



## **Attendance Policy**

Ysgol Porth y Felin is committed to ensuring that regular attendance is a priority to ensure that all pupils succeed and reach their objectives.

Not attending school regularly can disrupt educational progress and lead to underachievement and low attainment.

This policy explains to all who are associated with the school what are the school's and the local authority's expectations in relation to attendance.

### **Legal Framework**

The legislation that outlines attendance will be found in the 1996 Education Act, which places a legal obligation on:

- the local authority to provide and enforce attendance
- the school to register attendance and inform the local authority about pupil absence.

Section 7 of the Education Act (1996) states:

'The parents of all children of compulsory school age will ensure that he/she will receive efficient full time education which is appropriate to their age, aptitude and ability and any special educational needs that he/she has be it by attending school regularly or not'.

Section 444 of the Education Act (1996) further states:

'The parent of a child of compulsory school age registered at a school who fails to attend regularly is guilty of an offence which is punishable by law'.

**Parents, the school and the Local (LA) share the legal responsibility for school attendance.**

### **The School's Role**

- ensure that all parents/guardians receive information about the importance of high levels of attendance

- encourage high levels of attendance and punctuality from all pupils whatever their race or ability
- ensure that attendance is monitored effectively and that absences are recorded correctly and consistently
- pupils with an irregular pattern of attendance will be identified early and will work with an education welfare officer to solve what is preventing pupils from attending school regularly
- reward pupils who have achieved full attendance every term and at the end of the academic year
- publish attendance rates for the governing body.

### **Pupils**

- Attend the school regularly and punctually unless they are ill or have been given authorised absence.

### **Parents**

- Ensure that their children attend school regularly and punctually.
- Inform the school on the first day of every absence and regularly following this.
- Ensure that the school receives the parents' latest contact information, including new addresses and mobile phone numbers.
- If possible, (except in emergencies) organise doctor or dentist appointments outside school hours or during holidays.
- Work with the school and the education welfare officer to deal with any problems which may effect their child's attendance.
- Contact the school immediately if you have any concerns that your child is unwilling to attend school.

### **Class Teachers**

- Staff at Ysgol Porth y Felin will fulfil their statutory duty to register attendance twice a day; once in the morning, once in the afternoon.
- The SIMS system is used for registration.
- Ensure that all attendance and absences are recorded with the correct SIMS codes (see Appendix 1).
- Raise attendance profile amongst pupils.
- Inform the attendance administrator/head if they have concerns about a pupil's attendance.

### **The Attendance Administrator**

- Will speak to parents to ascertain the reason for the pupil's absence.
- Send text messages to parents who have not contacted the school regarding the pupil's absence.
- Tidy up lost absence marks, provide reasons and put them on SIMS.

### **Local Authority**

- Support the school and parents with meeting their duties through the Education Welfare Service.
- Education welfare officer (Anwen Brown) to visit the school regularly to review and support attendance issues.

### **Types of Absence**

#### **Authorised Absence**

Absence can be authorised for the following reasons:

- illness
- religious practices
- medical/dental appointments
- authorised holidays

#### **Unauthorised Absence**

Examples of reasons that will not be accepted by the school and will be identified as unauthorised absence:

- waiting for a parcel
- shopping/hair cut
- pupil's birthday
- a family outing
- a holiday that hasn't been authorised by the school
- no explanation provided to the school for the absence.

## **Punctuality**

Punctuality is a legal requirement and pupils must attend school on time. Being consistently late affects the pupil's education and disrupts the whole class.

All pupils who are late arriving must enter the school via the main entrance. The parent/guardian will be asked to sign the 'late book'.

## **Absence due to holidays during the term**

Parents don't have the right to take pupils out of the school for holidays during the term. Under the 2010 Education Regulations, the head may use his/her discretion to authorise up to 10 days holiday during the academic year.

All requests for a holiday must be made by the parent/guardian on the school's holiday request application form. (Appendix 2)

An application for a holiday should be made well in advance before organising the holiday.

The school will consider each application individually, having considered the following factors:

- the pupil's attendance percentage
- the pupil's attendance pattern
- length of absence
- time of the year.

