

# Attendance Policy

Ysgol Bro Dinefwr – Document Control	
<b>Date Created</b>	22/11/2019
<b>Date Ratified by Governors</b>	29/11/2019
<b>Next Review Due</b>	On or before 29/11/2020

## **Attendance Policy**

The school believes that every student has a right to education and is committed to a positive policy of encouraging pupils to attend school regularly in order to raise levels of achievement. The school will work with parents/guardians and pupils to secure this aim.

### **The Law**

Under section 7 of the Education Act 1996, the parent is responsible for ensuring that their child of compulsory school age receives efficient full-time education that is suitable to their child's age, ability and aptitude and to any special educational needs the child may have. If a child of compulsory school age who is registered at a school fails to attend regularly then the parent is guilty of an offence under Section 444(1) of the Education Act.

Under the provisions of the Education Act 1996 and the All Wales Attendance Framework, the school must keep an attendance register. Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day; at the start of the morning session and once during the afternoon session. The register records whether the pupil is present, absent (authorised or unauthorised) or late.

### **Procedures**

- All members of staff designated as Form Tutors will register their forms promptly in the morning using the SIMS system. Subject Teachers will register pupils during lesson 4. A student is deemed late if he/she arrives after the registration session has closed.
- A student arriving after registration has ended will report to reception where their attendance will be noted.
- Students must not be delegated to register a form for members of staff.
- In the event of a member of staff being absent, his/her form will be registered by another member of staff designated as a cover teacher for that session.
- All absences must be covered by a letter or a note in the student's Contact Book from their parent/guardian OR parent/guardian may contact the school by email or telephone in which case Reception will note the reason for absence.
- Form Tutors should note the reason for absence on SIMS on receipt of a letter/note authorising absence.

### **Leaving the school site**

Permission allowing students to leave the school premises can only be given if a parent/guardian has contacted the school by telephone, in writing or by email. This absence can only be authorised by the School First Aid Nurse, Progress and Wellbeing Managers or a member of the Senior Leadership Team. Pupils should ensure that they sign out of school at Reception in the presence of the adult collecting them.

Year 12/13 students wishing to leave the school site during the day are required to sign in and out at Reception.

### **Adverse weather**

Parents are advised to check the local authority website or listen to the local radio if they think that the school may be closed due to adverse weather. The school will contact

parents by use of the SIMS In-Touch text and email system, and information will also be available on the school website, Twitter and Facebook accounts. Parents should ensure that their most recent contact details have been passed to the school. Details can be update via the SIMS ParentApp or by contacting the school in person.

If the school is open but a pupil cannot get to the school due to the weather, it is the responsibility of the parent to contact the school.

### **Taking Holidays in Term Time**

Parents are requested to write to the Headteacher to request a leave of absence.

As per County Guidance, the school will not authorise family holidays or routine appointments taken during term time, except under exceptional circumstances, at the discretion of the Headteacher.

Where permission is not granted but the pupil still goes on holiday, the absence is recorded as unauthorised. A series of unauthorised absences may lead to a referral to the Education Welfare Service.

The school will not provide work for pupils if they are absent due to holiday during term-time. Pupils will need to ensure that they catch up on all work missed on their return.

## **RESPONSIBILITIES**

### **The School will:**

- Keep an accurate and up to date record of attendance
- Inform parents of attendance and punctuality issues
- Identify causes of non-attendance and take action
- Improve the attendance of individuals, groups and the school
- Recognise the external factors which involve pupil attendance and work in partnership with parents/guardians and the Education Welfare Service to address the difficulties

### **The Governing Body will:**

- Approve the Attendance Policy and any proposed changes
- Receive attendance reports from the Headteacher
- Review the working of the policy in the light of the head's report
- Ensure that the policy is promoted and implemented throughout the school and is known by the parents.

