



**YSGOL
LLANFYLLIN**

Attendance Policy

Senior Leader: -	Mrs Jenna Graham
Chair of Governors: -	Mr Graeme Hunter

Date Adopted: -	September 2023	Review Date: -	September 2024
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Rationale

- ✓ Whilst the legal responsibility for regular school attendance lies with parents, the school shares with them and the Local Authority (LA), responsibility for encouraging good attendance and improving poor attendance.
- ✓ The school is required by law to maintain specific records and to produce specified information on the attendance of pupils.
- ✓ Statutory obligation apart, the school is committed to improvements in attendance standards as a direct stimulus to raising pupil achievement.
- ✓ Poor attendance is destructive to educational achievement, learning and progress, undermines the well-being of each pupil and demoralises staff.
- ✓ The Local authority has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and, if a registered pupil at school, this means attending school regularly and on time.

Objectives

- ✓ To promote good attendance as this is vital to educational achievement. The school promote good attendance through child centred strategies
- ✓ To convey clearly to parents and pupils that:
 - regular attendance is essential;
 - unauthorised absence and persistent lateness is not acceptable;
 - only the headteacher in the context of the law can approve absence;
 - parental condoned, unjustifiable absence will be investigated and will be recorded as an unauthorised absence.
- ✓ To keep records of attendance which:
 - clearly distinguish between authorised and unauthorised absence by pupils;
 - provide accurate information on actual attendance to enable monitoring and evaluation of school attendance rates through centrally held statistics.
- ✓ To build on existing good practice that fosters a positive attitude to good attendance by:
 - responding rapidly to pupil absence;
 - recognising pupils who maintain 'excellent', 'good' and 'improving' attendance records.
- ✓ To be sensitive to situations where regular attendance patterns are disrupted by external factors such as family bereavement.

Statutory Responsibilities

The legal framework governing attendance is set by the Education Acts and their associated regulations (which relate to schools and Pupil Referral Units).

- ✓ Section 7 of the Education Act 1996 states that "...the parent of every child of compulsory school age shall cause him/ her to receive full time education suitable to his/ her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise..."

- ✓ Section 444 further states “ ..the parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law...”.

Compulsory school age means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16th birthday

An offence is not committed if it can be demonstrated that:

- ✓ the pupil was absent with leave (authorised absence);
- ✓ the pupil was ill or prevented from attending by an unavoidable cause;
- ✓ the absence occurred on a day set aside for religious observance by the religious body to which the pupil/ parent belongs;
- ✓ the school is not within the prescribed walking distance of the child’s home and suitable transport arrangements have not been made by the LA;. The law relating to walking distance effectively is defined as two miles for pupils under eight and three miles for all other pupils. Distance will be measured by nearest available walking route;

Roles and Responsibilities

Helping to create a pattern of regular attendance is everybody’s responsibility - parents, pupils and all members of school staff. There is, however, a designated member of the Leadership Team that oversees attendance matters. All staff are able to discuss individual pupil attendance with this person, in addition to the designated Progress Leader. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together, and provide evidence of absences where available (e.g. appointment cards/medical letters). This is nearly always successful.

If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority Education Welfare Service. The Education Welfare Officer will also try to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from <https://gov.wales/school-attendance-and-absence>

To help us all to focus on attendance we will

- ✓ Give you the opportunity to view attendance records for your child via Class Charts
- ✓ Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- ✓ Celebrate good attendance in assemblies
- ✓ Reward good or improving attendance through rewards, competitions, certificates and outings/events.
- ✓ Create a caring and nurturing environment whereby pupils’ feels safe and appreciated as young adults;
- ✓ Ensure that attendance and punctuality are recognised within the whole school reward system, e.g. lunch passes and tokens, attendance levels considered before a pupil is eligible for trips.

