

ATTENDANCE AND TIMELINESS POLICY

*Academic
Year 2023 -
2024*





Pupil Attendance and Punctuality Policy

Children's Rights:

Article 28: Your right to learn and go to school.

Article 29: Your right to be the best you can be.

Article 30: Your right to use your own language.

General

Pupils must attend school every day the school is open to them. They should arrive on time to school and to lessons. They should be present in all lessons unless there are valid reasons not to, e.g. instrumental lesson, illness.

The school officially registers pupils twice a day, once at the start of the morning session and once after lunch.

Operational details

In the morning, Reception, Year 1 and 2 pupils should be guided by parents to the schoolyard. Pupils in the Nursery will use the Nursery yard and therefore the Nursery Access. Pupils in the Creche will access the school via their entrance.

At 8.45 a.m. School staff should meet with pupils.

In inclement weather the school doors will be opened at 8.45 a.m. to let the pupils into the building.

If a pupil arrives at school after morning registration has finished, parents should sign that they are late at the head office, stating the time, before going to any class or break. It is expected that a reason is given to the school by the pupil's parent because he/she is late.

Registrations are held in the morning at 8:50 a.m. and in the afternoon at 1.05 p.m..

Absence

There is a clear link between lack of presence and lack of achievement. Pupils should come to school every school day where they could. Parents should encourage their children to attend school and emphasise the need to attend to

reach their potential.

If a pupil is not present at school, parents are asked to call the school on the day of absence to report that their child is not in school.

It is expected that there is a valid reason for the absence. If a pupil is absent for more than one day, or the phone call has not been made to state the reason for the absence, then they are asked to write a note explaining the absence.

Unauthorised absences are a serious matter and the school has a duty to try to reduce the occurrence of such absences. Therefore, parents are asked to work with the school to report the reason for the absence.

Absentee Monitoring

Pupil absences are looked at weekly; The data is analysed and absence patterns identified. The school will work with the home and the Attendance Officer to overcome any absenteeism patterns or issues.

Medical Appointments or other

Parents are asked to write a note* and the pupil submit it to the teacher in advance if there is a medical appointment or any reason when the pupil needs to leave school before the end of the school day.

**An appointment card will count as an absence note in these cases.*

Before leaving the premises, parents will need to register that the pupil is leaving at the office. This is to ensure that the school is aware that the pupil is no longer on school premises in the event of a fire or other serious incident.

Pupils are not allowed to leave the premises at any time after they arrive at school until the natural end of the school day at 3.15 a.m.

Holidays during school time

Parents are expected to take their holidays during school holidays. The school is committed to the County's central policy of not authorizing holidays during a school term.

If a pupil goes on holiday that has not been authorised by the school then it is counted as unauthorised leave.

It is anticipated that there are some exceptional conditions when the above cannot be achieved and each application will need to be viewed individually under such conditions.

When the percentage of attendance falls below 92% the application will need to be considered very carefully because this is generally regarded by the Authority as the lowest percentage for holiday authorisation!

The role of the Education Welfare Service

Any pupil with an attendance of less than 85% will be closely monitored.

Their parents / guards will ask them to sign an 'attendance book' at the school office. The monitoring period lasts up to 9 weeks. If attendance is still below 85% at the end of this period, then the school will contact the Welfare Officer. We can contact a Welfare Officer by contacting Ysgol Gyfun Gymraeg Glantaf.

If attendance has improved then the parents / guardians will not need to sign the attendance book.

If intervention by the Welfare Officer and an increase in pupil attendance is not demonstrated, the school and the Welfare Officer may refer to a team of LEA welfare workers for further interventions. This can include legal proceedings.

Our Governor who has pastoral care for attendance and punctuality is Mr Prys Davies.

Fixed Penalty Notices

In certain circumstances, the school may require the Education Welfare Service to issue notice of a Fixed Penalty Notice under the Education (Penalty Notices) (Wales) Regulations 2013 to parents / guardians. A letter of rupture will be delivered if;

- There have been 10 unauthorised sessions within one school term;
- A child has been late (after the register closed) on 10 occasions within one school term;
- Parents / guardians have failed to participate in attempts to improve attendance;
- Police have regularly found a pupil absent from school for no acceptable reason.

A Fixed Penalty Notice will be issued if:

- One further unauthorised absence within 15 school days of a warning letter is issued;
- Unauthorized holidays are taken during the season (please note that no letter is delivered)

When the school feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service. A referral might be made when, for example:

- A pattern of irregular attendance has developed;
- A period of non-attendance has been established;

- There is a lack of parental cooperation in ensuring the irregular attendance of a child

Ysgol Pencae will contact the Education Welfare Service to provide the evidence needed to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444 (1) and 444 (1A) of the Education Act 1996.

Attendance Targets

A report of a pupil's attendance is sent home in a report at the end of an academic year.

The attendance percentage of each class is delivered monthly to the parents.

The school must set targets for attendance and absence levels on an annual basis. These targets are ambitious and follow national targets.

The school reports back % school attendance plus % absences without consent and % absences with consent at all meetings of the Governing Body.

In order for the school to meet these targets, parents are asked to comply with the guidance in this policy.

Conclusion

The above procedures are intended to ensure co-operation between pupils, school, home and external agencies to ensure the best possible attendance for pupils at Groes-wen Primary School, that pupils attend school and have every opportunity to reach their potential.

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Headteacher's signature: 

Signature of the Chairman of Governors: 

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