St Mary's Catholic Primary School

Wrexham CBC School's Attendance Guidance

Approval date:	**September 2025**
Review date:	**September 2027**
Signed by Chair of Governors:	Esther Bonnington

CONTENTS

	Page
Introduction	3
Legal Framework	3-4
Rights of the Child	4
School Strategies to improve attendance	5-7
• Peer Support	
• Parents Notice Boards	
• School Websites	
• School Newsletters	
• The School Environment	
• Breakfast Club / Lunch-time Club and Access to Water	
• Staff Awareness	
• Attendance Assemblies	
• Attendance Data Tracking and Targeted Interventions	
• Attendance Mentoring	
• Attendance Workshops	
• Transition Process	
• Parents Evening	
• School Sanctions	
• Rewards	
Additional Attendance Strategies	8-9
• Role of the Education Social Work Service	
• Role of School Improvement Advisor	
• Attendance Panels	
• Truancy Patrols	
• First Day Contact	
• Data Collection	
• Monitoring and Reporting	
Appendices including letter templates	10-25

Introduction

WCBC is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances in life to succeed and to achieve their goals.

This attendance policy is intended to set out an over-arching statement of appropriate protocols and practices relating to the management of and promotion of school attendance in Wrexham.

Legal Framework

The law outlining attendance is:

The Education Act 1996 which places a legal obligation on:

- the local authority to provide and enforce attendance.
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the above act states that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices (FPN). A code of conduct has been agreed by Wrexham County Borough Council on the issuing of the FPN which allows Head Teachers to apply for a £60 FPN when they have recorded.

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the North Wales Police or other partners during school hours without a justified reason and where absence is recorded as unauthorised.
- Parents/carers failing to engage with school/ESW but where prosecution has not been instigated.

The Head Teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Education Lead (Formerly Education Social Worker Team Manager) for the local authority. The Education Lead will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs before issuing a FPN of £60.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If payment is not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the WCBC website www.wrexham.gov.uk.

Rights of the Child – UN Convention on the Rights of the Child.

Article 28 says that "State Parties recognise the right of children to education and with a view to achieving this right progressively and on the basis of equal opportunity"

Article 29 focuses on the aims of education and says that governments agree that "the education of the child shall be directed to:

- The development of the child's personality, talents and mental and physical abilities to their fullest potential.
- The development of respect for human rights and fundamental freedoms and the principles enshrined in the Charter of the United Nations.
- The development of respect for the child's parents, his or her own cultural identity, language and values, for the national values of the country in which the child is living, the country from which he or she may originate and for civilisations different from his or her own.
- The preparation of the child for responsible life in a free society in the spirit of understanding, peace, tolerance, equality of sexes and friendship among all peoples, ethnic, national and religious groups and persons of indigenous origin.
- The development of respect for the natural environment.

Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. A young person ceases to be of compulsory school age on the last Friday in June of the school year in which they have achieved their 16th birthday.

Parents' are defined in section 576 of the Education Act 1996 as:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a child or young person, and any person, who although not a natural parent has care of a child or young person.

Meanings:

ESWS – Education Social Work Service

CME – Children missing education'

CTF - Common Transfer File – pupil file transferred to relevant school.

Attendance is **everybody's concern** and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

Schools Strategies to improve attendance

WCBC's aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. The ESW service categorises attendance concerns in the following way.

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

Peer Support

Pupils could be nominated school councillors, mentors and mediators in order to assist other pupils in achieving improved attendance levels. By leading a good example this has a positive impact with those pupils underachieving due to irregular attendance.

By ensuring pupils are involved in this process and giving them responsibilities, it could improve their confidence and self–esteem.

Parents Notice Boards

The parent's notice board is displayed at the front of the school which includes regular information and updates on attendance. Schools can raise the profile of attendance with parents/carers and the wider community through the use of parents'/carers' evenings, school newsletters or other communications. This will ensure the importance of attendance is spread widely throughout the school community.

