

Attendance Policy

Ysgol Llanbedrog



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Review Date: Autumn Term 2020, 2021 (annually)

Signed on behalf of the Chair of Governors: Alaw Ceris

Date: 19/10/21

1. Introduction

The school believes that regular attendance is key to ensure that pupils receive the best possible education and make the most of all educational opportunities offered. There is a strong statistical link between attendance and achievement and absenteeism can have a negative effect on a pupil's progress. In addition to helping pupils realise their potential, ensuring good attendance is important for pupil safety and for the avoidance of involvement in law-breaking activity. Pupils who do not regularly attend school are much more likely to become involved in crime.

1.1 Aims and Objectives

The main purpose of this policy is to:

- Convey the values and expectations of the school in matters relating to attendance and punctuality.
- Ensure that every pupil has equal opportunity to succeed to the best of his/her ability whatever his/her social background.
- Assist pupils to attend school and to go about getting rid of the factors that prevent pupils from learning and participating.
- Outline the school's procedures in response to the lack of attendance.

2. RIGHTS, RESPONSIBILITY AND EXPECTATIONS

According to the Education Act 1996, it is the parent who is responsible for ensuring that his/her child of compulsory school age (5-16) receives efficient, full time education suitable to his/her age, aptitude and ability. This can happen either by regular attendance at school or Education of another type. If it appears to the Local Education Authority that the child does not attend the school regularly, then the parent is guilty of an offence under the Education Act. Although it is the parent who is mainly responsible for ensuring that his/her child attends school, when problems arise regarding school attendance, the school and the Welfare Service will work with parents and pupils to promote attendance and provide any additional support required, before taking any further action to prosecute. The pastoral team and form teachers will all work together to monitor the attendance of each pupil and give support to pupils to ensure regular attendance at school.

3. PROCEDURES

The school has systems and procedures to encourage regular attendance and to investigate cases of poor attendance.

3.1 Registration

The school is required to register the attendance of children twice a day; at the start of the morning session and once during the afternoon session. The register shows if a pupil is present, or undertaking approved educational activities off the site or is absent. In addition, the register has to show if the absence has been authorised by the school or if it is an unauthorised absence. It is only the school, not the parents, who can authorise absences, and the school has to consider if the reason for the absence is reasonable before doing so. School registration is undertaken electronically using SIMS.net. Consequently, it is possible to monitor day to day attendance more effectively and efficiently as well as enabling the school to note more long-term trends with absences.

3.2 Registration Period

- Registration has to be made on SIMS.net by the end of the registration period and the register has to be saved. Between 8:55 and 9:10am
- Should a computer problem arise then a record of attendance shall be kept on paper (the form teacher will always have a class list in case)
- Absences have to be recorded on the system and kept up to date.

- A reason in the form of a note, telephone message or text message has to be ensured for each absence. If a note has not been received by the school then the absence will count as an unauthorised absence.
- Absences have to be cleared by inputting the relevant code into the system.

3.3 Codes and Registration Practices

The codes that are recommended for use have been grouped under the following five statistical categories:

- present;
- approved educational activity (where it is considered that the pupil is present);
- authorised absence;
- unauthorised absence;
- not required to attend;

Code	Meaning	Statistical Category
/\	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
D	Dual registered (i.e. present at another school or Pupil Referral Unit)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work experience (not work based training)	approved educational activity
C	Other authorised circumstances (not covered by appropriate code/description)	authorised absence
F	Agreed extended family holiday	authorised absence
H	Agreed family holiday	authorised absence
I	Illness	authorised absence
M	Medical or dental appointment	authorised absence
S	Study leave	authorised absence
E	Excluded but no alternative provision made	authorised absence
R	Day set aside exclusively for religious observance	authorised absence
T	Traveller absence	authorised absence

3.4 Absences

If a pupil is absent, the parents are asked to contact the school by:

Telephoning the school before 9am on the first day of absence.

3.5 Punctuality

Pupils are expected to register punctually in the morning (8.55) and in the afternoon (13.30). The school will record pupils who arrive late on the register as well as noting by how many minutes they are late.

3.6 Leaving School Premises

A pupil should not leave school premises without permission. To get permission the school requires a letter from a parent or a dental or medical appointment card. Every pupil who returns to school should inform reception that they have returned.

3.7 Educational Visits / Sports

The teacher who organises the activities should give a list of the pupils' names to the Office on the previous day by using the appropriate form.

3.8 Holidays

Parents are not entitled to withdraw their children from school to go on a family holiday without the Headteacher's permission. Under the Attendance Regulations (Pupils Registration) 1995, the school is entitled to authorise absence of up to ten school days for pupils to take family holidays in any academic school year. Each case will be considered on its merits based on the following criteria:

- the time of year
- length of holidays
- purpose of the holidays
- impact on the child's education - pupil's school year
- family circumstances
- the pupil's overall attendance

In accordance with the Education Authority's agreed procedure, every parent will be expected to complete and submit a 'Request for holiday during School Term' form, 4 weeks beforehand if they wish to make an application to withdraw a pupil from school.

4. STRATEGIES USED BY THE SCHOOL

4.1 To improve Attendance and Punctuality

Contact pupils' homes on the first day of absence.

The school will monitor pupils' attendance daily.

We will directly and without delay contact the homes of the pupils' who are absent initially via a text message and then with a telephone call.

If the school does not manage to get hold of the parents after 3 days of absence, then we will send a letter and consider requesting the Education Welfare Officer to visit.

4.2 System to award good attendance

The school has a system of sending a report to parents at the end of each school term, to remind of the importance of high attendance and punctuality and to inform of their children's attendance percentage. If there are any concerns, a meeting will be arranged, either with the Head teacher or with the Welfare Officer. This raises on-going awareness and an opportunity to discuss any concerns that arise so that progress can be made.

4.3 Setting individual attendance targets

The Head or the Welfare Officer will interview pupils with poor attendance records regularly and will set attendance targets for them to work towards.

4.6 Meetings with parents and pupils

When required the Head and/or the Welfare Officer will organise meetings with the parents of pupils with a low attendance percentage in order to try and resolve any issues and offer the required support.

4.7 The use of External Agencies

A. Refer to the Welfare Service

Usually a pupil's irregular attendance is associated with a wide range of external experiences as well as family or educational problems. The Welfare Officer will meet with Pastoral Leaders every week to discuss the progress of pupils within the 3 target groups.

The Welfare Officer's role is to:

- Encourage parents to visit the school to discuss any concerns
- Offer advice and support in relation to several issues that are associated with Education
- Advise parents regarding their legal duties
- Try to be a link between the school and the home.
- Assess the circumstances that have led to the child's failure to regularly attend school
- Plan any intervention carefully

B. Refer to the School Nurse/ Doctor

If the school is doubtful regarding the validity of a pupil's illness and as a result he/she is absent regularly then arrangements will be made for the School Nurse/Doctor to visit the pupil with the parents' consent.

C. Refer to other Agencies

As a school we will refer some pupils who need additional support to other agencies such as Social Services, CAMHS, Educational Psychologist or the Youth Offending Team. The Police assist the school with pupils who play truant that are seen in public places.

5. MONITORING, EVALUATION AND DEVELOPING THE POLICY

This policy will be monitored and reviewed annually during the Summer Term.