

SCHOOLS ATTENDANCE PATHWAY SEPTEMBER 2023 – AUGUST 2025

**Education Inclusion
Service**

Attendance Pathway

Date: 1st September 2023

Date of Review 31st August 2025



Cyngor Bwrdeisdref Sirol

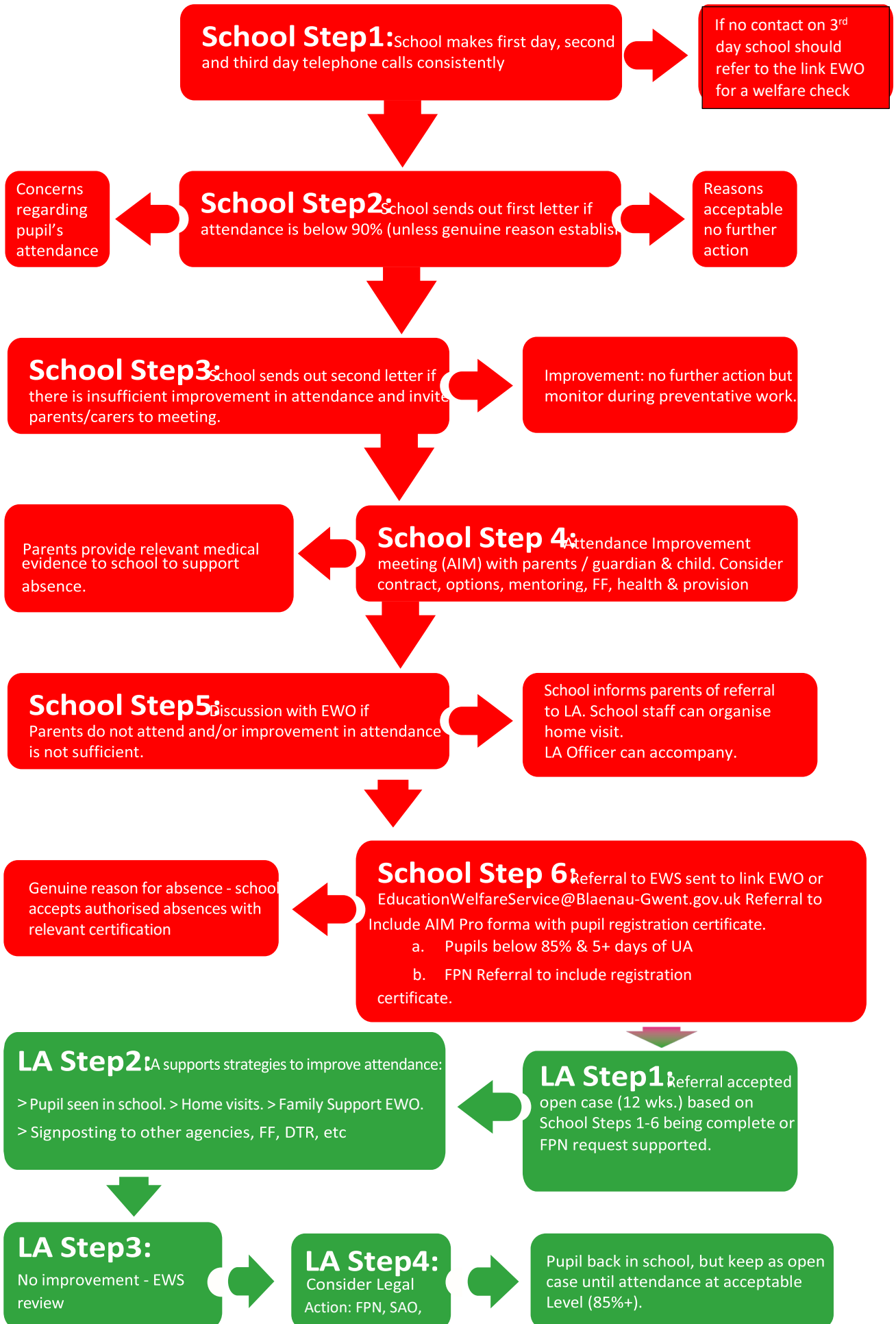
Blaenau Gwent

County Borough Council

The aim of this revised document is to provide clear support and guidance to all Blaenau Gwent schools. It offers a 6-stage school process which should be enhanced by the school's own attendance policy and tracking systems.