Schools Websites

The school's website should also provide parents, pupils, governors and the public with all the relevant attendance information including the schools attendance policy, along with all other schools policies and procedures. Regular reminder messages about attendance can be issued via school social media accounts and messaging apps.

Schools Newsletters

Schools should communicate frequently with parents/carers about positive achievements and improvements, emphasising the responsibility and role of parents/carers in partnership with the school. Schools can raise the profile of attendance with parents/carers and the wider community through the use of parents'/carers' evenings, school newsletters or other communications. This will ensure the importance of attendance is spread widely throughout the school community.

Newsletters either digital or a paper copy are another way of communicating with parents. Good practice in Wrexham includes schools where newsletters are sent out on a half termly basis/weekly basis. Newsletters can inform parents and pupils where the school stands showing overall attendance figures. All other attendance data and information will be included in every bulletin.

Parents and carers should be encouraged to check the schools attendance information on a regular basis and also check on school holiday dates and inset dates to avoid confusion.

The School Environment

The school should provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance. It is good practice for all staff to ensure that the classroom displays include the form attendance for the previous week and the schools' targets.

Breakfast Club/Lunch-time Club and Access to Water

Schools that can offer a breakfast club can set them up for a positive day. Breakfast club should be supervised by school staff. Children can have breakfast with friends, and ensure they have had a meal at the start of the day which statistics shows helps the thinking process. Schools that provide water to hydrate pupils have also benefitted from improved wellbeing and attention.

Staff Awareness

All staff must be fully aware of the importance of regular school attendance, and pupils must be regularly made aware of this during the school day from staff. A holistic and consistent approach should be applied to ensure that all staff apply the school ethos and reflect the culture of the school at all times. As part of staff induction, new staff should be briefed on the school's philosophy on attendance and introduced to their responsibilities for attendance management.

Attendance Assemblies

Celebrating attendance should be a priority. Involving pupils gives an incentive, motivation and encouragement. Assembly can promote a sense of self-worth. This promotes the wellbeing of children as well as rewarding them for their achievements. A consistent approach should be applied as suggested above to ensure that all staff apply the school ethos and reflect the culture of the school.

Prevention and Support Services can be invited to support these assemblies and to promote attendance initiatives.

Attendance Data Tracking and Targeted Interventions

The schools attendance administrator should track attendance data and run half-termly reports to identify groups whose attendance is dropping below the schools target. It may be that a specific year group, gender group or user defined group such as looked after pupils (LAC) or those entitled to Free School Meals are noticeably below the expected level. School staff and the ESW service will work with these identified groups to offer additional support to bring their attendance in line with the rest of the school. The SIMS MIS Support Team (01978 295468) can provide support with setting up reports.

Where pupils are identified as routinely absent from school in the days leading up to a school holiday a letter can be sent/phone call made home in advance of the holidays to discuss this matter. (Appendix 10).

Attendance Mentoring

Pupils with attendance below the targeted level can be mentored by an identified member of staff. Quality mentoring, especially as part of a school-wide effort, can be leveraged as a strategy to improve attendance and boost academic achievement. A positive, consistent and supportive relationship with an identified adult can help motivate attendance. Pupils and families are more likely to share the barriers they face to getting to school to an adult who meets with them regularly. All contacts with the pupil and their family can be recorded on SIMS and the impact of their involvement tracked.

Attendance Workshops

Bespoke attendance workshops can be delivered to groups by school staff, both parents and young people, with attendance below the targeted level. Workshops run for six weeks with each session lasting 30 minutes. An example programme for the six week workshops may include:-

1) Why is school attendance important?
2) Legal Framework
3) Barriers to regular attendance.
4) Removing the barriers to regular attendance
5) What are the benefits of regular attendance at school?

6) Conclusion and rewards for pupils who attendance improved during the 6 weeks.

