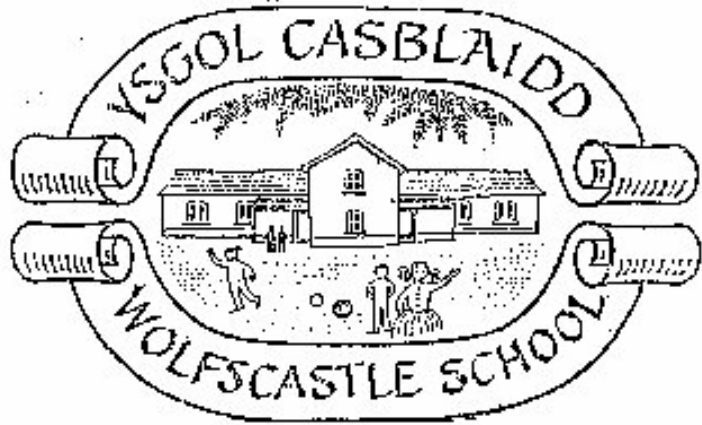


Ysgol Casblaidd



Wolfscastle C.P School

Attendance Policy

"Dyros dy law i mi ac fe awn i ben y mynydd."

School Policy for Attendance

Ysgol Casblaidd is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a School we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Both the school and the home share the responsibility for achieving this, and must work co-operatively to achieve it.

Aims and objectives

AIMS

1. To meet and maintain our target of an average of 98% attendance;
2. To maintain a system of incentives and rewards conducive to regular attendance;
3. To discourage pupils from taking holidays and/or other extended breaks during term time by making parents aware of the effects such interruptions have on their children's education;
4. To improve punctuality;
5. To reduce the number of children arriving for school persistently late.

OBJECTIVES

1. To raise and maintain parents' and pupils' awareness of the importance of regular attendance, and the consequences of repeated absences;
2. To reward and celebrate regular attendance on a half termly basis;
3. To monitor instances of lateness, and raise parental awareness of the problems which it causes;
4. To raise the profile of the EWO Service in school.
5. To raise awareness of what constitutes necessary/unauthorised absence

This Policy Document sets out the school's vision on attendance and punctuality, together with details of procedures for achieving our aims and objectives. It will be reviewed annually.

Parents' Responsibilities

Parents have a legal responsibility to ensure that their children attend school regularly and punctually. They are made aware of this through the initial first school visit, through the school handbook and the Home/School agreement. This will be reinforced through termly newsletters from the Head teacher which will also congratulate those with high attendance.

Late Arrival

Lateness will be monitored. Children who are late will be given a late slip to take home. If the child is late three times in a short space of time this will trigger a letter from the head teacher. If lateness continues a meeting will be requested with the head teacher.

Absences -

General.

Non-attendances are classified as either authorised or unauthorised, and the school is obliged to maintain information about the reasons given for absences. Parents are requested to inform the school, either in writing or verbally, of reasons for any absences. In cases where the notification from parents has been verbal, teachers should use the appropriate code letter to show the reason given (codes held on G2 for teacher/office accessibility).

Teachers or admin staff receiving a telephone message about a pupil absence must note the reason given and ensure that it is passed on to the appropriate class teacher. Where no reason is given, the head teacher will make her own enquiries by contacting the parents/guardians immediately, or request the intervention of the Education Welfare Officer (EWO).

The child's end-of-year report will contain his/her attendance record, and details of any unauthorised absences.

Holidays During Term-time.

There is no "entitlement", as such, to holidays during term-time. Children are not expected to take holidays during term, and our policy is to actively discourage the practice. If a holiday is to be taken during term-time, a holiday form must be collected from the office, completed by the child's parents or guardian, and returned to the head teacher. The head teacher will meet with every parent who requests a holiday during term time. Authorisation is not

automatically given. Requests for authorisation will be considered in the light of the individual pupil's attendance (minimum 96%) during the rest of the year, together with any other factors that the school may consider relevant. If a child is on holiday for longer than 4 weeks then that child may be taken off roll. Where a pupil does take a holiday during term-time, the form Holiday will need to be completed. Holiday forms are kept in a file in the office and checked when necessary by the head teacher and school admin to ascertain if children return within due dates. It is noted on holiday form when a child returns.

