



SCHOOL ATTENDANCE INFORMATION FOR PARENTS



RATIONALE

The highest possible level of attendance is one of the most essential prerequisites for the successful growth of every child and of the school. Ensuring it occurs for every child is one of our principal priorities. The health and successful development of the school community also depends on all pupils' commitment to playing a full, constructive part and contributing to school life and work ethic. This can only be achieved with their fullest possible attendance. We aim to ensure each child is enabled to achieve and exceed his or her expected potential within and beyond the curriculum and so enabled to benefit from the highest possible quality teaching and learning.

We will consistently work towards a goal of 100% attendance for all children. The school's attendance target, set by the Local Authority, is a rolling target with the aim of achieving 95% over the next 5 years. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

ENCOURAGING GOOD ATTENDANCE

We believe a positive attendance culture is more likely to be achieved when all partners co-operate with each other.

Partners	Expectations
Pupils We expect all pupils will	<ul style="list-style-type: none"> Attend school every day Arrive on time - school day starts at 8.55am
Parents/Carers We expect that all parents/carers will	<ul style="list-style-type: none"> Encourage their children to attend school every day and on time Ensure that they contact school by 9am by leaving a message on our absence line every day their child is unable to attend school Ensure that their children arrive in school fully prepared for the school day Provide the school with up to date home, work and emergency contact numbers NOT to arrange family holidays during the school term Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour
School Parents/carers can expect that the school will	<ul style="list-style-type: none"> Provide a good quality education appropriate to their child's needs Record their child's attendance regularly, accurately and efficiently Make every reasonable effort to contact the parent/carer on the first day of absence, when their child fails to attend school without good reason Deal discretely and properly with any problem notified to the school by the parent Make all efforts to encourage and reward good attendance, punctuality and behaviour

Attendance Procedures and Reporting an Absence

- Pupils are to arrive at school by 8.55am. School gates are open from 8.45am
- Arrival after 8.55am, without a valid reason, is classed as a **late** arrival and all pupils **MUST** be accompanied by an adult so they can be signed in on our sign in system outside the secretary's office
- To report an absence, please call the Absence Line on each day on 02920621625 before 9.00am and leave a voicemail
- If you fail to notify the school of your child's absence, we will contact you requesting a reason for their absence. If we are unable to make contact or fail to hear from you for further information regarding your child's absence, this will result in their absence being marked as Unauthorised
- Arrival after 9.30am without a valid reason will be marked as an Unauthorised Absence

Registration Procedures

- To ensure accuracy and consistency, all pupils are registered electronically via the School Information Management System (SIMS)
- Pupils are registered every morning and every afternoon
- The following codes as set out by the Welsh Government:

B	Educated off-site
D	Dual registered
P	Approved sporting activity
V	Educational visit
J	Interview
W	Work experience
C	Other authorised circumstance
F	Extended family holiday (agreed)
H	Family holiday (agreed)
I	Illness
M	Medical appointment
S	Study leave
E	Excluded
R	Religious observance
T	Traveller absence
O	Other unauthorised circumstance
G	Family holiday (unauthorised)
U	Late (after registration closed)

Appointments

- We request that appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day
- If there is no alternative and an appointment is made during the school day, an appointment letter or card must be provided as it is uploaded to a pupil's registration
- If pupils are leaving school early for their appointment, they must be signed-out by an adult

Sickness During the School Day

If a pupil becomes unwell during the school day, parents/carers will be contacted and asked to collect their child as soon as possible

Holidays

Parents do not have an automatic right to withdraw their child from school for a holiday and any holidays during school term time will not be authorised. Families are therefore asked **not** to arrange holidays during term time. Term dates are communicated to parents/carers via the school's website and class dojo

Fixed Penalty Notices

In some circumstances, the school may request that the Educational Welfare Service issue parents/carers with a Fixed Penalty Notice (FPN) under the Education (Penalty Notices) (Wales) Regulations 2013. A FPN will be requested:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in an academic year (these do not need to be consecutive)
- Pupils persistently arriving after the close of the registration period ie. more than 10 sessions in an academic year (these do not need to be consecutive)
- A period of absence from school due to a holiday that was not authorised by school (a minimum of 10 sessions)
- Where attendance has been at 92% or below in the previous 12-month period

Monitoring and Evaluation

Reporting to Parents/Carers

The school has procedures in place to monitor the attendance of pupils. The annual written submitted to parents/carers include an attendance percentage for each pupil. Also, the Cluster Attendance Officer visits the school once a month to go through the individual percentage attendance of all our pupils. If your child is considered to have a low percentage that is a cause of concern, you will receive a letter. In some cases, you may be invited to attend a meeting with the Cluster Attendance Officer and the Headteacher to discuss ways forward to improve your child's attendance. Any child who has attendance under 90% is classed as a PA - persistent absentee.

Collection of Data

The school collect data on attendance for the whole school and by Year group and makes this available to Governors. Attendance data is reviewed at the end of the academic year by the Headteacher and is used to improve both the Self-Evaluation document and the School Improvement Plan.

