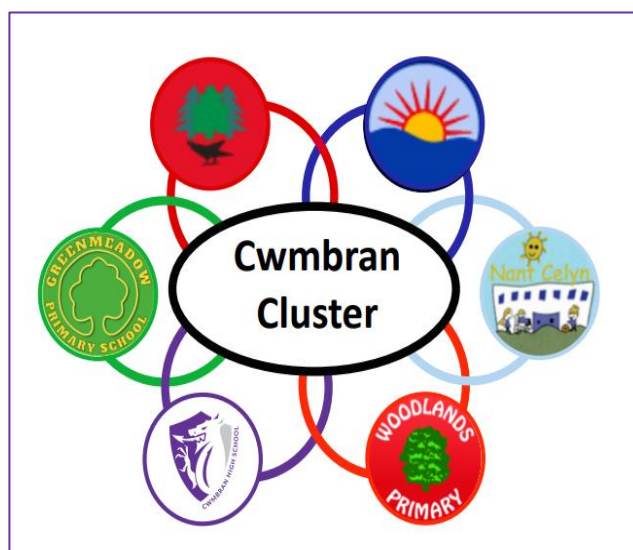
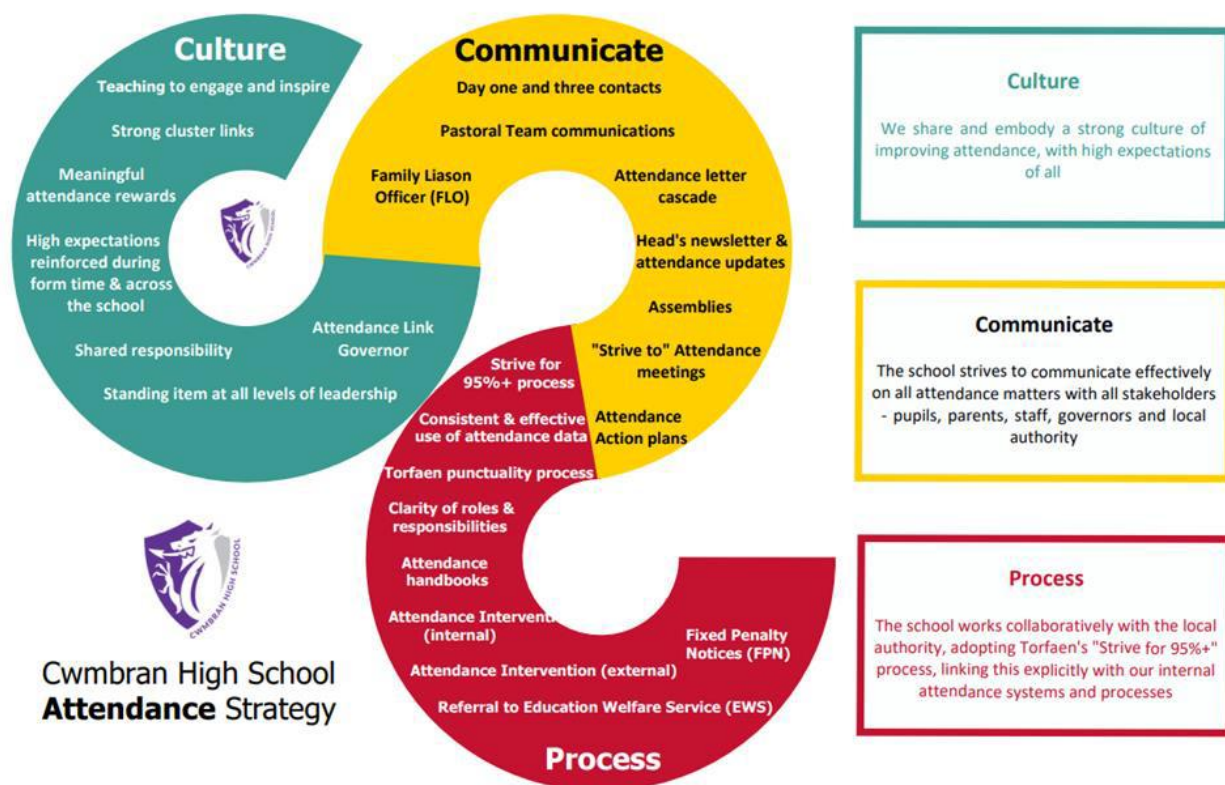