### **The Senior Leadership Team will:**

- Implement the Attendance Policy
- Monitor and review the Attendance Policy annually
- Set and monitor attendance targets
- Implement a system of rewards for good attendance
- Give attendance a high profile at assemblies, school events and in the school newsletter

- Support Progress and Wellbeing Managers and Pastoral Support Officers on issues of non-attendance and internal truancy
- Report on attendance to Governors

**Progress and Wellbeing Managers will:**

- Give attendance a high profile at assemblies and school events
- Support Form Tutors on issues of non-attendance
- Work with Pastoral Support Officers and the Senior Leadership Team in resolving issues of non-attendance
- Meet with parents to discuss issues of non-attendance where this is having an impact on progress
- Look for patterns of absences and consider the impact on achievement
- Work with parents, Pastoral Support Officers and SLT to support students' return to school following absence

**Pastoral Support Officers will:**

- Streamline and adjust systems and procedures
- Liaise with parents about any unexplained absences before they become unauthorised
- Ensure work is provided for excluded students and long-term absentees
- Support the work of SLT, Progress and Wellbeing Managers and Form Tutors by:
  - Working with colleagues to identify causes of non-attendance
  - Informing staff of attendance issues
  - monitoring attendance, lesson attendance and punctuality and alerting Form Tutors/Progress and Wellbeing Managers when necessary
  - closely tracking the absence rate and pattern of pupils who have attendance levels between 80% and 88%
  - contacting parents by telephone and arrange meetings if attendance is routinely below 88% and not improving
  - contacting parents by telephone or by meeting if attendance is not improving
  - referring pupils to SLT if EWS referral is needed (below 80%)

**Form Tutors will:**

- Keep an accurate register every morning
- Liaise with Progress and Wellbeing Manager when absence is causing concern
- Be a good role model for students
- Give attendance a high profile
- Praise students for good attendance and punctuality

**Classroom Teachers will:**

- Check the attendance of pupils at their lessons
- Ensure prompt and accurate lesson registers are taken every lesson
- Inform Pastoral Support Officers (Cyfle) of pupils who are absent without notification or who have developed a pattern of absence

**Administrators will:**

- Oversee the administration of the register system
- Contact parents on the 1<sup>st</sup> Day contact list by using the SIMS In-Touch text system

- Administer the fortnightly attendance letters for pupils with attendance below 95%:
  - Letter 1 – 92% - 95%
  - Letter 2 – 88% – 92%

#### **Parents should:**

- Ensure that students leave for school on time every day
- Provide written explanations for pupils' absences from school
- Not to take students out of school in term time
- Notify the school as soon as problems arise with a child's attendance
- Contact the school on the first morning a child is absent

#### **Students should:**

- Attend school every day unless there is a genuine authorised reason for absence
- Arrive promptly for school and registration
- Be on time for lessons
- Make sure that absence notes are passed on
- Sign in at Reception if late
- Stay on the school site throughout the day
- Sign out at Reception if a note is presented and authorised by appropriate staff, and if in Years 7 – 11 if an appropriate adult is present to accompany them.
- Tell Form Tutor/Progress Leader if having any problems attending school

#### **Support available**

- Attendance interviews and regular reviews with Pastoral Support Officers in Cyfle, Progress and Wellbeing Managers and the Senior Leadership Team.
- Meetings with EWS and other external agencies to provide students and parents with appropriate support to improve attendance
- Re-integration programme on the return to school after long-term absence

#### **Rewards**

- Acknowledgement for the Form with the best weekly attendance
- Achievement points for 100% attendance every ½ term
- Excellent attendance commendations in Prize Evening
- Good attendance references to potential employers/colleges

#### **The following documents support this Attendance Policy**

- All Wales Attendance Framework
- Education Act 1996
- Children Act 2004
- Education and Inspections Act 2006
- The Learning Country and Learning Country II: Vision into Action, WAG (2006)
- School Effectiveness Framework
- Behaving and Attending: Action Plan Responding to the National Behaviour and Attendance Review, WAG (2009)
- Inclusion and Pupil Support, WAG Circular 47/2006
- Exclusion from Schools and Pupil Referral Units, WAG Circular 001/2004

- Improving Attendance 2006, Estyn
- Education (Admission of Looked After Children) (Wales) Regulations 2009

**Signed:**

**Chair of Governors:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_