**The head will consider the request and inform the parent/guardian in writing of his decision** (Appendix 3 & 4).

If the request is refused and the pupil goes on holiday, the absence will be recorded as unauthorised absence.

## **The School's Procedure for Recording & Monitoring Attendance**

The class teacher will register pupils (9:00 a.m. & 1:00 p.m.) using the correct SIMS system and codes.

The register closes at 9:30 a.m. and any pupil who arrives after this time without a sufficient reason will be marked late (unauthorised absence).

Parents are expected to contact the school on the first day of their child's absence and provide the reason for the absence.

If parents fail to inform the school, the school will make every effort to contact the parent / guardian. The absence will be recorded as unauthorised unless a reason is provided.

Pupil attendance is checked weekly; the data is analysed and absence patterns identified. The school will work with the parent/guardian and the education welfare officer to overcome any attendance patterns or problems.

### **The school's attendance target is 96%**

If the attendance % of a pupil is below 95%, letter 1 (Appendix 5) will be sent to the parent/guardian. The pupil's attendance will be monitored.

If the attendance % of a pupil is below 90% letter 2 (Appendix 6) will be sent to the parent/guardian. The school will hold a meeting with the parent/guardian to try to solve any problems.

If the parent/guardian fails to attend the meeting, or the pupil's attendance doesn't improve, letter 3 will be sent (Appendix 7). The school will also contact the education welfare officer.

If the pupil's attendance continues to be very low, and lower than 80%, the school will make a formal referral to the education welfare officer.

If, following the intervention of the welfare officer, there appears to be no improvement in the pupil's attendance, the school and the welfare officer can refer to the LA's welfare workers team for further intervention. This can include legal proceedings.

### **The school may use a Fixed Penalty Notice if there have been:**

- 10 or more unauthorised absences during the current term
- 10 or more late marks
- unauthorised holiday absence
- parent/guardian has failed to contact the school and/or welfare officer and where court sanctions haven't been implemented yet.

### **Encouraging & rewarding good attendance**

- A certificate at the end of every term for full attendance.
- An appropriate reward (e.g. book token) for pupils who achieve full attendance during the academic year.
- Discuss the pupil's attendance record at a parents' evening.
- Send an annual attendance report to parents at the end of the academic year.
- Hold attendance celebration services.
- All parents/guardians to receive the 'Perfect Attendance' information pamphlet at the beginning of the academic year (Appendix 8).

Signed \_\_\_\_\_ Date

Signed \_\_\_\_\_ Date

## Appendix 1

| <b>Code</b> | <b>Meaning</b>                               | <b>Statistical meaning</b>    |
|-------------|--|-------------------------------|
| /\          | Present during registration period           | Present                       |
| <b>L</b>    | Late, but arrived before end of registration | Present                       |
| <b>B</b>    | Educated on another site                     | Approved educational activity |
| <b>D</b>    | Dual registration                            | Approved educational activity |
| <b>P</b>    | Approved sports activity                     | Approved educational activity |
| <b>V</b>    | Educational visit or trip                    | Approved educational activity |
| <b>J</b>    | Interview                                    | Approved educational activity |
| <b>W</b>    | Work experience                              | Approved educational activity |

|          |   |                      |
|----------|---|----------------------|
| <b>C</b> | Other authorised circumstances (not included within another code) | Authorised absence   |
| <b>F</b> | Agreed extended family holiday                                    | Authorised absence   |
| <b>H</b> | Agreed family holiday   | Authorised absence   |
| <b>I</b> | Illness   | Authorised absence   |
| <b>M</b> | Medical / dental appointment                                      | Authorised absence   |
| <b>S</b> | Study period  | Authorised absence   |
| <b>E</b> | Exclusion   | Authorised absence   |
| <b>R</b> | Religious practices   | Authorised absence   |
| <b>T</b> | Traveller absence   | Authorised absence   |
| <b>N</b> | No reason for absence   | Unauthorised Absence |
| <b>O</b> | Another unauthorised absence (no explanation provided)            | Authorised absence   |
| <b>G</b> | Family holiday (not agreed)                                       | Authorised absence   |



|          |  |                    |
|----------|--|--------------------|
| <b>U</b> | Late arriving after the registration period had come to an end               | Authorised absence |
| <b>X</b> | Session not on the timetable for pupils who are not of compulsory school age | No need to attend  |
| <b>Y</b> | Closing the school is partially compulsory                                   | No need to attend  |
| <b>Z</b> | Pupil not on the register yet  | No need to attend  |
| <b>#</b> | School closed to all pupils  | No need to attend  |

