

Danygraig Primary School

Ysgol Gynradd Danygraig



Attendance Policy

POLICY FOR ATTENDANCE

At Danygraig Primary School, we follow attendance guidelines provided by Welsh Government and the Swansea Council Attendance Pathway and Procedures..

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Danygraig Primary expects all pupils to arrive and leave school punctually and we emphasise this to parents.

All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among the pupils.

Aims

- ◆ To foster a climate where regular attendance and punctuality are valued by the school community – teachers, parents and pupils.
- ◆ To provide a framework, with agreed roles and responsibilities.
- ◆ To provide support and guidance for parents and pupils.
- ◆ To develop positive and consistent communication between home and school, following routine attendance procedures.
- ◆ To develop a systematic approach for gathering and analysing data.
- ◆ To improve the overall attendance of pupils at school and reduce unauthorised absence.
- ◆ To implement a system for rewards and sanctions.
- ◆ To promote effective partnership with the Education Welfare Service and other agencies.

Attendance and punctuality

Information on attendance and punctuality are set out in the School Prospectus. This emphasises the importance of being at school on time and notifying the School if a child is absent for any reason.

The school operates a first day absence procedure whereby parents are phoned or texted by a member of staff if their child is not in school by 9.30am and the school has not been notified of a reason. If there are concerns about a child's non-attendance or punctuality, the class teacher consults the Headteacher immediately.

"Spot checks" are arranged with school staff and EWO to address poor punctuality; this encourages families to ensure that they attend school on time.

The importance of regular attendance is discussed and explained at the Pre-school Induction meetings held each year for children about to enter Reception Class. This reiterates that parents and children should arrive at school on time, so that each child can be given the best possible start to the school day. It is also stressed that children should be collected promptly, as they can become upset if left behind on their own. Parents are asked to share any worries that their child might have in school and need to be aware that even little things can upset children, which means that they might become unhappy and might not want to come to school.

Children are also admitted to school at various times of the year, and into various Year Groups. All parents given a place at Danygraig Primary School are asked to make an appointment with the Head Teacher for an admissions meeting, at this meeting the importance of regular attendance is always highlighted, together with other school routines.

Danygraig school adhere to the Local Authority non-attendance procedures which ensure that parents are aware of their child's attendance. The school attendance target is 95%. Any child that has attendance below that percentage the parent may be invited into school to discuss ways to make improvements in raising the attendance and ensuring their child reaches their potential.

The headteacher meets regularly with the Education Welfare Officer and discusses concerns and agree actions which may result in the Education Welfare Officer making a home visit.

Registration

Danygraig Primary School uses a computerised registration system that record reasons for absence. The register is completed in the morning and afternoon at 8.50am and 1.00pm.

All parents must contact the School if their child will be absent or late, a telephone call is acceptable. All pupils who are late must report to the Reception office including those children attending Nursery or Reception. School starts at 8.50 am. Any child who arrives after that is recorded as late until 9.30am when they are then recorded as late after the register closes.

Parents must also sign their children out of the school if they leave before the end of the school day and evidence to support why the pupil is to leave early must be provided.

The Governors' Report to Parents records the school attendance figures for authorised and unauthorised absence. These figures can also be found in the School Prospectus.

Requests for Absence including Holidays

Swansea Education legal department state: 'The Local Authority is fully supportive of the national drive to raise school attendance, recognising the crucial link between attendance and attainment. It is already clear from attendance data to date that the strategy of actively discouraging the taking of holidays in term time has resulted in a significant improvement in attendance across schools in the City and County of Swansea.

The Local Authority therefore intends to pursue this strategy as part of its drive to raise school attendance. Whilst individual requests will be considered, no absences due to holidays during term times will be authorised by the Headteacher, other than in exceptional circumstances. This means absences due to pupils being taken on holidays during term time will be recorded as unauthorised.'

All parents are requested to arrange their family holidays within the school holidays, rather than in term time and parents are reminded in the Newsletter that they should not take their children out of school unnecessarily for holidays or visits. At Danygraig Primary, parents are asked to complete a Leave of Absence Request form that can be collected from the Reception Office. Only headteachers have the discretions to authorise holidays or not so all requests for absence due to holidays will be reviewed on a case by case basis, however if your child attendance is below 95% then unless it is a special circumstance it will not be authorised as it may be detrimental to your child's education.

