

## **Ysgol Pontrobert Attendance Policy**

Cadarnhawyd gan y Corff Llywodraethol/ Policy approved by Governing Body

Dyddiad / Date: Medi / Sept 2015

Dyddiad adolygu / Review date: Medi / Sept 2016

Llofnod Prifathrawes / Headteacher's signature:

Llofnod Cadeirydd / Chair's signature:

Dyddiad / Date

### **Aims**

At Ysgol Pontrobert we believe that children can only learn effectively if they attend school regularly. It is important that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell. As a school we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as soon as possible.

Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and to the continuity of learning experiences, our school places great emphasis on this, in its communication with parents.

If there are problems which 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**

- Ensure that all staff are aware of the registration process
- Complete accurate registers – legal documents – at the beginning of each morning and afternoon session, within 15 minutes of the start of the session
- Encourage parents to contact the school on the first day of absence
- Consult the Education Welfare Officer in maintaining the school Attendance Policy
- The Headteacher to monitor and evaluate attendance procedures on a regular basis

### **Communication**

Information on lateness, illness and absence is given to parents in the School Prospectus as well as an additional information leaflet – See Appendix A. This highlights the importance of being at school on time and notifying school if their child is absent for any reason. Parents/carers are to notify the school by 09:15 on the first day of their child's absence from school. This is to assist the school in accounting for all children it has responsibility for during school hours.

If parents/carers do not contact the school by 09:15 on the first day of absence, the school will then contact the parent/carer to ascertain the reason(s) for absence.

Parents are asked to share any worries their child might have in school. Sometimes little things upset a child which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Parents are asked to arrange their family holidays within the school holidays rather than in term time so that their child's education is not disrupted. The Headteacher will talk to those parents who persistently take their holidays in term time, reminding them of the disruption to their child's education. The local Education Authority does not permit parents/carers to take any holiday in term time, and if parents/carers do so, the pupils will be marked as unauthorised absence.

### **Attendance Registers**

Attendance registers must legally be taken twice a day at the start of the morning session and once during the afternoon session. The register must show whether an absence is authorised or unauthorised.

- Authorised absence is where approval has been given in advance or an accepted explanation has been given by the parent afterwards as satisfactory justification for absence.
- All other absences must be treated as unauthorised.

Ysgol Pontrobert uses codes published by the LEA in the attendance registers.

### **Authorised / Unauthorised absence**

Authorised and unauthorised absences will be communicated to parents on the Child's Annual Report. All parents are asked to telephone the school if their child is absent. Parents can also call into school to see the class teacher to explain an absence. All information is used to inform teachers when filling in their registers.

If a child has returned from being absent and no notification has been received about a child's absence, the teacher will send a letter requesting a reason for absence.

If this action does not elicit an explanation for the absence a second letter will be sent. If there is still no reply to the absence the Educational Welfare Officer will be consulted. The absence may be recorded as an unauthorised absence.

### **Lateness**

A child attending after the closure of registration – 9:15 am and 1.15 pm, should be accompanied by a parent/carer. The parent/carer is to explain the child's lateness. If the parent/carer is not present to explain any lateness then they are to send a letter to the school explaining the lateness. If there is a concern regarding attendance or lateness the class teacher should inform the Headteacher.

### **Monitoring of attendance**

The registers are monitored regularly by the Headteacher. If patterns of absence or lateness are noted, the Educational Welfare Officer will be informed. A meeting will be arranged if appropriate to discuss strategies to resolve the absence or lateness pattern.

The Educational Welfare Officer has responsibility to enforce school attendance and will take court action where necessary.