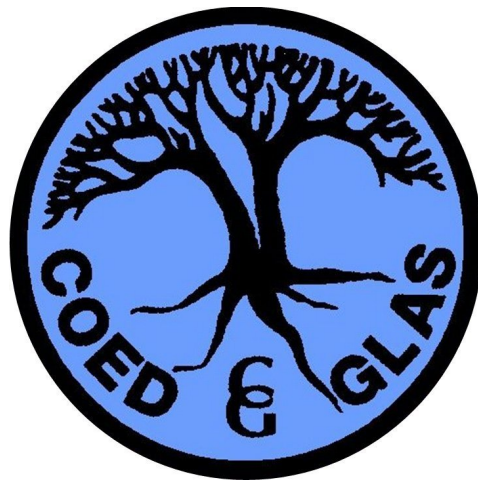


# COED GLAS PRIMARY SCHOOL

'Roots to grow, wings to fly'



## Attendance Policy

This policy will be reviewed every year, earlier if necessary.

Signed:

Headteacher.....  ..... Date.....

Chair of Governors..... Date.....

Reviewed April 2025

## **Introduction**

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their full potential. The school expects all children on roll to attend every day as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. As a school we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's: -

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

While the parent or guardian is primarily responsible for ensuring their child attends school regularly, where school attendance problems occur, the key to successfully solving these problems is engaging the child through collaborative working between the parent/guardian, the school and the local authority.

## **Principles**

The school seeks to ensure that all its pupils receive an education which maximises opportunities for each child to realise his/her true potential.

The school will provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure, promoting high quality emotional well-being.

This policy will be linked to our whole school curriculum policies, as we believe that high quality, effective teaching motivates pupils to want to come to school to learn.

These principles relate closely to the overall aims of the school and relate to all curriculum areas.

## **Aims and targets**

The aims of this policy are: -

- To strive for an attendance rate of at least 95%
- To make attendance and punctuality a priority for all those associated with the school.
- To define agreed roles and responsibilities and promote consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/guardians and pupils.
- To develop a systematic approach to gathering and analysing attendance data.
- To praise and reward punctuality and good attendance
- To promote effective partnership with School Attendance Officers, Family Liaison Officers and EWO's

- To recognise the needs of individual pupils when planning re-integration following significant periods of absence
- To recognise good attendance as important to achieving good standards.

### **Rights, roles and responsibilities of governors, staff, pupils and parents.**

The school works closely with the Education Welfare Service and the Family Liaison Officer meets regularly with the School Attendance Officer who is based at Llanishen High School. Any concerns are raised at the meetings and followed up by the relevant person.

Both the Education Act 1994 and the Pupils' Regulations 1956 enshrined the principle that parents, schools and L.E.A.'s would share responsibilities in respect of school attendance.

The 1994 Act requires that :-

Parents of children of compulsory school age must ensure that they receive an efficient and suitable full time education either at school or otherwise, L.E.A.'s must ensure that parents/guardians are fulfilling their statutory obligations as to their children's education either including, where necessary, action through the courts.

The Pupils' Registration Regulations 1956 provided that:-

All schools (other than independent Schools for borders only) must keep an attendance register, on which, at the beginning of each morning and afternoon session. A pupil should be marked present or absent.

The Education(Pupils' Attendance Records) Regulations 1991

Under the provision of the 1991 Regulations, the Pupil's Registration Regulations 1956 have been amended so that:-

- The existing duty of schools to take an attendance register at the beginning of each morning and afternoon session is made more specific, through a requirement that the attendance registers show whether, in the case of children of compulsory school age, an absence is authorised or unauthorised.
- Schools are permitted to computerise their attendance and admission registers subject to satisfactory safeguards to protect the integrity of the record.

In addition:

- From 1<sup>st</sup> August 1992, Maintained School' Prospectus and annual reports must include specified information on notes of unauthorised absence.
- Coed Glas School places a strong emphasis on working in partnership. We work closely with parents/guardians and pupils to support good attendance and punctuality and Governors and members of the SMT and SLT regularly discuss and monitor attendance.

