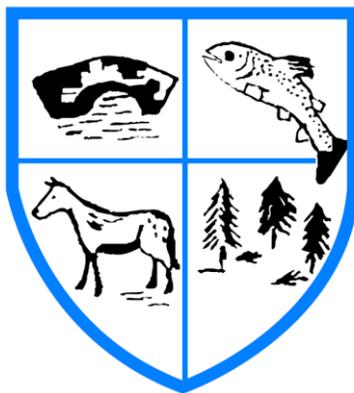


YSGOL LLANYBYDDER SCHOOL



ATTENDANCE POLICY

2018-19

INTRODUCTION

The Legal Requirements

The responsibility for ensuring that children attend school regularly lies with the parents. It is the responsibility of schools to keep a register in which pupils' attendance is recorded on a daily basis. LEAs have a legal duty to ensure that parents are fulfilling their statutory obligations and if this is not being undertaken, this can, in certain circumstances, lead to action through the courts.

Regulations require schools to make a distinction between an absence that is authorised for a valid reason, and one that is unauthorised. Valid reasons for absence include sickness, days set aside for religious observance and unavailability of suitable transport when the school is not within walking distance. The regulations also place a duty on schools to publish information on the proportion of unauthorised absence and to make such figures available to parents and governors in the annual report.

Parents are informed via the School Prospectus of the policy regarding absence due to holidays taken during term time. Applications for this facility have to be made in writing and the Headteacher, upon consideration of the application, can give permission for up to 10 days holiday in an academic year. If more than 10 days holiday is taken, the Governing Body can exercise its right to remove a child from the school roll.

Registration

At Ysgol Llanybydder, pupils are registered at the beginning of each morning and afternoon session. This task is a statutory duty incumbent upon the class teacher. The class teacher's role is further extended to include the initial monitoring of pupil absence, the collection of explanatory notes and the passing of information and concerns to the Headteacher. In the event of there being no explanation of a pupil's absence, the class teacher must immediately inform the secretary, who will endeavour to contact the parents to establish the cause of the absence.

Register Completion

All staff must adhere to the statutory guidelines for register completion.

Registers should be marked electronically wherever possible. In the event that there is a problem with this, a proforma will be supplied by the office. This

should be annotated using red ink for marking children present, a blue circle for an authorised absence and a black ink stroke for a late arrival. **Children arriving after the close of registration, (09:10 a.m) are regarded as being late. Incidences of lateness are calculated and a total is put on the end of year report.**

Staff should note the importance of the register as a legal document and ensure that the register is always up to date, annotated neatly, with all markings following the correct line patterns and completed using the correct colour ink.

In order to comply with statutory regulations regarding the attendance of children, it is necessary for the school to have a clear understanding of the reason for an absence. Consequently, an explanation of the absence should be recorded using the following symbols, in ink, placed inside a blue circle.

- \ Present
- U Unauthorised absence
- M Medical / dental appointments, illness
- H Family holiday during term time
- C Public performances, family bereavement, religious observance, special occasions, travelling pupils
- E Exclusions
- R Educational visits, field trips and sporting activities
- D Dual registration e.g. Rhydygors, guitar / clarinet etc. at Ferryside
- W Work experience: attending interviews, visits to other schools
e.g. induction days at AVS, Tregib, M.Y.Y.

It is incumbent upon parents to inform the school, either verbally or in writing, of the reason for an absence. If this is not done, the class teacher should initiate a call, via the administrative assistant, to the parents to ascertain the reason. If a satisfactory explanation is not given, in writing, the absence pro forma should be given to parents on the first day of the child's return to school. If the class teacher has reservations about the integrity of the absence, the Headteacher must be informed. A decision will then be taken whether to annotate the absence as unauthorised and contact the Education Welfare Service.

Attendance data is monitored on a monthly basis. Should patterns of poor attendance emerge, the Headteacher will make the decision as to what form any subsequent action should take. Where attendance is low, the data should be analysed and the classteacher questioned to identify whether there is a justifiable reason for the poor attendance. If there is no valid explanation and the incidence is high, the matter is referred to the Education Welfare Officer via the data form and a request for a home visit is initiated.

The Education Welfare Officer provides the school with a report of action taken and makes the decision as to whether legal proceedings should be initiated.

Promoting Good Attendance and Punctuality

Good attendance is always encouraged and staff are to highlight it in a positive way.

Good Attendance is to be encouraged via the termly Certificates for attendance of 98%+ and a “Lucky Tip” for 100% attendance.

Good attendance and punctuality are vital for success at School and establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Children's social skills are also enhanced by regular attendance.

Persistent lateness can be as damaging to a child's education as persistent absence and pupils who arrive late, disrupt not only their own education but that of others. This is why we ask parents to try to ensure that their children are in school on time.

Aims:

- to share the responsibility for promoting school attendance amongst everyone in the School and the broader school community;
- to develop and implement an effective attendance policy that touches all aspects of a school's life, and relates directly to the school's values, ethos and curriculum staff particularly strive:
 - i. to encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others, i.e. have a positive attitude to life-long learning;
 - ii. to value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.