Transition Process

Transition from Year 6 to 7 can be difficult at times to deal with. Staff should appreciate that pupils often find it hard to cope with the transition from year groups and also from primary to secondary school. Schools must ensure that all staff involved in this transition process and in transition taster days for all pupils are aware and supportive.

Additional support with transition can be provided by the Youth Work in Education (YWIE) service in nominated schools. (Please contact YWIE Advanced Practitioner for further information)

Parents Evening

Parents of pupils with low attendance can be identified in advance of the parents evening and provide an opportunity to discuss barriers to regular attendance. Parent's evenings may benefit from the support of WCBC Prevention and Support Services if parents need advice and guidance or additional support in trying to ensure the regular school attendance. Requests for support must be organised in good time.

School Sanctions (Secondary)

Where pupils are regularly absent without authorisation but have been sent to school by their parent it is possible to implement school based sanctions if there is no improvement. This may be in the form of detention either during lunch time or after school. Parents must be notified on each occasion.

Rewards

Rewards can include the following:

- Pupil Certificate.
- Badges/Pens
- Extra free time.
- Class Trophy.
- 100% awards for the academic year for pupils.
- First In the queue for lunch.
- Snacks provided through the school canteen e.g. a snack or drink
- Books.

Further examples can include pupils being entered into a draw at the end of term or the end of an academic year for some of the following:

- Cinema tickets.
- Book vouchers.
- I-tunes voucher.
- Bike

Partnerships with local businesses can be established to support such schemes in some localities.

Additional Attendance Strategies

Role of the Local Authority Education Social Work Service

The Education Social Work service is a statutory service which supports schools to ensure that all pupils attend school regularly. All schools have a designated Attendance Support Officer and Education Social

Worker who will liaise with the school on a regular basis. The ESW will meet with a senior member of staff within school where service provision allows and will discuss those pupils who have attendance of below 92%.

The school, in a joint discussion will then refer the pupil to the ESW service if necessary. The individual circumstances of each pupil will be considered. Once school has followed the process documented in the All Wales Attendance Framework the ESW service can support school with a home visit.

The ESW service can support with implementing Attendance Improvement Plans with pupils over a six week period. Intensive support and engagement with the pupil and family are made in order to bring about positive change in the pupil's attendance.

Parents have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise are committing an offence and the ESW will need to be informed.

It is unfortunate, but on occasions recourse to statutory powers may be required which may result in a Fixed Penalty Notice application or in the prosecution of parents. It is WCBC policy to prosecute all unpaid FPN cases. However the ESW does not take this action lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels until all of these avenues have proved to be ineffective.

Role of School Improvement Advisor

Schools should work with School Improvement Advisor. The School Improvement Advisor provides a holistic overview of the impact of structures to promote the school improvement process.

Attendance Panels

Attendance panels involve school governors, members of the senior staff group, ESW service, and parent and on occasions they can include the pupil. Whilst the panel's aim is to address the attendance of pupils it is not always in the best interest of the pupil to be out of class.

Parents can be invited into school to discuss their child's attendance. An Attendance Improvement Plan (AIP) can be completed and signed during these meetings. Letters of invitation should be sent to parents in advance by school. Parents are asked to notify school to confirm whether they will be attending or not. If they are not available to attend then another letter should be sent to offer a further opportunity.

Failure to attend without notification can result in any absences remaining unauthorised by the Head Teacher and may result in a visit or telephone call from the ESW Service.

Community Education Patrols (CEP)

Community Education Patrols are initiated by the Education Lead in partnership with North Wales Police. These patrols are arranged on a prescribed basis.

Under the Crime and Disorder Act 1998, North Wales Police have the power to engage parents found with children during school hours. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety. Community Education Patrols are intended to promote the benefits of regular school attendance and to promote partnership working.

Parents and pupils details are logged, along with the reasons for the pupil being away from school. Schools are emailed to inform them of the details obtained.

