

Cefn Mawr County Primary School
Attendance Policy
Learning, Enjoying and Achieving.

PHILOSOPHY

Our school is committed to providing a full and efficient educational experience to all pupils. We believe that if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. Home/School agreements can be useful to press home this message.

If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly, focused, approach aimed at returning the pupil to full attendance at all times.

PRINCIPLES

The school will:

- Ensure that all staff are aware of the registration procedures, registration regulations and education law.
- Complete registers accurately at the beginning of each morning and afternoon session.
- Stress to parents/carers the importance of contacting staff early on the first day of absence.
- Reward good and improved attendance of all pupils.

- Promote positive staff attitudes to pupils returning after absence.
- Consult with all members of the school community and the E.S.W. Service in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by senior managers and the school governors.
- Send newsletters each term to parents and pupils informing them of attendance rates and related issues.
- Include in annual/end of year reports to parents.
- Work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed.
- Have in place procedures that allow absentees to catch up on missed work without disrupting the learning of other class members.

PROCEDURES

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- Contact the parent by telephone or if the parent is unavailable send a standard letter requesting information.
- Send a second letter if an explanation has still not been received.
- Refer to the school's Attendance Officer if no response is received after 5 days of absence.
- After a maximum of ten days absence the Head Teacher will be informed and appropriate action will be taken. A meeting will be arranged, or a telephone call made to identify and resolve the difficulties that are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.
- Reward good and improved attendance.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

PERFORMANCE

It is important to set realistic targets. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Attendance has improved.
- Punctuality has improved.
- Parental response to absences has improved.
- Re-integration plans have been successful.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community.
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the school.
- Attendance issues have been included as topics in school assemblies. Personal and Social Education (PSE) lessons or as a theme for any other lessons.

PRACTICE

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers.
- Regularly analysing attendance data.
- Ensuring prompt follow-up action in cases of non-school attendance.

- Keeping copies of letters sent out to parents regarding attendance/punctuality in a file.
- Liaising closely with the school's Attendance Officer and E.S.W.
- Recording carefully, all telephone messages.
- Celebrating achievement.

This policy was reviewed and adopted by the Pupil Welfare Committee on 17 May 2010.

Signed Headteacher

Signed Chair of Governors

Review Date: May 2011