The LA's Education Welfare Service can provide further training, advice, support, and guidance to all schools in relation to attendance and welfare matters, via:

- Link EWO support, reviews, and visits
- Family and pupil support
- Training, resources
- Presentations
- Referrals
- Policy development
- Punitive sanctions
- Elective Home Education Officer support
- Registers & Coding issues



The Attendance Pathway

Triggers and Timeline

School Steps

Steps	Stage of process	Attendance and Time triggers
School Step 1	School makes 1st day, 2nd and 3rd day telephone calls consistently.	Ongoing
School Step 2	School sends out letter 1 if attendance is below 90% (unless genuine reason established). Engage support of pastoral support team and FF if necessary.	Below 90% current attendance in current academic year (within last 4-6 weeks) or below 90% in a rolling 12-week period
School Step 3	School sends out letter 2 if there is insufficient improvement in attendance inviting parents / carers to AIM (attendance improvement meeting).	No improvement 2- 4 weeks after letter 1 (School Step 2)
School Step 4	<p>School AIM (school, teams or home based) - LA Officer can be invited. Use AIM Proforma to record outcome. Consider home/ school contract.</p> <ul style="list-style-type: none"> • School must use AIM Template • Consider & discuss FF referral. • AIM = parental & pupil contract • Parent / guardian informed of potential EWS referral, following a 2-week review (regular school review can be extended) 	Aim should be initiated, 2 weeks after letter 2 – if no improvement (School Step 3)
School Step 5	Discussion with EWO / EWS if parents do not attend and/or there is no sustained improvement or engagement.	Discuss with EWS 2 Weeks after AIM (if no attendance improvement) or following x 1/2 AIM no shows.
School Step 6	Referral for investigation to LA: EducationWelfareService@Blaenau-Gwent.gov.uk or via link EWO a) If attendance below 85% with at least 5 days UA and correct coding b) Meets FPN criteria – complete Appendix 3 and S9	After discussion with EWS officer

LA Steps

LA Step 1	<p>Welfare Check: Referral accepted if school have exhausted all avenues (see page 7)</p> <p>Referral process: Referral accepted via based on school steps 1-5 being completed.</p> <ol style="list-style-type: none"> 1. Rejected by EWS 2. Open for up to 12 weeks case work - based on evidence School Step 1-6 3. FPN 4. Prosecution 	<p>Response by EWS officer within 24 working hours of the request</p> <p>Response by EWS officer within 5-10 days of referral</p>
LA Step 2	<p>Case work: LA supports strategies to improve school attendance. (EWS AIM @ school / home or within community, FF, DTR, alternative curriculum, referrals, and support)</p>	<p>LA support - including time for investigation, 4 - 12 weeks.</p>
LA Step 3	<p>Consultation with SEWO: No improvement within 4 – 12 weeks EWO consultation with SEWO to consider Next Steps.</p>	<p>Consider all options: FF support / referrals / legal sanctions</p>
LA Step 4	<p>Outcomes:</p> <ul style="list-style-type: none"> • FF support & referral • DTR • ESO & SAO • FPN • Prosecution • Pupil back in education • EHE 	<p>EWS will record and track all interventions and outcomes. Following case work, Individual cases may be:</p> <ol style="list-style-type: none"> 1. Closed 2. Remain open. 3. Referred to other services. 4. Monitored and reviewed