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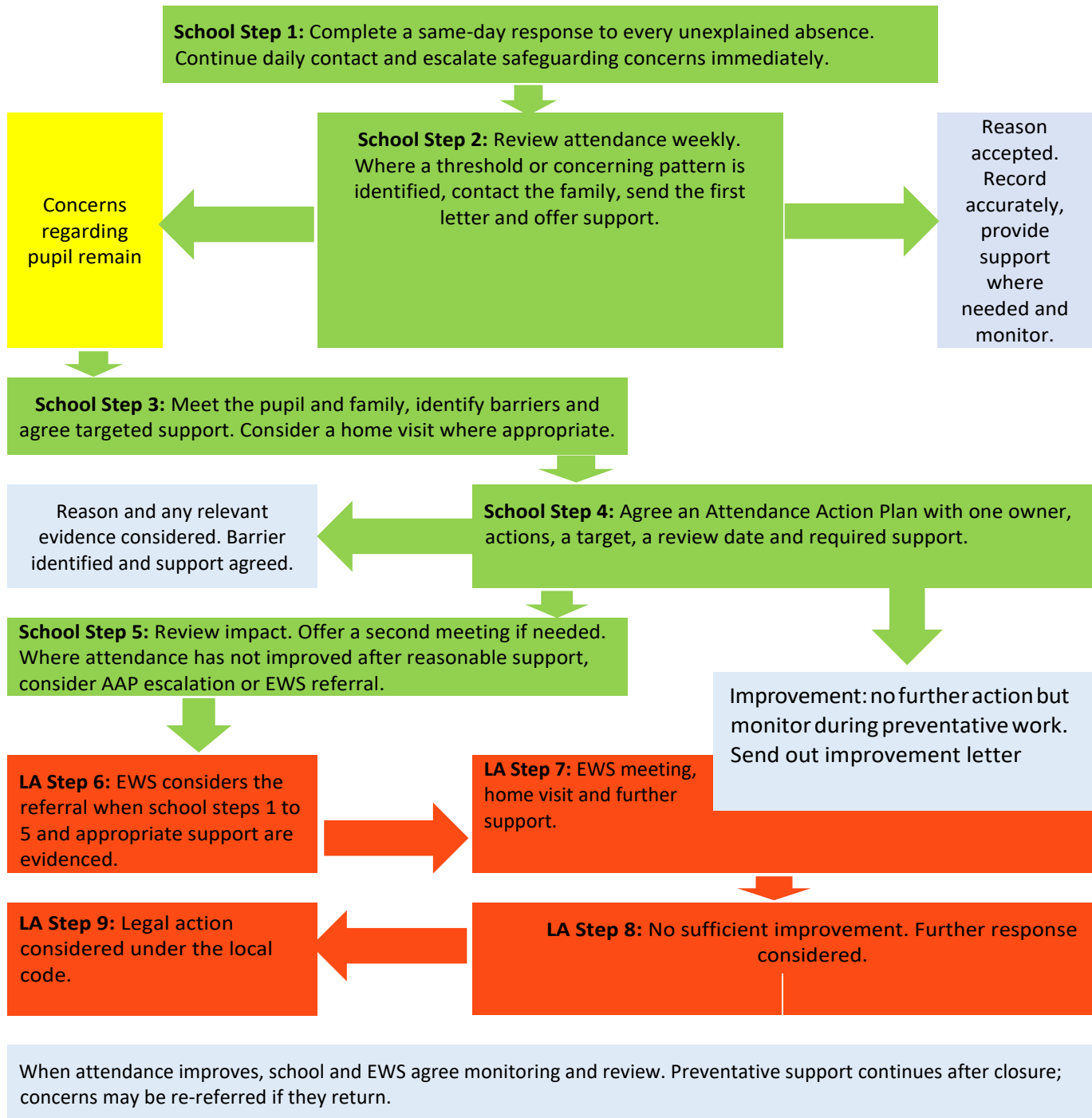
Cwmbran High School Version September 2026

Reducing lost learning to nurture success and wellbeing



Governing Body approval:	Pending governing body approval
Review Date:	September 2027
Staff Lead:	Mr T Seghiri

Torfaen County Borough Council – Education Welfare Service
Traffic Lights Attendance Scheme – Improving Attendance Pathways



Statutory Duty of Schools

Section 7 of the Education Act 1996 places a duty on parents to ensure that their child receives efficient, full-time education suitable to their age, ability, aptitude and any additional learning needs, either through regular attendance at school or otherwise.

