



Policy on Attendance

Pendoylan Church in Wales Primary School

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

“To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority’s Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority. ”

- 1.2 Under these regulations, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent telephones the school to explain the absence before 9.15am.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 Parents are requested on the first day of absence to notify school of the reasons for this absence. Preferably the parent or guardian will telephone school before 9.15am on the first day. If notice of absence has not been received, the school operates a ‘First Day Response’ system and will endeavour to contact home by phone to request a reason for absence. Telephone calls and reasons for absence are logged for further reference.

- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence if they have not informed school prior to this.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- 3.5 Social Services must be informed if parents of a pupil on the Child Protection Register have not informed school of reasons for absence by the second day of the child's absence.

4. Holidays in Term Time

4.1 Legislation under Section 7 (3 and 4) of The Education (Pupil Registration) (Wales) Regulations 2010 allows head teachers to “*grant leave of absence from school for the purposes of a family holiday for no more than 10 days in an academic year*”. The Governing Body complies with the legislation to authorise 10 days holiday in term time if

- parents have sought permission for the family holiday prior to going.
- pupil's attendance percentage is 95% or over, for the academic year, to date..

No more than 10 days leave (**taken on one occasion**) will be granted for the purpose of a holiday in term time, save in special circumstances. All applications will be considered on their own merits.

5. Fixed Penalty Notices

5.1 The Local Authority's Code of Conduct states that a school can submit a request (official form appended to the Code of Conduct) to the local authority to issue a fixed penalty notice in the following instances:

- Where a pupil has accrued 10 or more sessions of unauthorised absences in the current term (O codes);
- Where a pupil has been persistently late on 10 or more occasions in the current term, arriving more than 30 minutes after the registration period (U codes);
- Where a parent(s) refuses to engage with a school in the interest of improving their child's school attendance levels;
- Where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence);

5.2 In all circumstances, in 5.1, a school must make a formal request for a fixed penalty notice to be issued, which will be considered by a senior member of the Attendance and Wellbeing Service. If accepted, a warning letter will be issued to the parent(s)/carer(s) stating that they have been placed in a 15 day monitoring period, during which time the pupil's attendance must improve and no further unauthorised absences be recorded. If the pupil does not have an unauthorised absence during this 15 school day period, the case will be closed. However, should a further infringement occur, a fixed penalty notice will be issued to that parent/carers for payment. The level of fine is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after the 28 days but within 42 days. If the fine is still outstanding at the end of the 42 days, it will be removed and the case will progress to prosecution for non-attendance at school and not for non-payment of the fine.

6 Long-term absence

- 6.1 When a child has a serious illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 6.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact EWO services, so that arrangements can be made for the child to be given some tuition outside school.

7 Repeated Unauthorised Absences, Low attendance or Lateness

- 7.1 If a child has a repeated number of unauthorised absences, a low attendance rate or persistent lateness, the school will follow the LA EWO procedures. The first stage will be to send a letter home alerting parents of the problem and if this does not resolve the issue, parents or guardians will be asked to visit the school and discuss a way forward with the headteacher. If the situation does not improve, the school can choose to refer the case to the Attendance and Well Being Service, who will arrange to visit the home to undertake an Initial Assessment and Action Plan to support re engagement with the school and identify parental requirements. Other services may need to be involved at this point, e.g. school nurse to aid the child in improving their attendance rate, as detailed in the Action Plan
- 7.2 **The LA reserves the right to consider** taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

8 Rewards for Good Attendance

- 8.1 Good attendance and punctuality is highlighted on a weekly basis in our celebration assembly and certificates are presented to pupils with 100% attendance each term.
- 8.2 Pendoylan C/W Primary works very closely with the EWO service who provide attendance incentives throughout the year.

9. Further Strategies for promoting Good Attendance

- 9.1 Parents and guardians receive regular information from the school (as well as a parent/carer information leaflet annually) stressing the importance of good attendance and highlighting the detrimental effect poor attendance can have on a child's education. This may take the form of Newsletters/SCHOOP alerts or termly printouts of their child's attendance.
- 9.2 The SELFIE survey is carried out with pupils on an annual basis and pupil's attitudes to attendance are carefully analysed. The issue will also be brought to the attention of the class teacher who will provide the relevant 'well-being' support such as circle time activities and discuss issues with parents during parent's evenings.

10 Attendance targets

- 10.1 The school sets attendance targets each year. These are agreed by the SLT and governors at the annual target-setting meeting. The attendance targets are then agreed with the Challenge Advisor as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 Monitoring and review

- 11.1 It is the responsibility of the governors to monitor overall attendance, and they will be updated on a termly basis through the Headteacher Report and request an annual report from the Headteacher at the end of the year. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely

the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

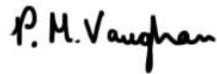
- 11.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 11.3 The rates of attendance will be reported in the school prospectus, and in the annual governors' report on parents.
- 11.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately.
- 11.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

In addition to the above

The LA has a statutory duty to complete Registration Compliance Checks, the results of which can be provided to the Governing Body which can assist their monitoring and evaluation of internal attendance processes.

Signed:

Headteacher:



Chair of Governors:

Date: Autumn 2017

Review Date: Autumn 2019