Looked After Children and Child Protection registered children

When a child who is Looked After, or is registered on the Child Protection register, is absent from school, the allocated Social Worker will be notified of their absence immediately.

Penalty notice statement

The school adheres to the code of conduct for penalty notices as issued by the Local Authority and therefore may request a penalty notice be issued. The penalty notice is a fine for regular non-attendance at school.

The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LA's) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

Promoting Good Attendance

- **Assemblies**

Attendance is an important part of school life and as such is promoted in all schools assemblies. Other people such as Education Welfare Officer, governors and invited guests may also attend the assembly.

- **Attendance is promoted by:**

- ◆ Children designing posters for attendance and punctuality to be displayed around the school.
- ◆ Class/School Council discussions on feelings, likes and dislikes about school.
- ◆ Positive support for those pupils who have been absent for a significant period – planned reintegration.
- ◆ Newsletters sent to parents each term promoting attendance

Absence through Illness

Danygraig continues to provide as much education as the child's medical condition allows to keep up the momentum of their learning. The local health service providers are very supportive of the school.

The teaching staffs liaise with Medical Advisers and/or Home Tuition Providers so that during prolonged absence pupils receive suitable work for their age, aptitude and ability. If a reintegration programme is agreed then medical advisors, school staff and parents/carers will work together to support the transition back into school.

Truancy

All staff at our school believe in the importance of continuity in every child's learning and are also concerned about each child's safety, welfare and happiness. Although truancy is very rare at our School, if staff are suspicious that a child might be playing truant, action is taken immediately.

If truancy is suspected, the Headteacher will contact the parent/carer either by telephone or a home visit and every effort made to locate the child, failure to find the child will result in a call to the police.

On return to school the headteacher will try to establish the reasons for truancy so they can be addressed and worries or problems resolved.

If a parent does not ensure that their child attends school regularly this is 'condoned truancy' and may lead to a penalty notice or prosecution under section 444 of the Education Act 1996.

Pupil Voice Groups and School Council

At Danygraig, we endeavour to discover, through discussion with individual pupils, classes and the Pupil Voice Groups including the School Council, what the children like and dislike about school. The staff consider the children's opinions and work with them to promote a positive teaching environment.

Governing Body

The Governing Body meets its statutory duty and reports on attendance as part of the Annual Report to Parents.

Policy Evaluation and Review

This policy will be subject to a formal review at least annually. During these reviews consideration will be given to:

- the value of the policy and practice to staff
- how far it has achieved its stated aims

The SLMT will be responsible for conducting the dialogue with colleagues that will be essential for policy review.

Reviewed – May 2023

his policy has been reviewed in line with the UNICEF rights of the child

Articles relating to this policy:

- **Article 28 Right to an Education.**
- **Article 19 Right to be safe.**
- **Article 14 Right to follow your own religion.**
- **Article 29 Right to be the best that we can be.**
- **Article 31 Right to relax and play.**

Headteacher

Chair of Governors

	Code	Meaning	Statistical Value	Details
	A	Present	Present	
	L	Late	Approved Educational Activity	<ul style="list-style-type: none"> Registers should be marked straight away and saved. ie. If school starts at 8.50am and registers marked immediately then any pupil arriving after that is 'L' until 9:20. After 9:20 is 'U' code. Should be applied consistently to encourage punctuality.
Approved Educational Activity	W	Work Experience	Approved Educational Activity	<ul style="list-style-type: none"> Under section 560 of the Education Act 1996 Year 10 and 11 only. Schools must ensure that they check attendance of the pupil at the work experience placement and mark the register appropriately. Students must be supervised by someone approved by the school.
	B	Educated off site (not dual registered)	Approved Educational Activity	<ul style="list-style-type: none"> Taster days Attending vocational courses Alternative provision Work experience but only if part of an alternative curriculum/alternative provision. Someone approved by the school does not mean parents or family members with work sent home. Only if pupil supervised by school staff the whole session. Not to be used as part of PSP (pastoral support plans) and part-time timetable
	D	Dual registration	Approved Educational Activity	<ul style="list-style-type: none"> present at another school or at PRU For traveller pupils confirmed to be attending at another school whilst travelling.
	P	Approved sporting activity	Approved Educational Activity	<ul style="list-style-type: none"> Supervised by someone approved by the school. Not for pupils taken out of school for private tuition by parent. This would be a 'C' at the discretion of the head-teacher.
	V	Educational visit or trip	Approved Educational Activity	<ul style="list-style-type: none"> School organised trip including residential trips supervised by someone approved by the school.
	J	Interview	Approved Educational Activity	<ul style="list-style-type: none"> Year 11 only. School has to be satisfied that the interview is linked to further education or employment.
	Medical	I	Illness	Authorised Absence
M		Medical or dental appointment	Authorised Absence	<ul style="list-style-type: none"> Schools can request medical evidence for authenticity of illness. For a stay in hospital code I should be used. It is at school discretion to mark as 'M'
Other Authorised	E	Excluded (without alternative provision)	Authorised Absence	<ul style="list-style-type: none"> To be used for period of exclusion written on exclusion letter. If permanently excluded: cannot be taken off roll until another provision provided which should be within the 15 day rule.
	R	Religious observance.	Authorised Absence	<ul style="list-style-type: none"> Parents should be encouraged to give advanced notice. Where necessary schools should seek advice from the religious body regarding days set aside for religious observance. Schools should work together to recognise the accepted days in their local authority and mark as a collective to maintain consistent data.