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The Education (Pupil Registration) (Wales) Regulations 2010 require schools to maintain accurate admission and attendance registers. Attendance is recorded at the start of the morning session and once during the afternoon session after the final lunch period. An entry must be made for every registered pupil using the current Welsh Government attendance codes.

Vision

This policy sets the common approach across the Cwmbran Cluster. Each school will publish its own registration times, absence-reporting routes, contact details and local operating arrangements. This version includes the arrangements for Cwmbran High School.

All Cwmbran Cluster schools aim to create a safe and inclusive environment in which pupils attend, belong, achieve and contribute. At Cwmbran High School, this is underpinned by Strive, Believe, Achieve and the values of Positivity, Kindness, Resilience, Respect and Creativity. Pupils should attend every session they reasonably can and arrive on time, while remaining at home when illness or another legitimate reason makes attendance inappropriate.

Pupils, parents/carers, school staff and partner agencies share responsibility for improving attendance. Strong home-school relationships and clear communication help us identify barriers early and agree the right support.

We will work with pupils, parents/carers, the Education Welfare Service and other agencies to understand the reasons for absence and provide timely support. Safeguarding concerns take priority over every attendance pathway and are acted upon immediately.

Aims and Principles

Our approach is learner-centred, strengths-based and trauma-informed. We recognise that attendance can be affected by Additional Learning Needs (ALN), disability, physical or mental health, emotionally based school non-attendance (EBSNA), poverty, caring responsibilities, bullying, relationships or other individual circumstances. Support will be personalised and will include reasonable adjustments, pupil and parent voice, phased returns and multi-agency working where appropriate.

Parents/carers are legally responsible for ensuring that a child of compulsory school age attends school regularly. All Cwmbran Cluster schools will:

- Ensure pupils feel safe, supported, valued and connected to school, and make clear that they are missed when absent
- Maintain accurate and timely registration as an educational and safeguarding responsibility
- Include attendance within school improvement planning and set annual targets based on evidence and context
- Identify changes and patterns early through weekly analysis of session, lesson and cohort data
- Listen to pupils and families, understand the barrier and agree the least intrusive effective response
- Make reasonable adjustments and use the appropriate attendance, ALN, EBSNA, pastoral or safeguarding route
- Provide clear, regular and personalised information about attendance, learning missed, support and review
- Welcome pupils positively when they return and plan catch-up, reintegration and continuing support where needed
- Review the policy, practice and impact regularly through senior leadership and governing body oversight

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PROCEDURES FOR RECORDING ATTENDANCE

Recording Attendance

Registration

At Cwmbran High School, morning registration takes place during Form Time at 8:35am and afternoon registration takes place during Lesson 5 at 1:50pm. The morning register closes at 9:05am and the afternoon register closes at 2:20pm. Other cluster schools publish their own session and register-closing times.

Form Tutors and class teachers must complete each registration and lesson register within the first five minutes using SIMS Lesson Monitor. Staff record pupils as present, absent or late. Designated attendance staff investigate unexplained marks and apply or amend the statutory attendance code. Corrections must be made promptly and remain auditable.

A pupil who is unexpectedly missing from a lesson or provision must be reported immediately through the agreed attendance and safeguarding route. Pupils attending internal provision are recorded as present. Off-site providers must confirm attendance twice daily so that the school can apply the correct code.

Attendance Codes and Alternative Provision

All cluster schools will use the Welsh Government School attendance codes guidance published on 20 July 2026. This includes I1 for physical illness, I2 for non-physical illness, C4 for an agreed reduced or reintegration timetable and D1 when a dual-registered pupil is scheduled to attend another setting.

Codes B1 and B2 may be used only where online learning is approved through the relevant local authority arrangements. Work sent home independently does not count as attendance. Approved off-site activity must be supervised and quality assured, with attendance confirmed for each statutory session.

Lateness

A pupil who arrives late must enter through Pupil Reception and sign in. Arrival before the register closes is recorded as L and counts as present; arrival after it closes is recorded as U and counts as unauthorised absence. The designated Attendance Officer will ensure the register is corrected.