The Attendance Pathway

Guidance and paperwork School Steps

Steps	Stage of process	Compulsory Forms/Letters	Checklist/ Guidance
School Step 1	School makes 1 st , 2 nd , and 3 rd day telephone calls consistently		Record of phone conversation Referral to EWS if no contact has been made
School Step 2	School sends out letter 1 or if attendance is below 90% (or U95%) (Unless genuine reason established) (see steps 2a and 2b below)	First letter	
School Step 3	School sends out letter 2 if there is insufficient improvement in attendance inviting parents/carers to a meeting	Second letter	
School Step 4	School based AIM - LA Officer can be in attendance. Consider home/school contract	Attendance Improvement Meeting (AIM)	
School Step 5	Discussion with EWO if parents do not attend and/or no improvement	Monitor for at least 2 weeks	
School Step 6	Referral to EWS	Attendance Improvement Meeting (AIM) Proforma Fully completed all evidence attached Or PN After discussion with EWS to complete AIM Proforma + PN Request form	Information for Referral Evidence of Step 1-5 See also Guidance for FPN

Protocol for Non-contact

Day 1	First Day Response makes first attempt to call home. You can leave a message outlining the purpose of the call. If the child is CLA or CP both social worker and EWO to be notified.
Day 2	First Day Response makes a second attempt to call home. You can leave a message outlining the purpose of the call. If the child is CLA or CP both social worker and EWO to be notified.
Day 3	First Day Response makes a third attempt to call home. If the child is CLA or CP both social worker and EWO to be notified. If no contact has been made, then a referral can be made to the link EWO.

Things to consider prior to escalating to EWO...

Have you exhausted all contact numbers available on SIMS – even relatives?

- If successful – ensure SIMS is updated with all up to date telephone numbers.

Have you looked to see if there are siblings?

- Check to see if sibling's school / teacher has contact with family.
- Check that contact details match for sibling, if not try other details and amend SIMS if found to be correct.

Have you tried emailing the learner via their school account?

*This list is not exhaustive, and school may have additional measures in place to delegate actions to support staff, teachers and pastoral staff.

Elective Home Education (EHE) School Process

When a school becomes aware of any interest in EHE or a Parent/Carer issues a written notice to the school to withdraw their child to Home Educate

The school must inform the LA by completing the **EHE Referral Form** and emailing it to the link EWO along with the Parent/Guardian's written notice if already issued. The form is available as part of the LA Attendance Pathway document.

The Pupil **MUST NOT** be removed from roll until you are notified via the EHE officer or EWO. Please see the following for further guidance: [all-wales-attendance-framework.pdf](https://gov.wales/all-wales-attendance-framework.pdf) (gov.wales)

The EHE team will contact the parent/carer and pupil directly to discuss the proposed de-registration.

If a parent/carer decides not to withdraw their child from school, the EHE officer will notify the school and respective link EWO.

If parent/carer decides to continue with the withdrawal, the EHE officer will inform the school & EWO.

The school must remove the child from roll backdating to the date of the Parent/Guardians written notice.

Guidance: [Elective home education](https://gov.wales/elective-home-education) (gov.wales)

School Step 2a

TEMPLATE - LETTER 1

Dear

As part of the Welsh Government drive to increase attendance levels across all schools in Wales, we have been asked to look at the attendance within our school.

Your child, _____, has an attendance level of _____ which is below the Government target of 95%. We do appreciate your efforts to inform us when your child is ill, however, attendance has been shown to be linked with attainment and we would like to see your child reach their full potential.

100% Attendance	Learning missed in ONE School year. 0 days of learning missed - best chance of success!	😊
95% Attendance	2 weeks of learning missed – poor attendance.	
90% Attendance	4 weeks of learning missed	😐
85% Attendance	5 ½ weeks of learning missed - Very Poor attendance.	😞
80% Attendance	At least 7 1/2 weeks of learning missed. You are at risk of prosecution.	😡

We look forward to continuing to work with you in the future to improve levels of attendance.

