



POLICY

for

**SCHOOL ATTENDANCE**

# PRESTEIGNE PRIMARY SCHOOL / YSGOL GYNRADD LLANANDRAS

## School Attendance Policy

### Rationale

There is a proven link between school attendance and achievement. Pupils who attend school on a regular basis have a greater chance of achieving well in all areas of school life and are happier and more settled amongst their peers. They are also more confident, organised and able to cope with new experiences.

### Aims

At Presteigne Primary School we aim to:

- Develop a mutually supportive partnership with all families;
- Encourage all families to send their children to school every day unless they are ill;
- Motivate children who are at risk of poor attendance;
- Praise and reward children whose attendance is good or improving;
- Implement a range of strategies to monitor individual attendance and follow up absences rigorously;
- Inform parents of their children's attendance in a clear and positive way;
- Work effectively with the Educational Welfare Officer to support families and help children improve attendance
- Meet school and WAG targets for attendance.

### Strategies

To achieve these aims we will implement the following strategies:

- Inform parents of attendance policy in the School Prospectus and Home-School Agreement; remind parents, as necessary, in school newsletters;
- Require parents to inform the school every day a child is absent;
- Inform parents, on a regular basis, that holidays should not be taken during term time (see appendix 1).
- Require parents to make a written request for absence in exceptional circumstances to the Headteacher (including holidays);
- Encourage parents to discuss any problems which may be affecting attendance with class teachers or the Headteacher;
- Ensure that each child feels safe, happy and well-motivated at school;
- Reward full attendance with end-of-term certificates and additional whole-year full attendance certificates;
- Reward improving attendance with verbal praise, house points and class reward systems;
- Analyse individual attendance data on an ongoing basis and discuss concerns about individual children's attendance with parents and, where appropriate, the child;
- Inform parents, on a half-termly basis, if attendance levels have been 90% or lower;
- Include on each child's end of year school report : the average school attendance (%), the child's attendance (%) and the number of days of unauthorised absence - a brief comment will be made by the Headteacher if attendance is unsatisfactory;

- Contact the Educational Welfare Officer if a child's attendance is poor;
- Support families who are being seen by the EWO;
- Attend Social Services/Child Welfare meetings which involve pupils with attendance problems;
- Continue to inform children of the need for good attendance e.g. assemblies.

### **Safeguarding and Wellbeing**

To ensure pupils' safety, the school will telephone parents on days of absence if they have not informed the school that their child will be absent that day. If the school is unable to contact parents, other people on the contacts list will be phoned. A text message, asking parents to update the school ASAP, will be sent.

The Headteacher will contact parents directly and immediately if their child's attendance is persistently below average.

### **Roles and Responsibilities**

The Governing Body is responsible for:

- setting attendance targets and agreeing a whole-school policy for Attendance;
- supporting the Headteacher and staff in their efforts to improve attendance;
- monitoring the school's success in meeting WAG attendance targets and remaining accountable for this area of school improvement.

The Governor responsible for Attendance is **Mrs. Kirsty Roberts.**

The Headteacher is responsible for:

- leading the school in implementing the full range of strategies to improve attendance;
- supporting all pupils, parents and staff in the school's aim to improve attendance;
- liaising regularly with class teachers about the attendance of persistent absentees;
- monitoring attendance on a regular basis and following up absences promptly;
- informing parents of their children's attendance as appropriate;
- working effectively with the EWO as appropriate;
- informing the governing body of progress with fulfilling the School Attendance policy on a termly basis.

The School Staff are responsible for:

- monitoring individual pupil attendance twice daily during class registration;
- monitoring closely the attendance of individual persistent absentees and reporting their absences to the Headteacher;
- informing the Headteacher if there are any general issues with attendance;
- issuing pupils with a request for information form following unexplained absence;
- assisting the Headteacher in providing parents with information about half- termly attendance as appropriate;
- reporting information about attendance in the end of year report.

**PRESTEIGNE PRIMARY SCHOOL / YSGOL GYNRADD LLANANDRAS**

**School Attendance Policy**

This policy was reviewed in consultation with staff and governors in Summer Term 2020

It was approved by the Governing Body on .....

Signed: ..... (Chair of Governors)

Signed: ..... (Headteacher)

The policy will be reviewed in the Summer Term, 2022