Persistent lateness will be addressed through the Punctuality Pathway. The school will identify the cause, agree support and monitor improvement. Where late arrival continues despite support, the matter may progress to an Attendance Action Plan and referral to the Education Welfare Service.

If punctuality does not improve, parents/carers will be invited to a formal meeting and an agreed review date will be set.

ABSENCES

Every half-day absence is classified by the school as either **AUTHORISED** or **UNAUTHORISED**. Parents/carers provide the reason for absence, but only the school can authorise it. Information should be provided promptly through the school's published reporting route.

An absence is authorised when the school has approved it in advance or accepts the explanation provided afterwards as a satisfactory reason. This may include unavoidable illness, medical appointments, religious observance or another exceptional circumstance.

An absence is unauthorised when the school has not approved it or does not accept the explanation as a satisfactory reason. Unauthorised absence may lead to formal intervention or legal action. Examples include:

- no reason has been provided after the school has made reasonable enquiries

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- absence because a parent/carer is unwell, unless no safe alternative arrangement is available and the school agrees
- absence because a sibling is unwell
- requested evidence has not been provided after a suitable period and the school has informed the parent/carer that it intends to use code O
- parents/carers keeping a pupil away from school unnecessarily
- truancy before or during the school day
- absence that remains unexplained after reasonable enquiries
- arrival after the register has closed
- looking after other children without an exceptional arrangement agreed by the school
- birthdays
- day trips or holidays in term time that have not been agreed

The Headteacher, or a nominated Deputy Headteacher acting under agreed procedures, decides whether an absence is authorised. Designated attendance staff may apply the appropriate code once the decision has been made. Requests for term-time leave remain the responsibility of the Headteacher.

At least 10 sessions of unauthorised absence during a term may meet the threshold for the school to request a Fixed Penalty Notice. The sessions do not need to be consecutive. Torfaen County Borough Council decides whether issuing a notice is appropriate; further detail is set out later in this policy.

First Day Contact

Parents/carers must tell the school why their child is absent before the start of the school day. Each cluster school will publish its reporting method. At Cwmbran High School, absence must be reported through the Cwmbran High App or by calling 01633 643950 before 8:35am. If no reason is received, the Attendance Officer will begin same-day contact. Attempts will continue daily and unresolved absence will be risk-assessed and escalated to the Family Engagement Officer, Head of Year or Phase, or Designated Safeguarding Person as appropriate. A welfare sighting or home visit may be arranged.

The school retains responsibility for checking and following up the daily attendance of all pupils, including children who are looked after, known to social services, dual registered or attending off-site provision. Where a pupil is vulnerable, the Designated Safeguarding Person will coordinate with the Education Welfare Officer, social worker and other professionals. Any safeguarding concern will be acted upon immediately.

Religious Observance

The school will authorise absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents/carers are required to inform the school in advance.

Illness

Parents/carers should report illness before the start of the school day and provide updates on each subsequent day unless a likely period of absence has already been agreed. Physical illness is recorded as I1 and non-physical illness, including wellbeing concerns, as I2. Where appropriate, the school may provide work to maintain connection with learning, but this does not change the absence code unless online education has been formally approved through the relevant local authority arrangement.

Where illness is in doubt or repeated absence affects attendance, the school may request relevant evidence and work with the family and health professionals. Medical certificates will not be requested unnecessarily or

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retrospectively. Evidence may include an appointment card, prescription or similar information. If evidence is not provided after a suitable period, the school may use code O after informing the parent/carer.

Long Term Illness and Reintegration

A pupil returning after a lengthy absence will receive a positive and planned welcome. The school will agree a personalised reintegration or Pastoral Support Plan with the pupil and parent/carer, involving only the relevant staff and agencies. The plan will identify barriers, reasonable adjustments, catch-up support, a named owner, actions and review dates. Any reduced timetable will be short term, recorded as C4, reviewed regularly and aimed at full-time reintegration, generally within six weeks. The ALNCo, EBSNA pathway, health services or local authority will be involved where appropriate.

Medical Appointments

Medical and dental appointments should be arranged outside the school day wherever possible. Where this is not possible, pupils should attend before and/or after the appointment. The school may ask to see an appointment confirmation and will record only the sessions affected, using code M where appropriate.

