

Ysgol Maesydderwen



Attendance Policy

Polisi Presenoldeb

Type: School Policy

Reviewed / Adopted On	Signed	Next Review
8/12/20	 	Autumn Term 2022

ATTENDANCE

Introduction

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (*Education Act 1996*).

Under the provisions of the *Education Act 1996 (s434)* and the *Pupil Registration Regulations 1995* the school must keep an attendance register.

The school is aware that when records are kept on a computer there must be a print-out at least once per month, and that at the end of the year the print-outs must be bound into annual volumes.

The school is registered with the Information Commissioner under the *Data Protection Act 1998*.

Aim

The school is committed to a positive policy of encouraging pupils to attend school regularly. The school will work with parents and pupils to secure this aim.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

Taking the Register

Pupils' of compulsory school age must have their attendance registered twice per day. It is the practice of this school to register ALL pupils (including those over compulsory school age).

The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so.

The register must record the following:

- whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- a) one taking place off the school premises;
 - b) approved by a person authorised by the governing body or the Head;
 - c) supervised by a person approved by the governing body or Head;
 - d) of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
 - e) Link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity:
- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence; and

- the nature of the approved educational activity (for a pupil of compulsory school age).

The attendance registers will be closed ten minutes after the start of the morning and afternoon sessions

Responsibilities

The Governing Body will:

- approve the policy and any proposed changes;
- receive reports from the Head;
- review the working of the policy in the light of the Head's report; and
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Head will:

- set attendance targets as part of the development plan and target-setting process;
- monitor progress; and
- ensure that strategies are in place to promote and implement the policy throughout the school.
- Determine, in collaboration with the Assistant Head Inclusion and Progress Leaders, whether to authorise any proposed absences requested on the school's official form, or absences which have taken place for which no request was made;
- notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;
- liaise with the LA and police when they wish to exercise their powers to enforce truants to return to school; and
- make an annual report with statistics to the governing body.

The Assistant Head Inclusion will:

- oversee the attendance arrangements
- work with Progress Leaders and the Pupil Support Officer (HT) to ensure the efficient running of the systems and procedures
- make periodic checks to monitor pupil absence and attendance
- deal with issues of inadequate registering
- arrange appropriate training for staff
- keep the Head informed of the progress of the policy
- advise the Head on any strategies that could be initiated or improved

Good attendance is promoted and encouraged in our discipline structure (ref Behaviour policy).

The Progress Leaders will:

- Oversee attendance within the Key Stage
- Receive reports from the Pupil Support Officer (HT) regarding attendance and follow up any issues as necessary
- Work with the Pupil Support Officer to ensure the efficient running of the systems and procedures

- Liaise with the Assistant Head Inclusions and the Head Teacher as required over ongoing attendance concerns

The Progress Leader will:

- Lead and manage attendance systems and procedure within the Progress Area and ensure these are followed
- make regular checks on the efficiency of the registering;
- make regular checks on absence notes;
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over pupil absences where appropriate;
- liaise with the LA over persistent absentees ;
- make reports to the Assistant Head Inclusion on the efficiency of the system; and liaise over training needs.
- Meet with EWO to discuss pupils of concern.

The Pupil Support Officer will:

- manage attendance systems and procedures
- ensure first day contact to follow up absences where no reason is provided
- ensure that all pupil absences are noted and absence notes received from parents;
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers.
- liaise with the Assistant Head Inclusion and Progress Leaders during the school day to highlight possible truancy using SIMS lesson monitor.
- liaise with EWO when appropriate to discuss pupils causing concern.
- make arrangements with the Progress Managers to re-integrate pupils who have long term absence. 'Catch-up' work can be carried out in the Learning Centre.

Form Tutors will:

- ensure that pupils are registered accurately;
- ensure that pupils bring absence notes;
- follow up cases of unaccounted for absence or unacceptable notes;
- keep the Progress Leader informed of any signs of suspected truancy; and
- inform the Progress Leader of any possible underlying problems which might account for absences.

