

YSGOL CAERGEILIOG FOUNDATION SCHOOL



The School's Attendance Policy

1. Aims

Our School aims to meet its obligations with regards to School attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of School Attendance Framework.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in School by 9 a.m. on each School day.

The register for the first session will be taken at 9 a.m. and will be kept open until 9.10 a.m.

The register for the second session will be taken at 1.15 p.m. (FP) and will be kept open until 1.20 p.m..

The register for the second session will be taken at 1 p.m. (KS2) and will be kept open until 1.10 p.m..

3.2 Unplanned absence

Parents must notify the School on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.10 a.m. or as soon as practically possible.

Absence due to illness will be authorised unless the School has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the School may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of School hours where possible. Where this is not possible, the pupil should be out of School for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

3.5 Following up absence

The School will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

Parents are informed of their child's attendance record annually in the end of year report

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The Head Teacher may not grant any leave of absence to pupils during term time unless there are 'exceptional circumstances'.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the School will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational

boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the School but it is not known whether the pupil is attending educational provision

5. Strategies for promoting attendance

The School implements a range of strategies for promoting attendance. Some of these include:

- Monitoring attendance daily and contacting parents to discuss poor attendance
- Monitoring late arrivals at the School Gate
- Discussing attendance in lessons e.g. PSHE lessons

6. Attendance monitoring

The Pastoral Care Officer monitors pupil absence on a weekly basis.

Parents are expected to call the School in the morning if their child is going to be absent due to ill health.

The School will contact the parents to discuss the reasons for absence on the first day.

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level. The underlying School-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

7. Roles and responsibilities

7.1 The Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole School on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

7.2 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the School, and for monitoring School-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils.

7.3 The Wellbeing Officer

The Wellbeing Officer:

- Monitors attendance data at the School and individual pupil level
- Reports concerns about attendance to the Head Teacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

7.4 Class Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the School office.

7.5 Administrative staff

Administrative staff are expected to take calls from parents about absence and record it on the School system.

8. Monitoring arrangements

This policy will be reviewed weekly by the Head Teacher. At every review, the policy will be shared with the governing body.

9. Links with other policies

This policy is linked to our Child Protection and Safeguarding Policy.