## Atodiad 2



# GWYLIAU YN YSTOD Y TYMOR HOLIDAY DURING TERM TIME

If you decide to take your child/children on holiday during term time, you must seek permission from the school 4 weeks beforehand. Your request will be given due consideration.

*Os ydych yn penderfynu mynd â'ch plentyn/plant ar wyliau yn ystod tymor yr ysgol, mae rhaid gofyn am ganiatâd gan yr ysgol 4 wythnos ymlaen llaw. Bydd eich cais yn cael ei ystyried yn ofalus.*

Child(ren)'s Name: \_\_\_\_\_ Class:

Enw'r plentyn/plant: \_\_\_\_\_ Dosbarth:

Days out of school/Dyddiau o'r ysgol:

From/o: \_\_\_\_\_ to/i

Reason/Rheswm:

No. of school days requested/Nifer o ddiwrnodau o'r ysgol:

No. of school days already taken as holiday this year:

*Nifer y diwrnodau o wyliau a gymerwyd yn barod eleni*

Back in school on/Dyddiad dychwelyd i'r ysgol:

Parent/Guardian's Signature:

*Llofnod rhiant/Gwarcheidwad*

### Atodiad 3



Date

Dear Parent/Carer,

Request for leave of absence for \_\_\_\_\_ during the  
period \_\_\_\_\_ to \_\_\_\_\_.

We have considered your request, and your leave of absence for the above dates have been authorised. Enjoy your holiday!

Yours sincerely,

Dyddiad

Annwyl Riant/Gwarcheidwad,

Cais am wyliau i \_\_\_\_\_ yn ystod y cyfnod  
i \_\_\_\_\_.

Rydym wedi ystyried eich cais ac yn awdurdodi eich gwyliau yn ystod y dyddiadau uchod.  
Mwynhewch eich gwyliau!

Gyda diolch,

## Atodiad 4



Date

Dear Parent/Carer,

Request for leave of absence for \_\_\_\_\_ during the  
period \_\_\_\_\_ to \_\_\_\_\_.

We have considered your request, but unfortunately the school can not authorise your leave of absence. This is due to:

- The overall attendance pattern of your child.
- 7 days of authorised leave of absence (holiday) have already been granted this year.

Yours sincerely,

Dyddiad

Annwyl Riant/Gwarcheidwad,

Cais am wyliau i \_\_\_\_\_ yn ystod y cyfnod \_\_\_\_\_. Rydym  
wedi ystyried eich cais yn ofalus, ond yn anffodus ni all yr ysgol awdurdodi eich cais am wyliau  
oherwydd:

- Patrwm presenoldeb cyffredinol eich plentyn.
- Wedi cael 7 diwrnod o wyliau gydag awdurdod yn barod eleni.

Gyda diolch,

## Atodiad 5



Dear .....

Re: .....

I write to draw your attention to the fact that your child's current level of attendance stands at only .....% which equates to your child having missed .....sessions .....days at school so far this year.

A copy of the attendance record is enclosed for your information.

Your child is currently falling below the school's target of 96%.

Your child's attendance will be closely monitored over the coming weeks and we hope to see an improvement in the level of attendance. If there is no improvement, then a meeting will be arranged with our Attendance Support Worker to see what support we can offer. If you feel that the school can offer any assistance, please phone the school office to make an appointment.

Yours sincerely,

Headteacher

Annwyl .....

Enw'r plentyn; .....

Mae presenoldeb eich plentyn yn .....%, sy'n golygu fod eich plentyn wedi methu ..... o sesiynau .....diwrnod ysgol eleni.

Mae copi o bresenoldeb eich plentyn ynghlwm, er gwybodaeth.