	Code	Meaning	Statistical Value	Details
	T	Traveller absences	Authorised Absence	<ul style="list-style-type: none"> Only to be used if a pupil is actually travelling. Schools cannot remove pupils from roll whilst they are travelling. If pupil is known to be absent at named school or doing alternative activities then should be marked as appropriate.
	C	Other authorised circumstances	Authorised Absence	<ul style="list-style-type: none"> Only use code if not covered by other codes Weddings/ funerals Public performances (with a valid licence), Young carers (eg to support medical appointments) etc If a pupil is Elective Home Learning (EHL)/Flexi learning part of the week. Young pregnant mothers after the birth of a child can be authorised 18 weeks after the birth.
	S	Study leave	Authorised Absence	<ul style="list-style-type: none"> NOT TO BE USED IN PRIMARY SCHOOLS Use Study leave should be used sparingly and only for Year 11 for pupils during mock and public examinations. If schools decide to issue study leave it should not exceed 15 days or 30 sessions. No other code should be used to cover study leave absences. If a pupil attends for exams they get the present mark.
Unauthorised Absences	G	Unauthorised Family holiday	Unauthorised Absence	ERW recommend that all holidays after 12 th July 2013 to be marked as 'G'; unless agreed the previous academic year.
	N	No reason provided	Unauthorised Absence	<ul style="list-style-type: none"> N should be marked during registration period if pupil not in registration and no other code suitable. Every effort should be made to find out reason for absence. N changed to O in two weeks if no reason provided. If reasons provided they need to be recorded
	O	Other Unauthorised	Unauthorised Absence	<ul style="list-style-type: none"> If absence not covered by other codes or descriptions e.g.: shopping, birthdays, haircut, couldn't get up, etc. School decision not to authorise the absence. EWS can only prosecute on unauthorised absences.
	U	Late after registration closes	Unauthorised Absence	<ul style="list-style-type: none"> Schools advised to close registers 30 minutes after start of session and then mark as 'U' If late before reg closes due to GP or dentist mark as M and systems recorded time of arrival for health & safety purposes.
Not Required to Attend	X	Not required to attend	Not required to attend	<ul style="list-style-type: none"> Nursery pupils when not expected to attend Year 12 pupils when not expected to attend provision. Not to be used for PSP's or reintegration packages this must be 'C' Year 12 on Not to be used to record the absence of children excluded or of compulsory school age.
	Y	Forced and partial closure	Not Required to Attend	<ul style="list-style-type: none"> Closed due to unavoidable cause such as flood, ice, damage to property or strike action etc Transport if supplied is not available. Code should not be used in planned closure then use #
	Z	Pupils not on roll	Not Required to Attend	<ul style="list-style-type: none"> Under new regulations, school must now put pupils on the admissions register on the first day that the school expects them to attend not, as previously when they first attend. If pupil does not attend mark as Leaver in SIMS.
	#	School closed to pupils	Not Required to Attend	<ul style="list-style-type: none"> Term and Half-terms Holidays, Public Holidays, Weekends, INSET Days, School used as polling station. If only part of school closed then use Y code