Holidays

Parents/carers must request term-time leave in advance using the school's form. Holidays during term time will not normally be authorised. The Headteacher will consider each request individually, including the reason, timing, duration, the pupil's age, stage of education, progress and attendance pattern. Where exceptional circumstances justify an agreed family holiday of up to 10 school days, code H will be used. For an agreed extended family holiday, the first 10 days are recorded as H and any agreed days from day 11 as F. A holiday that is not requested in advance, not agreed, or exceeds the agreed period is recorded as G.

At least 10 sessions of unauthorised leave during a term, including a delayed return, may result in the school requesting that the Local Authority issue a Fixed Penalty Notice.

MONITORING ATTENDANCE

Cwmbran Cluster schools will use a graduated approach: celebrate, prevent, target and intensify. Percentage bands prompt action but do not replace professional judgement, pupil context or safeguarding assessment. At Cwmbran High School the operating bands are:

- 95% and above - celebrate and maintain: Form Tutors recognise positive attendance and continue routine monitoring
- 90% to 94.9% - prevent: Form Tutors discuss emerging concerns, identify barriers early and contact families where appropriate
- 85% to 89.9% - target: the Attendance Team works with the Head of Year or Phase through an Attendance Improvement Meeting and, where required, AAP1
- Below 85% - intensify: the Head of Year or Phase and SLT coordinate AAP2, complex or multi-agency support, and EWS or legal pathways where appropriate

See the Traffic Lights Attendance Scheme - Improving Attendance Pathways after the cover page.

Each cluster school will set an annual improvement target based on its evidence and context. Cwmbran High School's whole-school target for 2026 to 2027 is 90%. This is an improvement target and must never create pressure for a pupil to attend when doing so is not in their best interests.

Attendance and punctuality data will be reviewed weekly at pupil, group, year, subject, lesson and time level. It will be considered alongside academic, behaviour, ALN and safeguarding information to understand the whole

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pupil. Leaders will monitor trends and priority groups, including pupils eligible for free school meals, pupils with ALN and any cohorts identified through the School Development Plan.

Parents/carers will receive an annual explanation of the school's attendance approach. Where concerns arise, they will receive personalised updates at least fortnightly, and more frequently where the attendance band or risk requires it. Updates will show attendance, trend, learning missed, agreed support, the named owner and the next review date.

Attendance actions, AIMs and AAPs will be recorded on the attendance system and tracker. Behaviour is recorded on Class Charts, safeguarding and welfare concerns on MyConcern, and provision or intervention reviews on Provision Maps or the agreed tracker.

Communication and Publication

The attendance policy, school-specific arrangements and information for families will be published on each school's website and made accessible to pupils, parents/carers, governors and the public.

Cwmbran High School will use the Cwmbran High App, website, letters, telephone calls and meetings to communicate attendance expectations, current information and available support. Other cluster schools will publish equivalent local routes.

Attendance Support and Action Planning

An Attendance Improvement Meeting (AIM) may be used when concerns first require targeted support. Persistent or more complex concerns progress through AAP1 and AAP2. Each plan will record the starting point, barriers, pupil and parent voice, reasonable adjustments, support, one named owner, measurable actions, a target, review date and exit or reintegration arrangements.

A formal attendance panel may be convened where earlier support has not improved attendance or barriers are complex. Plans will be co-produced with the pupil and family and reviewed at least fortnightly while active. If a parent/carer does not attend or agree, the school will record its attempts to engage, continue appropriate support and review any safeguarding risk. Referral to EWS will be considered only when reasonable support has been provided and local criteria are met. Legal action remains a last resort.

Emotionally Based School Non Attendance

Where emotional distress is the main barrier, the EBSNA pathway will be used before formal escalation is considered, unless immediate safeguarding or statutory action is required. Support will be coordinated with the pupil, family, pastoral team, ALNCo and relevant health or external services. Any phased or reduced timetable will be documented, time limited and reviewed with the aim of sustainable reintegration.

Penalty Notices and Prosecution for Non-Attendance

Parents/carers have a legal responsibility to ensure that a child of compulsory school age receives suitable full-time education and attends regularly when registered at school. Torfaen County Borough Council, through the Education Welfare Service, is responsible for statutory enforcement and may begin proceedings where the legal threshold is met.

A Fixed Penalty Notice may be considered for at least 10 unauthorised sessions during a term, at least 10 sessions of unauthorised leave or delayed return, at least 10 U-coded late sessions after the register has closed, or truancy in a public place. Sessions do not need to be consecutive. The Local Authority reviews each request and decides whether issuing a notice is appropriate.