- ✓ Develop and strengthen positive relationships with parents / carers and external agencies working with the family/pupil;
- ✓ Monitoring and evaluating the early intervention strategies adopted by the school;
- ✓ Working closely with multi agency colleagues and the Powys Education Welfare Service (Educational Welfare Officer) to improve attendance and punctuality;
- ✓ Monitoring attendance data and trends
- ✓ Implementing attention intervention (see appendix)
- ✓ Reporting this information termly to the Governing Body.

The Leadership Team Attendance Lead:

- ✓ liaises with teaching staff, in particular Progress Leaders;
- ✓ meets with the LA Education Welfare Officer on a regular pre-arranged basis;
- ✓ refers to other agencies if appropriate;
- ✓ refers to the school nurse if there are doubts about the validity of an illness;
- ✓ oversees the use of standardised letters to parents addressing specific aspects of attendance and requiring parental response,
- ✓ arranges for an attendance improvement meeting in the case of repeated, unexplained absences (school will consider inviting the named governor for attendance to such a meeting);
- ✓ ensures that the LA Education Welfare Officer’s role is known and understood in school.

The School Attendance Officer:

- ✓ monitors the school’s registers using ClassCharts
- ✓ helps to reduce/remove attendance barriers by communicating with key staff
- ✓ communicates with some families in consultation with the Leadership Team Attendance Lead and the Wellbeing Team of Progress Leaders
- ✓ sends attendance letters to parents/carers upon the request of the Leadership Team Attendance Lead
- ✓ collates absences evidence at the request of the SLT

The people responsible for attendance matter at Ysgol Llanfyllin

Name	Job Title
Mrs Jen Vaughan	Attendance Administration
Mrs Jenna Graham	Assistant Headteacher
Miss Rhian Griffiths	Progress Leader Reception –Year 4
Miss Elen Vaughan	Progress Manager Year 5-7
Mr Greg Jenkins	Progress Manager Year 8-9
Mr Tom Treasure	Progress Manager Year 10-11
Mrs Kim Evans	Progress Manager Year 12-13

Responsibilities of Parents

Parents are responsible in law for ensuring that their children attend school, be on time, properly dressed and in a fit condition to learn (parents are also responsible for ensuring that their children stay at school once they have registered).

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:

- ✓ take an active interest in their child's school life and work;
- ✓ attend parents' evenings and other school events, if possible;
- ✓ ensure that their child completes his/her homework and goes to bed at an appropriate time;
- ✓ be aware of letters from school via their child or ClassCharts announcement
- ✓ ensure that their child arrives at school on time each day;
- ✓ ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- ✓ always notify the school as soon as possible - preferably on the first morning - of any absence via ClassCharts or phone;
- ✓ avoid booking family holidays during term-time;
- ✓ talk to the school if they are concerned that their child may be reluctant to attend.

Attendance Targets @ Ysgol Llanfyllin

We know that good attendance is the key to successful schooling. The school has targets to improve attendance and your child has an important part to play in meeting these targets. The preferred level of attendance for this school is 96 %+ and we will keep you updated regularly about progress to this level and how your child's attendance compares. Through the school year we monitor absences and punctuality to show us where improvements need to be made. Our collaboration with families and multi-agencies strengthens our outcomes year-on-year.

The Importance of Good Attendance

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupils absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. The school will collaborate with you to reduce and remove barriers to learning. Safeguarding:- Your child may be at risk of harm if they do not attend school regularly.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- ✓ Attendance
- ✓ Behaviour for Learning
- ✓ Health and Safety
- ✓ Access to the Curriculum
- ✓ Anti Bullying

Failing to attend school on a regular basis and/or failing to follow the absence reporting protocols will be considered as a safeguarding matter.

If attendance is 80%, this means your child will have missed:

- ✓ 1 day EVERY week
- ✓ 6 days EVERY half term
- ✓ 12 days EVERY term
- ✓ 36 days EVERY year
- ✓ 180 days in five years...

...that's nearly ONE WHOLE SCHOOL YEAR!

