



**TAFF BARGOED
LEARNING PARTNERSHIP**
'Learning and Growing Together'

Attendance Policy

Introduction

Regular and punctual school attendance is important and a key focus for us at the Taff Bargoed Learning Partnership. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. All schools within the Taff Bargoed Learning Partnership fully recognise their responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at our schools and this policy is made available to all parents/carers of pupils who are registered at our school via our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. It is important to understand that good attendance at school is a legal requirement of all Parents/Carers and action can be taken where this is not the case.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Aim to achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies right from entry into Nursery in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of regular monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions – 'Authorised' and 'Unauthorised' Absences

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

In instances involving health, parents will be requested to provide proof of appointments through an appointment card or letter to verify the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised and should there be any reason for the school to doubt the legitimacy of reasons given, then authorised codes can be overturned by direction of the Headteacher.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, the absence is unauthorised if a child is away from school without valid reason, even with the support of a parent.

Procedures

Our school will undertake the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.

- To report attendance statistics to Merthyr Tydfil LA where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Head who has responsibility for monitoring attendance.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- Maintaining the accuracy of their class register (SIMS)
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Head where there are concerns and acting upon them
- Providing background information to support referrals
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at Parents evenings where necessary

Headteacher

The Headteacher is responsible for:

- Promoting initiatives and strategies to secure the ongoing improvement in attendance.
- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Ensuring families are contacted where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the 'Late Book' is completed
- Carrying out weekly reviews of attendance and collating reports for the Head.
- Contacting parents of absent children where no contact has been made.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
- Sending out letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Registration

School starts at 9:00am. There is sufficient time provided for all pupils to come into their classroom. Children are able to enter school from 8:50am, so that there is time for them to settle into class before starting the school day at 9:00am.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

The attendance register is taken on entry into school and registers are closed at 9:30am. In the afternoon pupils are registered by 1.20pm.

All attendance records are documented using SIMS software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

(Attendance is marked as a '/' when a child is in school)

Lateness

Once the doors are closed at 9:00am the only way to get into school is via the Main School Entrance. Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Any pupil who comes into school late, between 9:00 - 9:30 before registers are closed will be marked as late within the SIMS system. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (**Attendance code 'L'**).

Any child who arrives for school after 9:30 – 9:59 will be marked as attending school after registers have closed and provided with a mark which shows them as absent for the morning session (**Attendance code 'U'**).

Children who have attended a medical appointment and subsequently come to school later than 9.10am will have the absence recorded as a medical absence (**Attendance code 'M'**). A letter or appointment card must be brought as proof when returning to school for us to authorise this.

Absences

Parents/carers should contact the school (either verbally or via the school app) on the first day of their child's absence. When parents/carers notify us of their child's absence, it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has overall responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence, and have not been able to get in touch with you via telephone, a message will be sent directly to parents/carers via the school app requesting an update. If the message is not responded to the school may issue a letter requesting an update.

If this information is not provided and returned by the specified date then the absence will be recorded as an unauthorised absence (**Attendance Code 'O'**)

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process via our school app. Our system automatically generates this using the information within our SIMS system. Office staff check all of the registers have been completed from 9.10am to 9.30am on a daily basis, to identify those pupils who are absent.

Illness

We understand that there may be times where a pupil is required to remain off school due to a short term sickness/illness. These should be reported at the earliest opportunity so that the school can update registers accordingly (**Attendance Code 'I'**).

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their schoolwork. However, work will not be provided for short term illness as this is impractical and would significantly increase the workload of staff.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Parental Request for Absence from School for Holiday in Term Time

As a school and governing body, we do not support parents taking holidays during term time. Missing large periods of school can impact on a child's learning and we want to make sure that all of our pupils have the opportunity to be in school as regularly as possible.

However, in line with Local Authority attendance code, parents can request up to a total of 5 days (*classed as '10 sessions' where a full school day is 2 sessions*) of holiday leave during term time. This is at the discretion of the Headteacher and is based on an individual's current attendance.

Where a holiday is taken in term time, and the school is informed in advance, a 'H' code will be recorded in our registers for your child's absence. However, should a holiday be taken during term time, without the school being informed, or should the school be made aware that you have taken a holiday but provided a different reason for absence, then this will be classed as an unauthorised absence and may result in further action being taken.

1. Holiday Request Form

A Holiday request form must be submitted to the school via the school app. All requests must be submitted before taking the holiday and must not be via any other method of communication. These forms should be completed with as much information provided as possible.

Once submitted, the school will confirm that the form has been received via the app.

