RHYL HIGH SCHOOL
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Rhyl & Rhuddlan Learning Community

Parent/Carer Guide to school attendance monitoring.

Child Absent – No contact from parent/carer

School attempts to make contact to establish reason for absence *and take any appropriate action to safeguard child (A1)

No contact - Further attempt to make contact. *(A2)

Contact - reason for absence provided. School decides whether to authorise or not.

School still unable to make contact - letter to parents to request reason for absence. * If no reason is provided absence will automatically be unauthorised. (A3)

Following 5+ days of unauthorised absence you will be invited to attend a meeting in school to put together an Attendance Support Plan, with the aim to prevent further unauthorised absences. The plan will be regularly reviewed for progress. (A4)
The school may request a Fixed Penalty Notice Warning letter at this point.

Further unauthorised absences. You will be invited in to review the Attendance Support Plan. (A4+)
Following 10+ days of unauthorised absence you could/will be issued with a fixed penalty notice alternatively the matter may be referred to the Education Welfare Service for allocation.

Referral to EWO
You will be contacted by an allocated Education Welfare Officer who will undertake an assessment. (A5)

Fixed Penalty Notice issued
School will continue to monitor attendance.
A referral may be made to the EWO service if unauthorised absences continue thereafter.

School issues are identified.

Meeting in school with EWO. (A5+)

Further deterioration in Attendance/no improvement = Governors Panel Meeting. Commencement of legal action considered. Final support plan put in place. (A6)

Progress reviewed in regular meeting(s) and decision reached whether the case has improved to a point that the EWO can close case or whether to proceed to court. (A6+)

Child Absent – Health reason provided

Authorised Medical absences - If your child has absences for medical reasons you may be invited to attend a meeting to put together an Attendance Support Plan /Individual Health Plan to support regular school attendance which will be reviewed as necessary. (AA1)

Ongoing absences for health reasons a review will be called in school, and may include any relevant health professionals. Schools will endeavour to support children with genuine medical conditions to access education however, if it is deemed that the reason/evidence provided does not necessitate school absence on health grounds the school will inform you that no further absences will be authorised without appropriate medical evidence. (AA2)