100% Attendance	0 days of learning missed	Best chance of success
95% Attendance	2 weeks of learning missed	Poor attendance will impact on learning
90% Attendance	At least 4 weeks of learning missed	Impact on learning and at risk of underachieving
85% Attendance	At least 5 and half weeks of learning missed	Significant impact on Learning
80% Attendance	At least 7 and half weeks of learning missed	Missing out on a board and balanced education. You are at risk of prosecution

School Practices

- ✓ Clear systems (ClassCharts) and procedures (Powys Attendance Pathway - see Appendix 1) will govern response to all pupil absence.
- ✓ The school will make its policy on attendance clear to parents and pupils through: the initial transition meeting prior to admission
- ✓ The school will also communicate the importance of attendance to parents and pupils through assemblies, the school prospectus, newsletters and the school website /Class Charts.
- ✓ If your child is absent you must: Contact us as soon as possible on the first day of absence. If you need to report your child as absent, then please let us know by 8:40 each morning via ClassCharts or by ringing 01691648391 and following the instructions to go through to the attendance line. Please indicate clearly your child's name, year group, form and the reason for absence. This allows us to properly record all absences and notify parents of any students who are not in school and for whom we have not received an absence notification for.
- ✓ If no contact is received by the parent/carer of an absent pupil on the first morning of the absence, a telephone call is made by the school's administration staff to investigate the reason for the absence. If the school is not able to contact the family then this will be recorded as an unauthorised absence.
- ✓ Details of the absence are recorded, if later received, and discussed with the headteacher and a decision will be made with regards to authorisation as soon as possible. The headteacher may ask the Education Inclusion Service for advice with regards to this but the decision to authorise any absence remains with the school.

- ✓ If the pupil is registered as a Child in Need or on the Child Protection register and absent from school without reason, then the school should contact Social Services as soon as possible.
- ✓ if an absence remains unexplained for 3 consecutive days then arrangements should be made to visit the home or contact 101 for a welfare check.
- ✓ When a pupil returns to school from an absence, but no explanation is offered, contact will be made with the parent.
- ✓ A letter will also be sent out if a pupil is persistently late to school.
- ✓ Ultimately, if an attendance matter cannot be resolved by the school and the appropriate steps have been followed (as outlined in the 'Attendance Pathway'), then a referral will be made to the LA Service for further investigation.
- ✓ A request to the Local Authority for legal action can be made by the school, police or from within the local authority itself in relation to poor attendance at school.

The school will also:

- ✓ ensure that all staff are aware of the registration procedures, registration regulations and education law relating to school attendance;
- ✓ complete school registers at the start of the morning session and afternoon session
- ✓ stress to parents and carers the importance of contacting the school as early as possible on the first day of absence;
- ✓ promote positive staff attitudes to pupils returning after absence;
- ✓ consult with all members of the school's community and LA Service in developing and maintaining the whole school attendance policy;
- ✓ ensure regular evaluation of attendance by the Governing Body;
- ✓ work towards ensuring all pupils are supported and valued and so want to attend school.

Understanding Types of Absence

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The accuracy of the register is important to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers

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

Authorised absences are mornings or afternoons away from school for a good reason and will be authorised if it is for the following reasons: Parents are asked to make all medical and dental appointments outside of school hours wherever possible.

- ✓ sickness;
- ✓ unavoidable medical or dental appointments (evidence is required through an appointment card)

- ✓ days of religious observance;
- ✓ exceptional family circumstances,

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to sanctions and/or legal proceedings. This includes:

- ✓ shopping;
- ✓ haircuts;
- ✓ missed bus;
- ✓ overslept;
- ✓ no uniform;
- ✓ looking after brothers, sisters or unwell parents;
- ✓ parents/carers keeping their children off unnecessarily
- ✓ minding the house;
- ✓ birthdays;
- ✓ holidays/day trips taken in term time.
- ✓ Truancy before or during the school day

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. Communication is key and the school will always respond to any requests for support meetings and discussions

Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level will have a considerable impact on any child's educational prospects and we need parent's/carer's fullest support and co-operation to address this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. PA students may require closer monitoring in collaboration with the Powys Educational Welfare Officer.