- this attendance policy and its implementation should encourage some pupils to attend school more regularly by the implementation of specific measures, e.g.
 - i. registering pupils accurately and efficiently;
 - ii. regularly monitoring pupil attendance and punctuality;;
 - iii. consulting with the Education Welfare Officer about children whose frequent absence is becoming a concern;
 - v. contacting parents whose children are regularly absent or unpunctual;
 - v. reporting school attendance statistics to parents, Governors and the LEA as appropriate.
 - vi. follow up each half term any unauthorised absences;
 - vii. setting targets to improve attendance and punctuality
- to monitor and evaluate this policy and its implementation by, amongst other means, collecting and analysing data about attendance to check our progress year by year.

ROLES & RESPONSIBILITIES

PARENTS

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the primary statutory responsibility for ensuring that their child attends regularly.

Parents should always:

- encourage good attendance making sure that their child goes to school regularly and arrives on time;
- make sure their child understands that the parents do not approve of absence from school;
- inform the school on the first day of non-attendance;
- co-operate with the School staff and the Educational Welfare Officer (EWO) to make sure their child overcomes his or her attendance problems and gets a proper education;
- discuss planned absences with the school and apply for permission well in advance, e.g. a family holiday, a wedding or other special occasions, etc. Parents should not normally:
 - i. expect the school to agree to shopping trips during school hours;
 - ii. take their own family holidays outside of the school holidays;

- iii. take their own family holidays during test time;
- iv. expect the school to agree to their child missing more than a total of ten school days for family holidays in any one school year except in exceptional circumstances.

PUPILS

- i. Pupils are actively encouraged to attend school regularly and to arrive punctually at school and at the start of lessons after break.
- ii. Pupils should inform staff if there is a problem that may lead to their absence, e.g. bullying, racism, etc.
- iii. Pupils should use their best endeavours to pass on absence notes from parents to their class teacher and to pass school correspondence to their parents.

LEA & EDUCATIONAL WELFARE SERVICE (EWS)

It is the responsibility of the LEA to ensure that parents meet their statutory responsibilities either by registering the child at a school or by making other effective educational arrangements. If a child is registered as a pupil at a particular school, that school must give permission for a child to be absent. If a child does not go to the school at which he or she is registered, the relevant LEA can take legal action against the parents. LEAs' legal powers to enforce attendance are:

- **School Attendance Orders** – these enforce the parents' responsibility for ensuring that children of compulsory school age receive suitable education;
- **Prosecution** for irregular attendance
- **Parenting Orders** - a legal requirement for a parent to undertake specific measures in order to improve the situation.

LEAs are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly.

Any necessary legal action is the responsibility of the LEA where the child is domiciled.

The Administrative assistant checks registers regularly to ensure that they are being completed in accordance with the school's policy and to identify any patterns of absence which have not already been notified. The EWO promptly follows up incidents where the staff have identified a possible attendance problem.

Here at Llanybydder, we work closely with our Educational Welfare Officer to resolve attendance and we believe that the key to success is an effective working relationship between schools and the EWO.

THE GOVERNING BODY

The governing body is legally responsible for many aspects of school management including the attendance register and so it is registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Governing body has delegated responsibility for the management of the day-to-day running of the School to the Headteacher and in so doing the Headteacher takes responsibility for the day-to-day implementation of this policy.

THE HEADTEACHER

Headteachers are required to inform the LEA if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised. Headteachers can, of course, notify the LEA earlier if there are areas of concern. The initial contact with the LEA will be made with the EWO. Normally the School itself will have made and recorded efforts to address the non-attendance through:

- action by the class teacher as part of their day-to-day duties;
- involvement of others within the School, e.g. Headteacher or Deputy Head;
- contact with parents.

Referral to the EWO would normally take place if:

- a pattern of irregular attendance or lateness is either continuing or worsening;
- parents do not accept their responsibilities for ensuring the child attends school, and are refusing to discuss ways of improving attendance with the School;
- condoned, unjustified absence is increasingly a problem;
- the parents ask for excessive authorised absence.
- parents consistently fail to ensure that their child is punctual for school

Often schools are ignorant as to the reason behind an absence, either because the parent has failed to telephone the school to explain the absence, or forgets to send in a letter explaining the reason for the absence when the child returns to school. All absences that are unexplained are followed up with a telephone call on the first day of absence requesting an explanation. In this way the possibility of truancy is negated.

LATENESS

Children arriving after the close of registration, (09:10 a.m) are regarded as being late. Incidences of lateness are calculated and a total is put on the end of year report.

If a child is frequently late, normally defined by two late arrivals in any one school week, the school will take action.

1. In the first instance the school will write to the parent and explain the disruptive effect that tardiness can have on a child's education and on the education of others in the class.
2. If the lateness continues then the parent will be invited to meet with the Headteacher to discuss the problem further.
3. If the matter is not settled then the Headteacher will involve the Education Welfare Service

FREQUENT LATENESS OF PUPILS CAN PROVIDE GROUNDS FOR PROSECUTION OF PARENTS.

Any child arriving after the register has been called will receive a late mark. However, in the case of known delays such as bus breakdowns or severe weather, the register may be kept open for longer.

	Name	Signature	Date
Chair of Governors	Daryl Thomas		12/1/2018
Headteacher	Gareth Rhys Jones		12/1/2018

Review Date	12/1/2019
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