Before making a request, the school will consider attendance history, individual circumstances, equality and ALN needs, support and reasonable adjustments provided, parental engagement, other current intervention and

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whether a notice is likely to improve attendance. Written warning will be issued where required by the current Torfaen Code of Conduct.

- The Education Act 1996
- The Education and Inspections Act 2006
- The Education (Penalty Notices) (Wales) Regulations 2013
- The Education (Pupil Registration) (Wales) Regulations 2010
- Welsh Government School attendance codes guidance published 20 July 2026
- Welsh Government Belonging, engaging and participating guidance

This policy must be used with the current Torfaen Local Code of Conduct for Education Fixed Penalty Notices. It will be reviewed sooner than the stated review date if national guidance or the local code changes.

[School Fixed Penalty Notices | Torfaen County Borough Council](#)

[Local Code of Conduct - Education Fixed Penalty Notices \(torfaen.gov.uk\)](#)

Rewards and Recognition for Attendance and Improvement

The cluster will recognise attendance of 95% and above, sustained improvement and positive punctuality through certificates, assemblies, newsletters and age-appropriate incentives. Unavoidable absence and individual circumstances will be considered so that recognition does not disadvantage pupils for matters outside their control. Recognition will not be based on 100% attendance alone.

Heads of Phase, Heads of Year and Form Tutors will receive weekly attendance information through the Tutor Dashboard. Form Tutors will recognise attendance of 95% and above, support pupils in the 90% to 94.9% prevention band and escalate concerns using evidence. Senior leaders and governors will receive regular reports on whole-school, cohort and individual trends and the impact of intervention.

Roles and Responsibilities

Attendance is everyone's responsibility. The roles below apply at Cwmbran High School; other cluster schools will publish equivalent local arrangements.

- The Governing Body approves and reviews the policy, receives regular attendance information and provides appropriate challenge and support
- The Headteacher and Deputy Headteacher attendance champion lead strategy, quality assure registration and coding, and oversee decisions about leave and formal action
- The Attendance Team leads first-day response, register checks, lateness, communication, AIM and AAP tracking, complex cases and legal preparation according to allocated responsibilities
- Form Tutors welcome pupils, complete registration within five minutes, recognise positive attendance, identify early barriers and record or escalate concerns
- Class teachers complete lesson registers within five minutes, report unexplained absence or internal truancy immediately and support a positive return to learning
- Heads of Year and Heads of Phase coordinate support below 90%, work with pupils and families and review the impact of AIMs and AAPs
- The Designated Safeguarding Person and ALNCo ensure safeguarding, ALN, IDP, EBSNA and reasonable-adjustment needs are considered throughout
- Pupils should attend on time whenever able, engage with agreed support and speak to a trusted adult about barriers or concerns
- Parents/carers should report absence promptly, provide an explanation, keep contact details current and engage with agreed support and review

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Cwmbran High School Contacts

Mr T Seghiri	Deputy Headteacher - Senior Strategic Lead		
Mr L Coote	Attendance - strategic, complex and legal cases		
Miss H James	Attendance - first-day response, registers and lateness		
Mr J Watkins	Attendance - letters, contracts and end-of-system actions		
Miss K Ayling	Family Engagement Officer		
Mrs C Watkins	Education Welfare Officer		
Mr R Morgan	Head of Year 7	Mr J Newsome	Head of Phase Years 6 and 7
Mr D Merrett	Head of Year 8		
Mrs Z Watkins	Head of Year 9	Mrs R Crane	Head of Phase Years 8 and 9
Mr Whittington	Head of Year 10	Mrs K Thomas	Head of Phase Years 10 and 11
Mrs E Mellen	Heads of Year 11		

Associated Attendance Documents

The Traffic Lights Attendance Scheme is included after the cover page. The following operational documents are maintained separately by each school and must remain consistent with this policy and the current Torfaen process:

Triggers and Timeline - School Steps

Triggers and Timeline - Local Authority Steps

Guidance and Paperwork - School Steps

Guidance and Paperwork - Local Authority Steps

School Step Letter 1

Improvement Letter

School Step Letter 2

Attendance Action Plan

Attendance Action Plan Review

Attendance Action Tracker

Education Welfare Officer Letter

Referral to Torfaen Education Welfare Service

Education Welfare Service Attendance Referral Process Flowchart