Yours sincerely

School Step 2b

TEMPLATE - LETTER 2

Dear

As part of the Welsh Government drive to increase attendance levels across all schools in Wales, we are making every effort to ensure that all our students benefit from regular attendance. Continuity of work is clearly essential for all our students to make good progress and to achieve their full potential. There is a strong and proven link between Attendance and Attainment and the table below highlights the impact of poor attendance on their learning experience: -

Attendance	Attendance over ONE School year		Learning hours lost
	Attendance in days	Days Absent	
100%	190 days	0	0
99%	188 days	2	10
98%	186 days	4	20
97%	184 days	6	30
96%	182.5 days	7.5	37.5
95%	180.5 days	9.5	47.5
94%	178.5 days	11.5	57.5
93%	176.5 days	13.5	67.5
92%	175 days	15	75
91%	173 days	17	85
90%	171 days	19	95
89%	169 days	21	105
88%	167 days	23	115
87%	165 days	25	125

25

Your child's attendance for this academic year to date presently stands at % only, which is below the target attendance level set for the school this year of %. We appreciate that children become unwell from time to time and there can be exceptional circumstances for absence. However, we ask that you think carefully before keeping your child off school and that you keep any appropriate medical information to serve as supportive evidence for your child's absence.

We look forward to working with you in the future to ensure that your child achieves their full potential during their time spent at school.

Yours sincerely
(Headteacher)

TEMPLATE - LETTER 3

Dear

We are becoming increasingly concerned about the attendance of _____, which you will see from the attached report is _____%. I am sure you will appreciate that regular attendance is essential for your child's education and is also a legal requirement.

Therefore, we would like to invite you to an Attendance Improvement Meeting at school so that we may find a way forward in this matter.

Please Contact _____ at the school to arrange a meeting with.

Yours sincerely

Attendance Improvement Meeting (AIM)

Present at meeting:

Information Required for Referral to EWS	Date	Attached (Please tick)
Latest Attendance Register		
Letter 1		
Letter 2		
Letter 2 (if applicable)		
Letter 2 (if applicable)		
AIM meeting		
AIM meeting 2 (if applicable)		
Date	Teacher	Parent/Carer
Name of Pupil	Form	Attendance
Issues Discussed		
Action agreed		
Pupil Signature	Parent/Carer Signature	Teacher Signature
School contact details:		
If referral to EWS is agreed		
School signature _____ date _____		



EDUCATION WELFARE SERVICE - REFERRAL FORM

School Name:

Date of referral:

Is this a re-referral:

Yes/No

Is this child Looked After (subject to care proceedings): Yes/No

First Name		Known as:	Year Group
Surname		Date of Birth	M / F
EWO		FSM Y / N	
This form has been submitted by:		Designation/Role	

Please provide names and addresses of those who have Parental Responsibility

(e.g., both parents if living apart, Social Services)

Parent/Carer Name (s)	
Home address	
Home telephone number	
Parent/Carer Name (s)	
Home address	
Home telephone number	

ATTENDANCE INFORMATION AND ACTION TAKEN BY SCHOOL

For this referral to be accepted by the Education Welfare Service you must have exhausted all procedures to address concerns regarding attendance, this is in line with the school's attendance policy and Welsh Government All Wales Attendance Framework ¹⁴

Is this the third day of absence with no contact from home? Y /N

(If yes, please confirm that all contact details, including emails held on SIMS have been tried with no success)

% Attendance at date of referral

Has the school followed the All-Wales attendance process? Yes / No

If not, why not?

Date letter 1 sent to parent/carer

Date letter two sent to parent/carer

Date of meeting to discuss attendance concerns with parent/carer

If parent/carer did not attend why not?

Any other action taken: *(e.g.: telephone conversations, visits to the home)*

Can you give details of the concerns preventing the child from attending school on a regular basis.