First Day contact

School should operate a first day contact process, to ensure schools contact parents of those pupils who are absent on a specified day. This process is deemed to be good practice and identifies those pupils who are regularly absent at an early stage. Such pupils can then be referred to support services in accordance with the terms of this policy.

Data Collection

School's attendance data is continually being tracked and monitored electronically both on an individual pupil level and also as a whole school. This data is collated by the Local Authority and shared amongst all schools across Wrexham on a regular basis.

Monitoring and reporting

The school should regularly prepare reports to the governing body, senior management and challenge advisors (GWE) to ensure that levels of attendance are clear and that attendance codes are accurate. In addition parents should also be notified through the schools regular communication channels. The Local Authority will also monitor levels of attendance and raise concerns with Head Teachers.

Appendix 1

Code	Meaning	Statistical meaning
/ \	**Present at registration**	**Present**
L	**Late but arrived before register closed**	**Present**
B	**Educated off-site**	**Approved educational activity**
D	**Dual registered**	**Approved educational activity**
P	**Approved sporting activity**	**Approved educational activity**
V	**Educational trip or visit**	**Approved educational activity**
J	**Interview**	**Approved educational activity**
W	**Work experience (not work based learning)**	**Approved educational activity**
C	**Other authorised circumstances(not covered by another code)**	**Authorised absence**
F	**Agreed extended family holiday**	**Authorised absence**
H	**Agreed family holiday**	**Authorised absence**
I	**Illness**	**Authorised absence**

M	**Medical/dental appointment**	**Authorised absence**
S	**Study leave**	**Authorised absence**
E	**Exclusion**	**Authorised absence**
R	**Religious observance**	**Authorised absence**
T	**Traveller Absence**	**Authorised absence**
N	**No reason provided for absence**	**Unauthorised absence**
O	**Other unauthorised absence(no explanation provided)**	**Unauthorised absence**
G	**Family Holiday (not agreed)**	**Unauthorised absence**
U	**Late arrival after the close of registration**	**Unauthorised absence**
X	**Un-timetabled sessions for non-compulsory school age**	**Not required to attend**
Y	**Partial and forced closure**	**Not required to attend**
Z	**Pupil not yet on roll**	**Not required to attend**
#	**School closed to all pupils**	**Not required to attend**

Code Meaning Statistical category

St Mary's Catholic Primary
Wrexham

Absence Request Form (Exceptional circumstances only)

Child's name.....Class .....

Date from ..... date to ..... (Please only include dates your child will be absent from school)

Destination.....(NB – This is for child protection reasons, ensuring all our children are safeguarded)

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent/Carer ..... Date .....

Office use only			☐ Absence authorised No. days ___ ☐ Absence unauthorised No. days ___ Headteacher initial _____
Date form received	No. School days absence requested	% Attendance	

✂.....

This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Educational Social Worker if your child's attendance drops below a level that the school deems acceptable (92%).

Pupil name(s).....Class/Year .....

☐ Absence authorised from ..... to ..... (inclusive)

☐ Absence unauthorised Current attendance .....% as of ...../...../20.....

Signed ..... (Headteacher)

Date .....

P.T.O

Notes to Parents/Carers

Declaration:

I understand that this holiday request may be authorised or not authorised at the discretion of the Head Teacher. If the Head Teacher does not authorise this absence, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the school's attendance policy. (Please ask for a copy at school or the schools website)

Green	100% Not missing any lessons.
	99% Missing about 10 lessons.
	98% Missing about 20 lessons.
	97% Missing about 30 lessons.
Amber	96% Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95% Missing about 2 weeks of school.
	93% Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

Appendices 3-12 (WCBC template letters)

Appendix 3 – No Reason Provided Letter

«date_of_printing»

«addressee»

«address_block»

Dear Parent / Guardian,

«chosen_forename» «chosen_surname» - «date_of_birth»

According to our records, «chosen_forename» has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the «he_she» is unable to attend school. Unfortunately we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible or alternatively call the school on SCHOOLS PHONE NUMBER or email on XXXXX. Any absence that has not been explained within two weeks will be categorised as an Unauthorised Absence.