Mae canran presenoldeb eich plentyn yn is na'r ffigwr disgwyliedig sef 96%.

Byddwn yn monitro ei b(ph)resenoldeb dros yr wythnosau nesaf. Os na fydd presenoldeb yn gwella, byddwn yn trefnu cyfarfod gyda'r Gweithiwr Presenoldeb.

Os gall yr ysgol gynnig unrhyw gymorth, mae croeso i chi ffonio swyddfa'r ysgol i wneud apwyntiad.

Yn gywir,

Pennaeth

**Atodiad 6**



Dear .....

Re: .....

Your child's level of attendance currently stands at .....% which is below our school target of 96%.

Following the letter dated ....., ..... attendance has been monitored; however, it remains a concern for the school.

An appointment has been made for you on .....

at ..... to discuss your child's attendance.

It is vital that we work together to improve attendance. Poor attendance means that your child will not make the expected progress.

Thank you for your cooperation.

Yours sincerely,

Headteacher

Annwyl .....

Enw'r Plentyn .....

Mae presenoldeb eich plentyn yn .....%, sy'n is na'r ffigwr disgwylidig o 96%.

Yn dilyn y llythyr dyddiedig ....., mae presenoldeb

.....wedi cael ei fonitro ac mae'n parhau i fod yn isel. Rhoddir gwahoddiad i chi i gyfarfod yn yr ysgol .....

am ..... i drafod presenoldeb eich plentyn.

Mae'n hanfodol ein bod yn cydweithio i wella presenoldeb. Mae ystadegau wedi dangos bod cysylltiad cryf rhwng presenoldeb isel a diffyg cyflawniad. Diolch am eich cydweithrediad.

Yn gywir,

Pennaeth

**Atodiad 7**



Dear .....

Re: .....

Unfortunately you did not attend the meeting on the ..... to discuss your child's attendance. His/Her attendance now stands at ..... % which is below the school target.

I'm therefore informing you that any future absences will require medical evidence. Furthermore, we will refer the matter to our Education Welfare Officer, who will be contacting you shortly.

Yours sincerely,

Headteacher

Annwyl .....

Enw'r Plentyn .....

Yn anffodus ni wnaethoch fynychu'r cyfarfod ar ..... i drafod presenoldeb eich plentyn. Mae ei b(ph)resenoldeb nawr yn .....% sy'n is na tharged yr ysgol.

O ganlyniad, gofynnir am dystiolaeth feddygol ar ôl unrhyw absenoldeb yn y dyfodol. Hefyd, bydd yr ysgol yn cyfeirio'r achos at y Swyddog Gwasanaeth Lles Addysg.

Yn gywir,

Pennaeth

## Atodiad 8



Dear Parent,

We are working hard to improve the attendance of children throughout our school.

Now that your child is 5 years old, the statutory agreement is that your child must attend full time schooling. Our school target is 96%; currently your child's attendance is .....%.

Please avoid taking your child out of school or keeping him/her at home unless he or she is ill. If your child is too ill to attend school, it is important that you inform the school's office as soon as possible.

It's important that we work together to ensure good attendance which will result in your child making progress and reaching their potential.

Thank you for your cooperation.

Yours sincerely,

Headteacher

Annwyl rieni,

Rydym yn gweithio'n galed i wella presenoldeb pob plentyn yn yr ysgol. Nawr mae eich plentyn yn 5 oed, mae rhaid i'ch plentyn fynychu'r ysgol yn llawn amser. Targed presenoldeb yr ysgol yw 96%, mae presenoldeb eich plentyn yn.....%

Gofynnir i chi beidio tynnu eich plentyn o'r ysgol na'i gadw gartref oni bai bod eich plentyn yn sâl. Os yw eich plentyn yn sâl ac yn methu mynychu'r ysgol, mae'n hanfodol eich bod yn cysylltu â'r ysgol ar unwaith.

Mae'n hanfodol cael cydweithrediad rhwng yr ysgol a'r cartref er mwyn sicrhau presenoldeb sy'n sicrhau bod eich plentyn yn cyrraedd ei p/photensial.

Diolch am eich cydweithrediad

Yn gywir,

Pennaeth