(e.g.: Issues within the home, any health needs, or ongoing medical issues? Any mental health concerns? Any drug or alcohol issues with the parents/s? Parents failing to engage?)

What support mechanisms have school used to resolve the issues before submitting a referral to the EWS.	
If the majority of the absence has been recorded as illness has the school asked for medical evidence:	
OTHER AGENCIES INVOLVED (Please state agency and contact details)	
Educational Psychologist	CAMHS
Families First	Social Services
Other:	

RISK OF HARM	
Is the young person at risk of exploitation/county lines	Y / N
<i>If yes, please state reason:</i>	
Are there known domestic abuse / honour based abuse allegations / Police reports we should be aware of?	Y/ N
<i>If yes, please provide details:</i>	
Do you know of any risks associated with visiting the family at home? Y /N	
<i>(If Yes - Please include any Health and Safety issues present in the family and if there are any concerns about an officer visiting the house alone.)</i>	

Please email the referral to your EWO

(Office use only)

Date received by Education Welfare Service:

Referral open date:

Referral closed date:

PLEASE ALSO BE AWARE THAT THIS REFERRAL MAY RESULT IN ENFORCEMENT ACTION BEING TAKEN AGAINST THE PARENT/S IN CERTAIN CIRCUMSTANCES IF THERE IS EVIDENCE TO DO SO.

LA Referral Response

Educational Referral Response Form

Name of Pupil: _____

Date of birth: _____

Form/Year: _____

Address: _____

Name of Parent/Guardian: _____

Telephone (Home/Work): _____

School Name: _____

_____ I wish to confirm that the
EWS have received a formal referral with respect to the above-named pupil.

Date referral received: _____

Referral NOT Accepted

Attendance Pathway Procedures School Steps 1 to 5 not followed Other Reason:

Referral Accepted Yes.

The above-named pupil will now be recorded as a referral to the EWS and follow up action will be taken in agreement with the school.

Pupil Step down from EWS referral

There is improved sustained attendance which has taken the pupils attendance above 85% for the term .

EWO Actions identified have been completed (e.g. Prosecution)

Name: _____ (Education Welfare Officer)

Date: _____

EHE Referral Form

ELECTIVE HOME EDUCATION REFERRAL FORM (School de-registration form)

Please do not remove pupil from school role until the LA has undertaken further investigations.

Pupil Details

Name	
Date of birth	
School	
Year group	
ALN	
FSM	
Exclusions	
PSP	
Attendance for 2021 / 22	
Attendance for 2022 / 23	

Parent / Carer Details

Name	
Address (Including postcode)	
Email address	
Telephone number	
Relationship to pupil	

Reason for Elective Home Education¹

	School	Parent / guardian	Child or Young Person
Attendance / prosecution			
School cannot provide appropriate language provision			
School / parent / child relationship breakdown			
School cannot provide appropriate SEN / ALN provision			
Awaiting a place in school of choice			
Preferred school place refused			
Religious beliefs			
Lifestyle / ideology / philosophy			
Anxious / phobic			
Racism			
Homophobia			
Bullying			
Child medical need			

Parent / carer medical need			
COVID-19			
Other (please specify)			

3. Please give details of any interventions, referrals or work conducted with pupil, parents, or guardian prior to the notification of decision to educate at home

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4. Please give details of discussion with the parents / carers prior to the notification of the decision to educate at home

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5. Please give details of the involvement of the Education Welfare Service

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6. Please provide names and contact details of any outside agencies currently involved with the pupil. For example, Social Worker, CAHMS

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7. Has the school or any other service spoken to the pupil regarding parent / guardian decision to home educate? Please record details

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Please attach a copy of the written notification from the parents / carers informing you of the decision to home educate (if been issued) and email to educationwelfareservice@Blaenau-Gwent.gov.uk

The EWS will contact you with a decision within 5 working days of receipt of this referral form; please do not remove the pupil off role in line with WG guidance.

Headteacher Signature

Name	
Signature	

Date	
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