Yours sincerely,

School Attendance Officer

Please complete this slip and return to the **School Attendance Officer** as soon as possible.

«forename» «surname» - «date_of_birth»

Dates of unexplained absence:

«dyddiadau_absenoldeb_heb_eglurhad»

Explanation for the above dates of unexplained absence:

Parent/Carer Signature……

Date……

Appendix 4 – Letter 1

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

I am aware that «chosen_forename» has been absent recently and I am becoming concerned about «chosen_forename»'s attendance, and felt that I should draw your attention to it as soon as possible.

The attendance level is «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be reasons why this is occurring and if you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to see you.

Otherwise I hope to see an improvement in «chosen_forename» «chosen_surname»'s attendance.

Yours sincerely

Head Teacher

Appendix 5 – Letter 2

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

Further to my previous letter regarding «chosen_forename» attendance I have noticed that further absences have occurred. I am becoming concerned about «chosen_forename»'s attendance, and felt that I should draw your attention to it as soon as possible.

The attendance level is only «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be reasons why this is occurring and if you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to discuss this matter with you.

In the meantime, I hope to see an improvement in «chosen_forename» «chosen_surname»'s attendance.

Yours sincerely

Head Teacher

Appendix 6 – Record of conversation

Pupil Name: ..... **Staff Member:** .....

Attendance: ..... **School:** .....

Date: .....

Record of conversation including issues identified.

Outcome and advice given:

Appendix 7 – Letter 3 Medical Proof

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»,

Re: «chosen_forename» «chosen_surname» «year_reg»

I am writing to you regarding «chosen_forename» as I have concerns about «his_her» non-attendance at school which continues to deteriorate despite two previous letters.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil's absence has been supported by a Doctor or suitably qualified medical professional. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as an **unauthorised** absence.

Should you wish to discuss any of the points raised in this correspondence you may contact me on the number at the top of the letter between the hours of 9am and 4pm.

I look forward to hearing from you.

Yours sincerely,

Head Teacher

Appendix 8 – Meeting letter

«salutation»

«address_block»

«date_of_printing»

Ask for/Gofynner am –

Direct Dial/Rhif Union -

E-mail/E-bost –

Dear «salutation»,

Re: «chosen_forename» «chosen_surname» «year_reg»

I am writing to you regarding «chosen_forename» as I continue to have concerns about «his_her» non-attendance at school. A meeting to discuss these concerns will take place at **xxxxxxxxx on …… at ……..**

The Law states that parents must ensure that their children receive appropriate full-time education according to their age, ability and aptitude. This means that whilst your child is registered at school, you have a responsibility to make sure that they attend regularly and on time.

Where a pupil of compulsory school age fails to attend school regularly, the Local Education Authority can prosecute a parent unless the parent can demonstrate that:-

- the pupil was absent with leave granted by the school
- the pupil was ill or prevented from attending by some unavoidable cause
- the absence occurred on a day set aside for religious observance
- the nearest appropriate school with available places is beyond the prescribed walking distance and no transport has been provided by the LEA. (The limits for walking distance are 2 miles for children under 8 and 3 miles for children aged 8 and over).

Failure to ensure regular attendance in such a case is a criminal offence that carries a maximum penalty of a fine of £1,000 per parent, per child, or, in more serious cases, a fine of up to £2,500 per parent, per child and/or up to 3 months imprisonment.

Alternatively a Fixed Penalty Notice can be issued by the Local Authority to address persistent unauthorised absence. If paid within 28 days the fine is £60. If paid after 28 days but within 42 days the fine is £120. If the penalty is not paid in full by the 43rd day then legal action can result.

The Education Support Service wishes to support you to bring about an improvement in your child's attendance, without the need to take legal action against you.

If this date is inconvenient please contact the school on XXXXXXX to arrange a mutually convenient date.

