

Blaengwrach Primary School

Policy for Pupil Attendance

Introduction

Blaengwrach Primary School uses the SIMS process of registration to continue our work of improving levels of pupil attendance.

Role of Class teachers

- Registers must be marked at the beginning of the morning session at 8.50am and the afternoon session at 1.00pm.
- Emergency paper registers are kept in each classroom available to the class teacher in the event of an emergency or fire.
- Every absence is either authorised or unauthorised by the school not by the parent.
- The register is a legal document, it can be used in cases of prosecution for non-attendance or in cases where a family is subject to a care order therefore it must be factually correct.
- Class teachers are the first to note any changes in attendance or punctuality and should use any opportunity of asking parents regarding any outstanding reasons.
- Any concerns, where no reasons have been given, are brought to the attention of the office on the same day through monitoring SIMS; the office will contact parents using the 'teachers to parents' text system- first day response.
- Regular absence or a pattern of absence will be discussed with the EWO and an appropriate course of action agreed following ERW attendance procedures
- Traffic light letters will be issued at least once a term to inform parents of their pupils' attendance levels.
- Staff will track pupil attendance using SIMS and school will provide evidence of attendance at social services meetings.

School Targets

- Parents will be informed of their child's % attendance termly by letter and in parental consultations and at the end of the year with the annual report.
- Parents are informed of the school's attendance targets and outcomes on a regular basis.
- The target for attendance for school is set annually by Governors and



reported in their annual report to parents, in line with LA and national targets.

Day to Day Procedures

- Codes must be entered against absence.
- Pupils who arrive late will be signed in by parents at reception and pupils taken out of school during school hours will be signed out by parents with reasons for leaving.
- Illness medical/dental are authorised. Class teachers have good links with parents in these instances as it may be a course of regular treatment for a period of time. Parents will be asked to verify with the appointment card.
- Religious Observance. This is authorised ie special festivals etc.
- Family Holidays may be unauthorised and may incur a penalty notice if this causes attendance to drop below 90%.
- Family bereavement - authorised.
- Weddings - authorised.
- *Public Performances* sometimes require an LEA licence, e.g. Bumbles of Mumbles.

Educational Welfare Officer

- The Education Welfare Officer is invited to attend introductory meetings with nursery/reception parents and also at open evenings in key classes throughout the school.
- S/he is also invited to talk to pupils about the importance of attendance and punctuality at school and on transition to comprehensive school.
- Projects are delivered to encourage attendance and punctuality due to their recognised effect on educational performance.
- S/he carries out spot checks on the school premises to monitor punctuality.
- EWO meets with Headteacher & attendance Governor once a fortnight to discuss families whose attendance has dropped below 90%.

Parental Responsibility

We wish to improve attendance at Blaengwrach and ask that parents let us know on the first day of absence by calling in, by telephone or sending a note. Our educational welfare officer is available to link between parents and school in any case of difficulty in attendance or any other welfare or social concerns.

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Prolonged absence or irregular attendance will result in EWO involvement and may result in prosecution.

Monitoring

Attendance is regularly monitored by the Headteacher in conjunction with the Education Welfare Officer and attendance Governor. An attendance action plan has been developed and targets monitored throughout the year.

