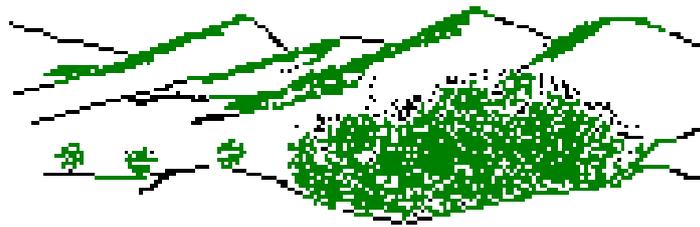


Ysgol Cradoc



Cradoc School

Attendance Policy

Nov 2011
Reviewed November 2013
Review date Autumn term 2015

POLICY FOR ATTENDANCE

At Cradoc School we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be in school if they are unwell.

Cradoc School is a happy school. 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 the continuity of learning experiences, school places great emphasis on this in its communication with parents.

The school has adopted the ERW Procedures for Non-Attendance as detailed in the Appendix.

School Session Times

9.05am	Pupils to arrive on School site
9.15am	School Begins
10.45am	Morning Break
11am	Break Ends
12pm	Foundation Phase Lunchtime
12.15pm	Key Stage 2 Junior Lunchtime
1pm	End of Lunchtime
2.20 - 2.30pm	Afternoon Breaktime
3.30pm	End of School

Admission

Children are admitted to School at various times of the year, and into various year groups. Children are admitted into school in the term of their 4th birthday. All parents requesting a place at the school are requested to meet with the Headteacher. At this meeting, the importance of regular attendance is always highlighted along with other school routines.

Communication

All parents are requested to contact the school by telephone, answer-phone or email by 9.30am on the first day of their child's absence, to confirm that they are away from school, explain the reason and give a likely return date. If no notification is received about a child's absence, we will contact parents for an explanation. This is so that we can ensure that the parents are aware of the child's absence and forms part of our child protection procedures.

When their child returns to school following an absence, parents should confirm reasons for the absence in writing. Whilst we are keen to ensure all children attend school for every session, we follow the Health Protection Agency "Guidance on Infection Control in Schools and Other Childcare Settings" in force from time to time for advice on return dates.

Authorised and Unauthorised Absence

Under the Education Act (1996) and the Education (School Day and School Year) (Wales) (Amendment) Regulations 2006 it is the responsibility of the parent to ensure that their

son/daughter attend school for the full 190 days in each academic year.

However, Parents can take their child out of school when such absence is authorised by the headteacher. The circumstances in which a headteacher can authorise such absence are limited and refer to illness, unavoidable medical appointments and "exceptional circumstances" (eg bereavement) etc.

With effect from September 2013 it has been specifically confirmed that "exceptional circumstances" does not include family holidays and consequently no absences due to holidays during term times can be authorised by Headteachers.

Details of a child's authorised and unauthorised absences included in Child's annual report, usually forwarded to parents in the Summer Term.

Lateness

If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about this. If this persists then the Headteacher will be informed and will request a meeting with the parents at the earliest opportunity.

We understand that there are occasions when a child will be late for school, for perfectly valid reasons. On these occasions it is vital that the parent bring the child to the school office and sign them in, so that we know that they have arrived. This ensures that we can include them in the children present in the event of fire etc.

Concerns

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

The attendance data is monitored by the school, local authority and Welsh Government. Consequently, the school is under a duty to notify the Educational Welfare Officer for the School in relation to a child's patterns of absence, frequency of absence (with reasons) and any unauthorised absences. The Educational Welfare Officer contacts the Headteacher regularly to discuss attendance issues, offer advice and support.

Truancy

All staff at Cradoc School are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness.

In the last five years there has been no record of any child truanting, however if truancy is suspected, the Headteacher contacts the parents and Educational Welfare Officer immediately so that reasons for the truanting can be identified and resolved at the earliest opportunity. A plan is put in place including all stakeholders and strict arrangements for the monitoring of the pupil's attendance are put in place including school notification if the pupil is ill.

Procedures for Non-Attendance