I look forward to meeting you.

Yours sincerely,

Head Teacher

Appendix 9 – Record of meeting

Attendance Support Meeting

Date of meeting:	**Name:**	**Date of birth:**
School:	**Year**	**Attendance:** **Sessions late:**
What are the specific issues impacting upon school attendance in each of the following areas?		
School	**Home**	**Community**
Strengths		
Actions/services to address the specific issues identified above.	**By Whom**	**When**
1. **2.** **3.**		

4. **5.**			
Signatures			
School	**Parent/Carer**	**Pupil**	**Other agency**
Date of review meeting:			

Appendix 10 – End of term absences letter

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Name of Pupil: «chosen_forename» «chosen_surname» «reg»

I am aware that «chosen_forename» has been absent recently at the end of the last half term and felt that I should draw your attention to it as soon as possible.

The attendance level is «percentage_attendance»%.

Your child's academic attainment suffers if they miss school frequently. There may be a valid reason why this absence occurred but we as a school are keen to work with both pupils and parents to avoid absences becoming regular, especially at the end of half-terms. There are only 190 school days with 175 non-school days, therefore every day in school is vital.

If you felt that it would help to discuss the matter with me, then please contact me and let me know when you are available and I will make arrangements to see you.

Yours sincerely

Head Teacher

Appendix 11

Education Social Work Service
Attendance Meeting Referral Form
Electronic Version

The information contained on this form is confidential to the child, individuals with parental responsibility for the child, and those people professionally involved with the child.

Information on this form will be kept in line with Wrexham's Data Protection Policy.

When completed please send to ESW@wrexham.gov.uk.

Please note incomplete forms will not be processed and will be returned to the referrer.

School: - _____

Name	**Date of Birth**	**Attendance %**	**Attendance letters 1, 2& 3 sent and phone call attempted? Yes or No**

For information as to how Wrexham County Borough Council handles personal data, please see our Privacy Notices on our website: www.wrexham.gov.uk

I gael rhagor o wybodaeth am sut mae Cyngor Bwrdeistref Sirol Wrecsam yn trin data personol, darllenwch ein Hysbysiadau Preifatrwydd ar ein gwefan: www.wrecsam.gov.uk

Appendix 12

Education Social Work Service
Referral form
Hard Copy version

The information contained on this form is confidential to the child, individuals with parental responsibility for the child, and those people professionally involved with the child.

Information on this form will be kept in line with Wrexham's Data Protection Policy.

When completed please send to ESW@wrexham.gov.uk

Please note incomplete forms will not be processed and will be returned to the referrer

Name of pupil: **Date of birth:**

Age: **School:**

Address:

Any known risk at the address: Yes ☐ No☐ Details:

Home Telephone:

Looked After Child: Yes ☐ No ☐ Free school meals: Yes ☐ No ☐

Details of any Additional Learning Needs:

Details of any current involvement with Children's Services:

Please include name of social worker if known:

Names of those with parental responsibility:

Name	**Relationship to child**	**Address (if different to above)**	**Telephone number**

Parents' preferred language of communication:

PSP in place: Yes ☐ No ☐

Current attendance figure:

Number of day's exclusion and reason for exclusion this academic year:

Reason for referral: Attendance ☐ Exclusion ☐ Safeguarding/Wellbeing ☐

What is being requested and why?

Referral completed by:

Name: **Designation:**

School: **Date:**

Contact email: **Contact number:**

Outcome (to be completed by office staff)

Referral number:

Allocated to ESW ☐

Further information requested ☐

Advice given – no need for allocation ☐

For information as to how Wrexham County Borough Council handles personal data, please see our Privacy Notices on our website: www.wrexham.gov.uk

I gael rhagor o wybodaeth am sut mae Cyngor Bwrdeistref Sirol Wrecsam yn trin data personol, darllenwch ein Hysbysiadau Preifatrwydd ar ein gwefan: www.wrecsam.gov.uk