

Ysgol Cefn Mawr
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 reinforce 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 clear, focused approach aimed at returning the pupil to full attendance at all times.

Fixed Penalty Notices can be issued for a pupil who has 10 unauthorised absences in any one term. (am and pm count as separate absences). Persistent lateness may also generate a Fixed Penalty Notice (more than 10 occasions in one term). If paid within 21 days, the fine is £60. If paid after 28 days, but within 42 days the penalty will be £120. If the penalty is not paid in full by the 43rd day, legal action can result.

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 Educational Social Worker (ESW) Service in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by senior managers and the school governors.
- Send weekly newsletters to parents and pupils informing them of attendance rates and related issues and newsletters posted on school app and website.
- Include in mid-year and 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.
- Weekly attendance displayed on Attendance Board in School Hall.
- Attendance included as an agenda item at each governing body meeting.

PROCEDURES

It is parental responsibility to inform the school of the reason for their child's absence before 9.30 am on the first day of absence and then on each subsequent day. 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.

This policy was reviewed by Tracy Evans and adopted by the Teaching and Learning Committee on 5th June 2018.

Signed _____ Headteacher

Signed _____ Chair of Teaching and Learning
Committee

Review date: June 2019

PRACTICE

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately. This means all staff completing the register for each am and pm session.
- 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.
- Make a record on SIMs of all telephone messages.
- Celebrating achievement.

Appendix 1

14 January 2020

«address_block»

Dear «salutation»

According to our records «chosen_name» has been absent from school recently without explanation. I would be grateful if you could let me know the reasons for absence by returning the slip at the bottom of the page as soon as possible.

Dates of Absence
«periods_of_absence»

Yours sincerely

Mrs T Evans
Secretary

.....

«chosen_name» «surname»

«year_reg»

Dates of Absence
«periods_of_absence»

Reason

Parent's/Carer's signature..... Date

Appendix 2

14 January 2020

«address_block»

Dear «salutation»

I wrote to you recently for an explanation about «chosen_name»'s absences from school. I am sorry I have not heard from you.

We are legally required to record reasons for absence from school. Will you please enter the reason for «chosen_name»'s absence on the slip below and return it to «his_her» form tutor as soon as possible.

Dates of Absences

«periods_of_absence»

Yours sincerely

Mrs T Evans
Secretary

.....

«chosen_name» «surname»

«year_reg»

Dates of Absence

Reason

«periods_of_absence»

Signed

Date