## **Procedures**

Registers are taken at the beginning of each session, i.e morning and afternoon.

Registration forms show the names of all pupils in the group.

### **Morning Register process**

- Read register
- Mark children either present or absent
- If the reason for absence is known, add to the comments
- Children arriving after 9am are marked as late
- All registers must be completed before 9.30am

Children arriving late must come through the main reception where office staff will note the time of arrival and ensure they have ordered lunch before they go to class

### **Afternoon registration process**

- Read register
- Mark children either present or absent

The Family Liaison Officer keeps a weekly percentage of attendance. Attendance is discussed with each parent at consultation evenings, with the current percentage attendance being reported. A current attendance percentage is recorded on Pupil Progress Records. These are shared with parents/guardians at least twice a year.

As schools are obliged to distinguish between authorised and unauthorised absences, staff are required to complete a daily absence form.

The school operates a first day response system whereby parents or carers of children who are absent without an explanation are contacted by telephone by the administrative assistant. Reasons for absence are then given to the class teachers. Details of calls are documented. If no reason is provided then an unauthorised absence will be recorded.

### **Authorised and unauthorised absences**

Every half-day absence has to be classified by the school (not by the parents/guardians) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, in writing or by telephone.

### **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 guardian. Only the school can make an absence authorised. An absence would be authorised if;

- The child has been ill
- The child has been to the doctors
- The child has been to the dentist
- The child has been to the hospital

### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of the Head teacher.

Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

- Parents/guardians keeping children off school unnecessarily.
- Absences that have not been properly explained.
- Taking a child shopping or a day out
- Looking after siblings
- Birthdays
- Going to the hairdressers

Pupils whose absence is authorised should be marked with the appropriate code on the electronic system.

As holidays are not authorised, parents/guardians are strongly urged to avoid booking a family holiday during term time.

Any queries regarding authorised or unauthorised absence should be referred to the Head or Deputy Head teacher.

### **Medical proof**

If a pupil has been referred to the School Attendance Officer (SAO) or Education Welfare Officer (EWO) then medical evidence is required should the child be absent from school. This could be a medical appointment card, a doctor's note, an in date prescription which matches the date absent, or a hospital letter or formal medical proof of appointment.

### **Holidays in term time**

Parents/guardians do not have the automatic right to withdraw their child from school for a holiday and, in law, have to apply for permission from school in advance. Holidays during term time will not be authorised where, in the Head teacher's opinion, there would be a negative impact on the pupil on the basis of the following factors:

- The overall percentage pattern of the pupil;
- The time of year of the proposed trip;
- The length and purpose of the holiday;

- The duration of the holiday and its impact on the continuity of learning;
- The circumstances of the family and wishes of parents/guardians;

A fixed penalty notice is not a mandatory accompaniment to an unauthorised holiday request and the Headteacher will exercise discretion in such circumstances. However, if, in the Headteacher's opinion, there would be a negative impact on the pupil on the basis of the factors listed above, a fixed penalty notice will be requested by the school.

## **Lateness**

All children should be in the school ready to register at 8.55am each day. If a child arrives after the close of the registration period, they must report to the school reception area.

Parents/guardians will need to sign their child(ren) late using the ipad in reception. **All children who are late must be brought to reception by their parent/guardian.** Children should not be walking up to Reception unattended.

- Arrival between 8.55am-9.30am

Pupils will then be marked in as 'Late' by the office staff and the class teacher.

### Arrival after 9.30am

If a child arrives after 9.30am staff will use code U, which signifies an absence at the time the register was open.

Lateness is in law, unauthorised if the child arrives after the close of the registration period, which is 9.30am.

If a child persists in being late then the teacher's first point of call is to speak with the parent. Teachers then follow the absence process.