2. FPN Action

When the school receives the request for Holiday in Term time your child's rolling attendance from the last 12 months (*from date of the form submission*) will be reviewed. Following this the school will make the following decision:-

1. If your child has good attendance (at least 95% or above) then your holiday will be approved and no FPN issued*.
2. If your child has poor attendance (below 90%) then your holiday will not be approved and an FPN will be issued for the holiday. You will be notified of this ahead of the holiday being taken.
3. Should a holiday be taken during term time, without the school being informed, or should the school be made aware that you have taken a holiday but provided a different reason for absence, then this will be classed as an unauthorised absence and an FPN would be issued.

*(*N.B The school will review your child's attendance 7 days before the holiday. If, since submitting the holiday request form, your child's attendance has fallen below 90%, the decision to not issue an FPN will be overturned and the school will notify you that attendance has fallen below the acceptable level and as a result will issue a Fixed Penalty Notice (FPN).*

Please note that FPNs may also be issued in situations where pupils who take multiple holiday, despite having good attendance, which impacts on their child's learning.

Addressing Attendance Concerns

The school expects attendance of at least 95% (as a minimum).

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents are always informed of our concerns.

Initially concerns about attendance are raised with parents via communication. More information about this process can be found in Appendix I.

Opportunities for the parent/carer to discuss reasons for absence can be arranged, as well as support provided by the school, with the aim of improving attendance. Where a child's attendance record does not improve over a period of time, the school has a responsibility to make a referral to the Educational Welfare Service.

Attendance Initiatives

Within the school, we recognise the importance of promoting good attendance amongst our pupils. As a school, we run a number of initiatives to promote attendance and celebrate the achievements of pupils who are regularly in school. These initiatives include:

- **100% Weekly Attendance:** - Pupils at the start of the year are provided with an 'Awesome Attendance' reward card to collect stickers. For each week of full attendance that a Pupil is in school they get a sticker for their reward card. After 10 full weeks of attendance, pupils are rewarded with a prize for having good attendance.
- **Good Attenders Reward** – At the end of each term pupils with 97%+ attendance are given a special Attendance Certificate and rewards to celebrate their excellent achievement in attending school regularly.
- **Weekly Class Competition** – As a school we run a weekly attendance competition between classes within the school. There are competition rockets in each class and an attendance competition board in the school hall. Winners are announced in Special Assembly with the winning class attending being provided with a special 'Class of the Week' trophy and extra break on a Friday afternoon.
- **Class of the Term** – At the end of each term, the class with the best attendance has a 'Movie Morning' where a film and popcorn is provided for the winning class.
- **100% All Year Reward** – We want to celebrate those pupils who miss no school during a school year. These pupils are rewarded at the end of the year with a special voucher which allows them to purchase books and stationary for themselves, supporting their on-going education.

Monitoring Attendance

Our office staff, have the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMS attendance software. Regular meetings are held with the Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

Appendix I – Monitoring Attendance Process

As part of weekly attendance monitoring, where a pupil has poor attendance (<90%) then the school initiates the attendance improvement process. **Communication (App Message 1)** sent from school to inform Parent that the school is monitoring attendance.

No improvement

improves

Where a child's attendance continues to be a concern, **first phone call contact is made between the school and home to offer support (App Message 2).**

Where a child's attendance improves the following week, no further action is taken, but the pupil continues to be monitored to ensure this improved attendance continues.

No improvement

If attendance continues to decline, a **second phone call is made (App Message 3).** Following 2 phone calls home, an **'Attendance Improvement Meeting'** with Parents/Carers is held (**App Message 4**).

improves

Where a child's attendance improves following the phone call, no further action is taken, and the child's attendance continues to be monitored.

No improvement

If attendance continues to decline following the meeting, or parents decline the meeting, then the school contacts the LA to issue an **'A Notice' (App Message 5).** The 'A Warning' remains active for 6 months.

improves

Where a child's attendance improves following the meeting, no further action is taken, and the child's attendance continues to be monitored.

No improvement

If attendance continues to decline after 10 days of the notice being issued, then the school contacts the LA to issue an **'B Warning'.**

improves

Where a child's attendance improves following the 'A notice', no further action is taken, and the child's attendance continues to be monitored.

No improvement

No improvement in pupil's attendance after 10 school days, school works with the LA to commence **court proceedings.** School submits statement.

improves

Where a child's attendance improves over the 10 days, no further action is taken, and the child's attendance continues to be monitored.

Pupils with attendance between 90% and 95% are closely monitored. If attendance does not improve, the local authority may send letters to raise awareness and highlight concerns about your child's attendance.