Attendance / Signing in & Out

All students from Reception to Year 11 MUST stay in school and within school grounds throughout the school day. Year 12 and 13 students may go off site but must sign in and out using the iPad

- ✓ If your child needs to leave school to attend a medical appointment please send notice via attendance on ClassCharts or phone the attendance line in advance of the day.

- ✓ Your child must sign out at the Student Reception (and 'sign in' on return) with you collecting them in person. If you wish for another adult to collect them, please ensure that you let the school know that you provide permission for this to happen.
- ✓ Wherever possible routine appointments like a dental check-up should not be scheduled for school time.
- ✓ No student will be permitted to leave school site without permission from their parent/guardian.

Telephone Numbers

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number. There will be regular checks on telephone numbers throughout the year.

Penalty Notices

Regular and punctual attendance of pupils at school and alternative provisions is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. In law, an offence occurs if a parent / carer fails to secure their child's regular attendance at school / alternative provision and that absence is not authorised by the school. The Welsh Government (WG) Education (Penalty Notice) (Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include Penalty Charge Notices as one of the interventions to promote better school attendance.

If a pupil has:

- ✓ a minimum of 10 sessions (five school days) that have been lost due to unauthorised absences during the current term and this brings the overall pupil's attendance to below 90% in the school year (these absences do not have to be consecutive)
- ✓ unauthorised absences of at least 10 sessions (5 school days) due to holidays in term-time if the absences take a pupil's overall school attendance to below 90% in the school year to date (these absences do not have to be consecutive), or
- ✓ persistent late arrival at school i.e. after the register has closed at least 10 sessions of late arrival (U code) within a term; these do not need to be consecutive but should bring a pupil's overall school attendance to under 90% in the school year to date.

A penalty notice is £60 if paid within 28 days of receipt of the notice;

This rises to £120 if paid after 28 days but within 42 days of receipt;

If the penalty is not paid in full by the end of the 42 days the local authority must either prosecute for the offence or withdraw the notice.

The prosecution proceedings will be for the offence of failing to secure the child's regular attendance at school and not for non-payment of the penalty fine. The prosecution will be brought under section 444 of the Education Act 1996. Withdrawal of the notice can only take place in limited circumstances as set out in the Code of Conduct.

Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that children are safe and lessens the opportunities to become involved in truanting and associated anti-social activities. For further information on Penalty Charge Notices please refer to the Code of Conduct which can be found on: <http://www.powys.gov.uk/cy/ysgolion-a-myfyrwyr/school-attendance-welfare/>

It is important to note that if there are no valid reasons for non-attendance then there are a range of legal measures that may be implemented by the LA; these can include the issue of FPN's, Education Prosecutions, Education Supervision Orders and School Attendance orders. The Local Authority can apply for an Education Supervision Order under section 36 Children's Act 1989 if it believes a child of compulsory school age is not being properly educated. This can include irregular attendance at school.

Registration: Keeping the registers

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It will also be used for end of term reports, records of achievement and reference requests, and information for other schools, LAs and external agencies.

- ✓ No pupil should be marked present unless actually in attendance at school or other agreed educational activity.
- ✓ The register should not have missing marks.
- ✓ When a pupil arrives late but the register is still open, the pupils should be marked as late but counted as present for the session.
- ✓ When a pupil misses registration, she/ he should be marked as an unauthorised absence, unless a medical letter/ phone call by parent is received and deemed to be genuine.
- ✓ Pupils should not have access to the register.
- ✓ The headteacher is the only person who can authorise that a pupil be removed from the register – this can only be done with the agreement of the LA.
- ✓ In addition to twice daily registration in form groups, a class register is taken for every lesson throughout the day. These are checked by the Progress Mangers to identify possible truancy and any pupil found to have missed a lesson.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and time with their Form Tutor or class teacher. They will not get vital information and news for the day/week ahead. Late arriving students also disrupt lessons, it can be unsettling for the child and their peers, and can also encourage absence.

