



ysgol ardudwy

# Attendance Policy

Dyddiad Mabwysiadu : 24/10/18

Dyddiad Adolygu : 23/10/2019

Llofnod Cadeirydd y Corff Llywodraethol: *Anwen Hughes*

Dyddiad: 24/10/2018

Llofnod y Pennaeth: *H A Williams*

Dyddiad: 24/10/2018



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### ATTENDANCE POLICY

**Background:** Regular attendance and punctuality to school is vital to the continuity and development of a pupil's education. Indeed, every child has a fundamental right to education and it is the responsibility of parents and the school to ensure maximum attendance at school. As well as the right to education, every pupil has a responsibility to attend school punctually every day.

Parents also have a legal responsibility to ensure that their children attend school regularly. Absence from school should not be granted unless the pupil is ill or otherwise exceptional.

**The Headteacher will not allow a pupil to be absent from school for any unacceptable reason.**

#### Aim:

- Maximizing pupil attendance whilst giving importance to full attendance.
- Encourage pupils to make the most of their opportunities by attending school regularly.
- Identify the external factors that affect attendance and work with parents and the Education Welfare Service to respond to problems.

#### Objectives:

- Identify patterns of absence early and work to resolve any personal / social problems.
- Ensure that the school has an effective and efficient system for monitoring attendance.
- Seek to persuade parents of the importance of regular attendance and ensure consistent and effective co-operation between the school and the home to overcome any problems.
- Raise awareness of the importance of regular pupil attendance and seek to foster respect for full attendance as well as an attitude of self-responsibility for the pupil's actions.

#### Approaches:

- **Parental role:** A parent should inform the school if a pupil is absent and this should be confirmed by phone call on the first morning of absence.
- **Role of the attendance officer:** The contact officer will telephone the contact numbers of absent pupils within the target group each morning. They will confirm the reason for absence and take the opportunity to maintain contact with parents and question the progress of sick pupils. They will maintain a log of all phone calls each morning and pass the log to the SMT. Make a formal note of each explanation and pass these on to the appropriate tutor.
- **Role of the Form Tutor:** The Form Tutor will record a pupil's attendance at school (in the morning tutorials). The Tutor will also press the pupil for a reason explaining any absence (in those cases where a parent has not had telephone contact). The Tutor will also contact the Head of Year if there is concern about any pupil's attendance (eg pattern of absences appearing). The tutor also has an important role in alerting the head of year to patterns of absence and also to encouraging and motivating high attendance.
- **Role of lesson teacher 6:** The teacher will record a pupil's attendance in the post-lunch period
- **Role of the Head of Year:** It is the responsibility of the head of year to maintain a regular overview of attendance in response to class tutor concerns. In response to concern about a lack of explanation or pattern of absence the head of year will discuss the matter with the pupil and contact the parents to seek clarification. If the problem is not resolved the head of year will alert SMT.
- **Role of the Headteacher:** the Headteacher maintains an overview of attendance and has managerial responsibility for this aspect. He will be working with the Education Welfare Service who will assist the school in trying to resolve individual problems. This work by the welfare officer and SMT will include regular in-school



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interviews for parents and pupils, setting short-term attendance targets, home visits and the use of the inclusion officer.

- **Role of the Headteacher:** The headteacher will encourage good attendance and give a high profile to this aspect of the school's work and regularly report attendance figures to the Governing Body.
- **Role of the Welfare Officer:** The welfare officer will support the work of school staff by maintaining close contact with pupils and parents of pupils with low attendance. They will telephone, interview, support and support pupils within the target group.
- **Enterprise:** Vulnerable pupils at risk of alienation will have the opportunity to join an Enterprise group, run by the welfare officer. Additional support is provided for these pupils to maintain and encourage levels of motivation.
- **Prosecutions:** If a pupil continues to miss school without permission the Education Authority will prosecute the parents in the local Magistrates' Court.
- The school will give emphasis and importance to attendance and punctuality. The school will:
  - recording and punishing truancy and lack of punctuality.
  - publish monthly class attendance figures in the form of tables for pupils on a monthly basis.
  - issue a certificate of full attendance to pupils at the end of each term.
  - organizing an attendance promotion activity.
- Attendance and punctuality are included in the Progress File and Recording attainment targets.

### Monitoring and review:

The effectiveness of the policy is reviewed annually.