

Attendance Policy



Ysgol Gymraeg Y Login Fach

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Rationale

At Login Fach School we recognise the importance of regular school attendance as a key factor in promoting the welfare, social inclusion and achievement of pupils. A high priority is given to ensuring that parents and pupils are supported to achieve regular attendance of pupils registered in our school.

Purposes

- To support the school vision, mission and aims
- To ensure all pupils achieve their full potential
- To support all pupils to achieve their maximum possible attendance
- To ensure the safety of all pupils by recording attendance and lateness

Guidelines

- A register of attendance will be kept at the beginning of each morning and afternoon session using Sims.net. Computerised records of attendance will be updated weekly.
- Parents should contact the school and give a reason for absence as soon as possible on the first day of absence. A note, verbal message, email or telephone call is required. If no message is received by the school, then the absence will be unauthorised.
- Parents may not authorise absence - only schools can do this. If school staff have reason to doubt that the explanation offered about a particular absence is genuine, the absence should be treated as unauthorised.
- Absences are recorded and will be monitored. When attendance or punctuality are a cause for concern, the Headteacher will make a referral to the Education Welfare Officer for intervention and support
- Attendance will be regularly reported to governors.
- The attendance of all pupils will be monitored.

Absences

- If a pupil is absent, the parents are asked to contact the school by telephoning the school before 9am on the first day of absence or by reporting the absence on Parentmail.
- Each long-term absence will be discussed and considered by the Headteacher on its own merit.
- The Headteacher will always raise concerns with the Education Welfare Officer.
- Parents will be contacted and supported to improve the attendance of pupils whose percentage attendance is a cause for concern.

Leaving School Premises

- A pupil should not leave school premises without permission. To get permission the school requires a letter from a parent or a dental or medical appointment card. Every pupil who leaves/returns to school should sign in/out and inform the office and class teacher.

Punctuality

- Pupils are expected to register punctually in the morning and in the afternoon. The school will record pupils who arrive late on the register as well as noting by how many minutes they are late.

Educational Visits / Sports

- The teacher who organises the activities should give a list of the pupils' names to the School Office on the previous day.

Holidays

- Parents are strongly urged to avoid taking family holidays during term time. Indeed, parents do not have the right to take their child out of school for such a holiday and a formal application should be made to the school, form available on school website, giving specific reasons for requesting holiday absence during term time, before a holiday is arranged and at least 4 school weeks in advance of the requested dates.
- When requests for holiday absence are considered, the Headteacher may authorise 10 school days holiday being taken during the school year, provided there is no other concern about the pupil's attendance. However, normal procedure is that requests for holiday absence will **not** be authorised. We hope

that parents will request holiday absence during term-time only when it is unavoidable.

- Holiday absence for longer than 10 days will **not** normally be authorised by the school. The governors' expectation is that only in exceptional circumstances will parents request a longer period and the grounds for the request will be individually considered.

STRATEGIES USED BY THE SCHOOL

To improve Attendance and Punctuality

- Contact pupils' homes on the first day of absence.
- The school will monitor pupils' attendance daily.
- We will directly and without delay contact the homes of the pupils who are absent with a telephone call. If the school does not manage to get hold of the parents after 3 days of absence, then we will send a letter and consider requesting the Education Welfare Officer to visit.

System to award good attendance.

The school has a procedure to award good attendance. The school holds weekly assemblies and the class with the highest percentage of attendance receives Penri Presenoldeb, the attendance teddy, for the week.

Meetings with parents and pupils

When required the Head and/or the Welfare Officer will organise meetings with the parents of pupils with a low attendance percentage in order to try and resolve any issues and offer the required support.

The use of External Agencies

A. Refer to the Welfare Service

Usually a pupil's irregular attendance is associated with a wide range of external experiences as well as family or educational problems.

The Welfare Officer will meet with the head every two weeks to discuss the progress of pupils.

The Welfare Officer's role is to:

- Encourage parents to visit the school to discuss any concerns
- Offer advice and support in relation to several issues that are associated with Education
- Advise parents regarding their legal duties
- Try to be a link between the school and the home.
- Assess the circumstances that have led to the child's failure to regularly attend school
- Plan any intervention carefully

B. Refer to the School Nurse/ Doctor If the school is doubtful regarding the validity of a pupil's illness and as a result he/she is absent regularly then arrangements will be made for the School Nurse/Doctor to visit the pupil with the parents' consent.

C. Refer to other Agencies As a school we will refer some pupils who need additional support to other agencies such as Social Services, CAMHS, Educational Psychologist or the Youth Offending Team. The Police assist the school with pupils who play truant that are seen in public places.