Attendance Policy

2024 - 2025

Chair of Governors	Signed	Date
Mr Darren Ankers	DAnkers	02/10/2024

Review Date	September 2024

Our Policy and procedures are based on Flintshire LA guidelines.

RATIONALE

At Ysgol Bryn Garth, we believe that regular attendance is important to ensure children are safe and have full access to the educational provision made for them. We believe that appropriate attendance helps children learn good routines of behaviour and disciplines for adult life. It is the responsibility of the parents/carers to ensure that their children attend school at the times specified. It is the responsibility of the LA and schools to promote good attendance at school and to have systems in place to keep accurate records of school attendance. Attendance at school must be maximised in order to raise the achievement of all pupils and improve their prospects in adult life.

AIMS

We aim to:

- Ensure that the school's procedures match legislation and meet health and safety requirements
- Have clear and accurate records of attendance, ensuring consistency between teachers and classes
- Ensure that records are accurate in the event of an evacuation
- Ensure that procedures are agreed for following up absences where necessary
- Make clear to parents the legal position regarding attendance, including the difference between authorised and unauthorised absence and procedures for Fix Penalty Fines.
- Report, as required, details regarding attendance to the LA or WAG
- Encourage punctual and regular attendance in school
- Work towards agreed targets for improving attendance

AIMS INTO PRACTICE

The following are the procedures we have in place regarding attendance:

Recording Attendance

- Teachers take the electronic SIMS registers at the beginning of morning and afternoon sessions. Categories of absence are recorded reference Appendix 1
- **First Day Contact** It is the parents' responsibility to notify the school on the first day of absence. This can be done by telephone or a verbal message to a member of staff and should

be recorded in SIMS. If no telephone or verbal message is received then a written explanation should be sent in writing by the parent on the child's return to school and this will be filed in the Holidays and Absence folder in the School Office. If the absence is authorised i.e. the school accepts the reasons for absence, for example, illness, a day for religious observance or an acceptable medical or special needs visit, then the register is filled in appropriately.

- If the school has not been notified by 09.30am, a member of staff telephones/texts the home, when convenient, and records the outcomes in the register.
- If no response received for a vulnerable the pupil by 10.00am school to contact Children Service or the police.
- The government, LA and school discourage holidays in term time and have notified parents as such. Parents have to explain their "exceptional circumstances" on any application for holidays in term time.
- Governors/Headteacher are permitted to authorise absence of up to 10 days in any one academic year, bearing in mind the exceptional circumstances. This is not an entitlement or an expectation. It must be applied for in advance on forms obtainable from the school office. Each case will be considered against agreed criteria. Any days over 10 will be considered as unauthorised. An authorised holiday absence will then be recorded in the register appropriately. If the holiday has not been authorised, it is marked as an unauthorised absence.
- Any absence that has not been authorised is regarded as unauthorised absence. If a written explanation is not forthcoming the Headteacher will be informed and the situation will be followed up, firstly, by a telephone call and secondly, by a letter.
- The secretary monitors registers regularly using the software SIMS.Net Attendance. This gives data on absences and lateness of both kinds.
- The school regularly informs and reminds parents of their responsibilities regarding attendance.
- Registers are closed at 9.15am and 1.15pm. Any child arriving between the start of school and closing of registers is deemed to be late, code L. Any child arriving after the close of registers and before 10.30am or 2.00pm is deemed as late after the register is close and coded U. Any child arriving after 10.30am or 2.00pm is deemed as unauthorised absent, though in both cases the child is included in the total attendance numbers for that session.
- Teachers are required to record the number of minutes late a pupil is in SIMS.
- Teachers are expected to total the number of children present for quick checking in the case of an evacuation.
- The secretary is responsible for monitoring absence and lateness from week to week. Any emerging patterns are notified to the Headteacher. The school will then contact the parents, by letter and notify the educational social worker when necessary.
- At the end of each half term parents will receive an STL1, STL2, STL3 or STL4 letter detailing their child's attendance. Reference Appendix 2
- For pupils of non-statutory school age (pupils who are not yet 5 years old) the expectation is for parents to still commit to 100% attendance for their child.
- Attendance for non-statutory school age pupils will still be monitored and parents will be informed regularly of the details of their child's attendance. Reference Letter STLN1
- Absences of any kind are shown on the child's end of year report.
- The Headteacher will deal with persistent lateness, with or without explanation by meeting with the parents and/or letters.
- The official school attendance figures are printed termly in the school newsletters. Annual attendance figures are sent to the WAG. The school also publishes its own attendance figures in pupils' reports and in the school brochure.
- Should the lateness not improve, the Headteacher will refer the family to the Education Social Worker, after discussion with the parent.

REMOVING A CHILD FROM THE SCHOOL ROLL

Under Pupil Registration Regulations, pupils of a compulsory school age can be removed from roll when the following criteria:

- Pupil admitted to another school, confirmation received and records requested.
- Pupil moves away from area and cannot be found (school and Educational Social Worker follow procedures and complete enquiries). The pupil must remain on roll until the process is completed. Removal can be backdated to the end of the first week of absence, if agreed by the LA.
- Pupil permanently excluded. Statutory time limit for appeal has passed or appeal has not been upheld.
- Death of the child.
- Parents indicate in writing that they are removing the child.
- Parents indicate in writing that they wish to home educate their child.
- Pupil fails to return from extended holiday. A period of 4 weeks must then elapse after the date of return agreed in advance. (Educational Social Worker to be informed). Extensive enquiries should be made to try to ascertain the reasons for the child failing to return.

Poor attendance is not a reason to remove the child's name form roll. The school will await the LA written agreement and date before removal from roll.

LEGISLATION

Our Policy and procedures are based on Flintshire LA guidelines.

Trigger	**Letter Code**	**Action**
When Attendance is **above** School Target of 95%	**School Target Letter (STL1)**	STL letter to be sent by School. See Appendix 2
When authorised absences i.e. Illness, Medical or Holidays drops below 95% (School Target)	**School Target Letter (STL2)**	STL letter to be sent by School. See Appendix 2
When authorised absences i.e. Illness, Medical or Holidays drops below 90%	**Below 90% Letter (STL3)**	Below 90% Letter Sent Copies to Headteacher. See Appendix 2 This letter invites the parents to contact school to arrange to meet and discuss the issue. **Admin Team to add pupil name to confidential Absence register.**

When authorised absences i.e. Illness, Medical or Holidays drops below 80%	**Below 80%** **Letter (STL4)**	Below 80% Letter Sent. This letter invites the parents to contact school to arrange to meet and discuss the issue. See Appendix 2 Headteacher to refer to IWO IWO involvement – using up to date attendance information and details of phone calls/letters/meetings, RR to discuss in regular meetings with IWO. IWO to make parent aware of next step, between 4 – 8 weeks maximum, monitoring with a view to sustained improvement or referral to A6
No improvement after above interventions	**A6**	Governing Body informed Case presented to an Attendance Panel of three Governors and an LEA representative, who will decide it is necessary for the IWO to enforce Legal action.