If a child is being collected early from school parents/guardians will need to sign the early departures on the ipad in reception. There must be a valid reason for collecting a child early from school:

- Doctor or hospital appointment
- Dentist appointment

## **Process of reporting absence**

Parents or guardians must call the absence line or email [frontdesk@coedglasprimary.co.uk](mailto:frontdesk@coedglasprimary.co.uk) with a reason for a child's absence before 9am. A specific reason must be given e.g flu-like symptoms, sickness. Simply stating a child is 'ill' is not detailed enough.

If a child has a reportable illness such as slap cheek, measles, scarlet fever, it is vital that school know this information as soon as possible to inform families and staff.

When an unexplained absence occurs, parents/guardians will be contacted in the first instance by the front desk staff via first response.

If information explaining the absence is not received by school the teacher will speak with the parent/guardian upon the child's return to school and enquire about the reason for absence. This information will be added to the electronic system.

This can play a vital role in safeguarding.

It is recognised at Coed Glas Primary School that Attendance Officers are well placed to assess a non-attender's difficulties in the wider family context.

We also acknowledge that an early and firm approach to lateness and non-attendance may bring a prompt and sustained improvement. To this end the Family Liaison Officer monitors pupil attendance weekly and meets with the School Attendance Officer (SAO) fortnightly.

## **Absence process**

### **First conversation**

If a pupil is absent the first point of call will be for the teacher to speak with the parent/guardian upon their return and enquire why they were absent. This information is recorded electronically.

The office staff will try to contact the parent re the absence and record, also recording unsuccessful contact attempts.

### **Second Stage**

If the child's absence continues to fall a low attendance letter is sent home offering support. Within this letter it is also outlined that if attendance continues to fall a meeting will be arranged with the School Attendance Officer and Family Liaison Officer (see appendix 1)

## **Attendance Core Group Meeting**

The Senior Leadership Team make attendance a vital part of termly Pupil Progress Meetings with teachers. In between these meetings the FLO works with the SAO to monitor attendance. Concerning patterns of absenteeism are delegated by:

- Referral to School Attendance Officer
- Referral to Family Liaison Officer
- Referral to Child protection/Safeguarding Officer (Deputy Head Teacher)
- Monitoring by class teacher for attendance

Each case is discussed on an individual basis and a decision given.

### **SAO referral protocol**

If referring to the SAO the FLO will need to send a letter home to invite the parent/guardian to attend a meeting with the SAO (see appendix 2) and complete a SAO V2 (see appendix 3) form directly through SIMS. The FLO will then provide teachers with a list of their pupils who have been referred to the SAO so that the teachers are aware of who they need to see medical evidence for if they are absent (see appendix 4)

The FLO will update this as new referrals are made and ensure the receptionist is aware of which pupils in the school require medical evidence for absences. The FLO will also work alongside the SAO sending weekly registration certificates for referred pupils and keeping a traffic light tracker of referred pupils to monitor attendance alongside the SAO.

The SAO will conduct further home visits and offer support. If attendance continues to decline then a referral to the Education Welfare Officer (EWO) may be done by the SAO.

### **Safeguarding and monitoring**

If there are safeguarding issues the Child Protection Officer will engage and if the reason for absence is genuine the child's attendance will be monitored in line with all pupils.

All actions will be recorded for monitoring and record keeping to ensure attendance is closely monitored, relevant information is recorded and that school has accurate records.

### **FLO referral process**

The FLO will engage with families who require support and signposting for family issues that affect attendance.

### **Process used to re-integrate students to school after an absence.**

In the event of a prolonged absence, it is important that regular contact is kept with the pupil/family throughout the absence.

If required our support teachers may be involved in consolidating work missed by a child.

### **Implementation of policy**

All members of staff are expected to support and implement the school's strategies to encourage good attendance and punctuality. Regular training and updates will be provided, especially at the beginning of the school year.

### **Monitoring and evaluation**

The effectiveness of the policy is monitored by the members of SLT and issues of attendance and punctuality are regularly raised and discussed at Governing body level.

The policy will be evaluated annually as part of the self-evaluation process and progress will be included in the Self Evaluation Report.