Extended holiday codes - 2 weeks - 'H' , balance of extended holidays if child does not return on due date is 'C'

Penalty Notice

Under the guidance received from Erw, parents of pupils who have low attendance and who do not have good reasons for persistent absence may be served a penalty notice. However it is the school's aim to work closely with all our families so that this strategy to prevent absence, is avoided.

A request to the Local Authority for a penalty notice can be made by the school in relation to poor attendance at school. Please note that if a reason for absence is provided by the parent/carer, then it is solely the headteacher's decision to decide if this absence should be authorised or unauthorised.

If a penalty notice has been requested, then the parent/carer will receive a warning letter that gives them 15 days to make an improvement in attendance. If the unauthorised absences are due to taking a holiday in school time then a warning will not be issued. There is no limit to the number of formal warnings which can be issued. If a penalty notice is issued, then the fine will be £60 in the first instance which may rise to £120 if not paid promptly. If the penalty is not paid then the local authority will consider prosecution for the original offence, which is 'failure to ensure regular attendance at school of the registered pupil' under Section 444(A) of the Education Act 1996.

Staff responsibilities / Impact on the Curriculum

We wish to ensure that the impact of lateness and non-attendance is recognised by the parents and children.

At parents' evening teachers will

- Advise all parents as to their children's attendance.
 - Target parents whose children fall below 95% attendance.
 - Express to parents our expectation of a higher percentage attendance during the next term.
 - Make clear to parents the consequences for their child, namely a Child always missing initial input for lesson / reading session.
 - Lack of consistency in child's work.
 - Gaps in child's knowledge.
 - Social isolation in group
 - Disruption to teacher's assessment of child's curriculum needs
- Children's attendance figures will be under constant review.

Management, monitoring and evaluation

- Parents will be aware of the school's expectations with regards to attendance, the attendance policy is available from the office on request
- Parents children whose attendance is below 90% will receive a letter from the head teacher asking the parent to improve the attendance. This will be reviewed after 4 weeks.
- Parents children whose attendance is less than 85% will be required to discuss the attendance with the head teacher and the EWO. If the attendance has not improved in 4 weeks then there will be a visit from the EWO.
- Parents will be made aware of their child's attendance/lateness at termly parents' consultation.
 - Persistent lateness will be referred to EWO.
- The headteacher and EWO will monitor referrals.
- Attendance figures are generated using G2 and reviewed by the head teacher and school admin and continuing concerns passed to EWO.
- This analysis is fed back to staff, highlighting poor attendance. Staff, then monitor these pupils attendance and comment on any 'causes for concern.'
 - Governors receive termly updates of attendance figures.
- All staff are aware of the official register codes and use them accordingly.
- GL will be utilised, collating information every half term.

Equalities

Staff who follow up absence are aware of and sensitive to relevant cultural and religious issues. We recognise pupils' and staff members' right to take time off for agreed religious observance.

Equal Opportunities

- All children are able to receive half termly awards for 100% attendance. This will take place during a celebration assembly at the end of every half term.

Pupils who have medical or family problems which make 100% attendance difficult are treated sensitively and are awarded for smaller, manageable targets set to meet each individual's needs. There is also a Governor's award and small prize for yearly 100% attendance, at the end of the Summer Term. Best attendance in the Foundation Phase and KS2 is announced in Friday celebration assembly.

Racial Equality

- Home-school liaison is available for all parents with EAL
- New admissions to school are informed of the attendance policy.
- Any individual circumstances that could affect attendance are noted and due regard is paid to these needs.

October 2016