Being 15 minutes late every day will add up to TWO WEEKS of school missed every year

A pupil's punctuality is a legal requirement and the parent of a pupil who is persistently late is guilty of an offence, The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if persistent late arrival (late after the register closes) is not resolved.

- ✓ The Secondary Phase school day starts at 8:50 am and we expect your child to be in Registration at that time.
- ✓ The Primary Phase school days starts at 8.55am (gates will be opened from 8.45am)

- ✓ Your child will receive a late mark if they are not in by 9am.

At 9.30am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if lateness persists.

If your child has a persistent late record following intervention and support from the Progress Leader, you will be asked to meet with them and/or the Assistant Headteacher or Headteacher to resolve the problem. You can approach us at any time if you are having difficulties getting your child to school on time

Holidays

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not booking holidays during term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

On occasions, holidays and associated absences may be authorised at the discretion of the Headteacher. There is a very clear protocol to follow and applications (Holiday Request Form) must be submitted at least 28 days prior to the date(s) of the requested holiday. The Holiday Request Form provides further details and this is accessible on request.

Once SLT has made a decision as to whether to authorise the Holiday, the Progress Leader or Attendance Officer will update you.

Summary

The school has a legal duty to publish the whole school absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and students as the best way to ensure attendance is as high as possible and that every child's welfare and life opportunities are promoted

Appendix

Registration Codes

/	Present (AM)
\	Present (PM)
B	Off Site Education
C	Other Authorised Circumstances
D	Dual Registered i.e Present at another school or PRU
E	Excluded (No alternative provision made)
G	Family holiday (Not agreed)
I	Illness
J	Interview
L	Late (Before the registers closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other code)
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers closed)
V	Educational Visit or Trip
W	Work experience
Y	Partial or Enforced closure
X	Non-compulsory school age absence
#	School closed to all pupils
Z	Pupils not on roll yet

School Day- Primary Phase

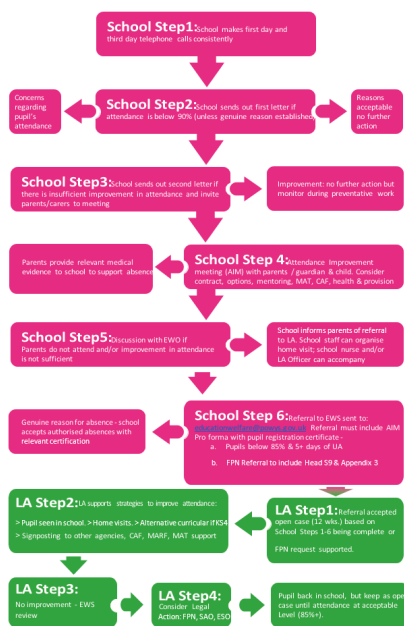
8.55-9.05am	Registration
9.05-9.10am	Collective Worship (2 x extended assemblies per week)
9.10-10.55am	Session 1
10.55 – 11:10	Break
11.10- 11.55 (5-7 year olds)	Session 2
11.10-12.10 (8-11 year olds)	
11.55-1pm (5-7 year olds)	Lunch
12.10-1pm (8-11 year olds)	
1pm-3.10	Session 3

School Day- Secondary Phase

08:50 – 09.15	Registration
09:15 – 10:05	Lesson 1
10:05 – 10:55	Lesson 2
10.55 – 11:15	Break
11:15 – 12:05	Lesson 3
12:05 – 12:55	Lesson 4
12:55 – 13.45	Lunchtime
13:45 – 14.35	Lesson 5
14:35 – 15.25	Lesson 6

Attendance pathway (Full pathway is available on the school website)

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Additional School Coding

A - CT Appointment
LS - ALN Intervention
MR - Medical Room
IE - RESET
K- Exams/Revision