Classroom Teachers will:

- register pupil attendance at their lessons accurately and promptly; and
- inform the Pupils Support Officer of the names of pupils who are absent without notification.

Pupils are required to:

- attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
- if possible inform the school of their absence on the first day of non-attendance;
- bring an explanatory note on the day of return to school;
- discuss with the tutor any planned absences well in advance (e.g. a family holiday);

- make any request for leave of absence on the school's official leave of absence form.

The school aims to work with parents to:

- encourage their children to realise the importance of good attendance and punctuality at school
- avoid taking their children out of school for family holidays, and where this is unavoidable, to seek the Head teacher's permission well in advance to minimise disruption to learning.
- contact the school on the first day of a child's absence
- provide a letter of explanation for absence on the child's return to school

Inspection

The Pupil Support Officer will ensure that the School Admission and Attendance Registers are available for inspection by Estyn Inspectors and by an LA officer.

Promoting Good Attendance

The schools Discipline for Learning procedures reward good attendance through the merit system and data is included on pupil reports. Where there are concerns about behaviour, these will be raised with the pupil and the parents. Where concerns remain, the EWO will be involved and where necessary pupils will be referred to the Governing Body Attendance Panel.

Leave of Absence

Leave can be granted only by the Head on recommendation from the Progress leader. Parents will be expected to use the school's official leave of absence request form.

Holiday Leave

Parents can be given leave by the school to take a child on a holiday. Formal requests must be made to the Head, via the Deputy or Head of Key Stage on the school's official form.

The application must be made by the parent (or person with parental responsibility) with whom the child normally resides, but the form can be brought to the school by the pupil.

The Head will not give leave automatically but will take into account :

- the age of the child;
- the time of the year proposed;
- the nature of the holiday;
- parental wishes; and
- the views of the Progress Leader.

If the pupil still goes on a holiday which has not been approved by the school it counts as unauthorised absence.

The School will only agree to absences of more than 10 school days in any school year in exceptional circumstances.

Short -Term Leave

The School can legally grant short-term leave for family reasons. It is for the Head to determine the reasonableness.

Where a pupil becomes pregnant, leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible.

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded.

The School may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Head will set a time limit for such absences in consultation with the Progress Leader. The Head may also seek advice from the LA or appropriate agency before coming to a decision.

Religious Observance

There is no legislation or regulation or guidance on this matter. The Head will review each application reasonably, and in consultation with the Progress Leader and the parents.

The school expects advance notice, since religious festivals are likely to be fixed well ahead.

Distance from School

A pupil will not have failed to attend regularly if the parent can prove that the school is not within walking distance (over three miles), in each case measured by the nearest available route, and where the LA has not made suitable arrangements for:

- transport;
- boarding; and
- changing to another school nearer to the home.

Where there are such occurrences the Head will consult with the LA, and the Chair of Governors as appropriate.

Taking a Pupil off the Register

The Head will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

Monitoring and Review

The Head will review the working of the policy with the Leadership Group and make at least annual reports to the governing body.

Appendix 1

Routines for Behaviour and Attendance Manager

Registration and Attendance Procedures

- Check answer phone for parent/guardian ringing in to explain pupil absence.
- Update registers from parent/Guardian messages.
- Update Register from parental notes and consent. Update Holiday Forms.
- Check missing marks. Text or Phone the Parent/Guardian of missing pupils.
- Update Register from Text and Phoning Parents.
- Contact EWO after five days of no contact with Parent/ Guardian of missing pupil. This can be done sooner if there is concern.
- Meet with EWO each Monday and provide him with Registration Certificate Report of all pupils under 80% attendance.
- Each Monday update Key stage managers and assistance of pupils who have been late the previous week.
- File away signing in sheets.
- Each half term produce a league table of form attendance percentage.
- Provide Key stage managers, assistance and SLT with any attendance figures whenever they require them.