



# Attendance Policy

September 2022

Signed and date: \_\_\_\_\_

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## **Melin Primary School**

### **Attendance Policy**

At Melin Primary School, we have high expectations that encourage good habits, promote ambition and positive attitudes to learning. This will enable the children to grow to be literate, numerate, digitally competent and independent life-long learners. They will be happy, healthy, safe and contribute creatively and ethically to their community, Wales and the world.

#### **DESIGNATED STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE**

NAME: Tim Richards

CONTACT NUMBER: 01639 645414

#### **DEPUTY STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE AT THE SCHOOL**

NAME: Danielle Harris

CONTACT NUMBER: 01639 645414

#### **NOMINATED MEMBER OF THE GOVERNING BODY FOR MONITORING ATTENDANCE**

NAME: Cllr. Mark Protheroe

#### **Contacts within the Local Authority**

##### **The named officer within Neath Port Talbot Local Authority is**

NAME: John Burge

CONTACT NUMBER: 01639 763598

##### **The Education Welfare Officer for Melin Primary School is**

NAME: Nicola Bryant

CONTACT NUMBERS: 01639 791300

## **RATIONALE**

- The school bases its attendance policy on the guidelines as set out by the ERW Consortium.
- Whilst the legal responsibility for regular school attendance rests 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 of educational achievement, undermines the well-being of each pupil and demoralises staff.
- The LA 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.
- 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 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 5th birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16<sup>th</sup> 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.

Absence from the centres will be authorised if it is for the following reasons:

- sickness;
- unavoidable medical or dental appointments;
- days of religious observance;
- exceptional family circumstances,

Absence from school will not be authorised for:

- shopping;
- haircuts;
- missed bus;
- overslept;
- no uniform;
- looking after brothers, sisters or unwell parents;
- minding the house;

- birthdays;
- holidays / day trips taken in term time.

Parents are asked to make all medical and dental appointments outside of school hours wherever possible.

Unauthorised absence of an individual pupil, which brings the pupil's attendance to below 90% in any one term, or when unauthorised absence is due to a family holiday taken in term time, the Education (Penalty Notice) (Wales) Regulations gives the school the ability to request that the Local Authority (Education Welfare Service) consider issuing a Penalty Notice to a parent(s)/day to day carer of the named pupil..

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.

## **PRACTICE AND PROCEDURES**

Clear systems and procedures will govern response to all pupil absence. The school will follow the 'Procedures for Non Attendance' flowchart.

The school adheres to the descriptors received previously.

95-100% attendance	Best chance of success.	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed.	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed.	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85%	At least 5 ½ weeks of learning missed.	Your child's poor attendance has a significant impact on learning.

attendance		
Below 80% attendance	At least 7½ weeks of learning missed.	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

The school encourages good attendance and punctuality by:

- creating a caring and nurturing environment whereby pupils' feels safe and appreciated as young adults;
- ensuring that attendance and punctuality are recognised within the whole school reward system, e.g. individual prizes, class awards and rewards, half termly attendance records sent home;
- developing 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 Education Inclusion Service to improve attendance and punctuality;
- monitoring attendance data and trends and reporting this information termly to the Governing Body.

### **Specific Actions**

- The school will make its policy on attendance clear to parents and pupils through the initial Reception and Year 2 meetings.
- The school will also communicate the importance of attendance to parents and pupils through assemblies, the school prospectus, newsletters and the school website.
- 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 (N no reason yet provided for 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 Welfare 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.
- When a pupil returns to school from an absence, but no explanation is offered, a letter will be sent to 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, then a referral will be made to the Education Welfare Service for further investigation.

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 – the register is open for 40 minutes and closes at 9.30 a.m.;
- 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 Education Welfare Service in developing and maintaining the whole school attendance policy;
- ensure regular evaluation of attendance by the Governing Body;
- empower pupils to design, finance and reward good attendance;
- work towards ensuring all pupils are supported and valued and so want to attend school.

### **The Designated Member of Staff**

Attendance is the responsibility of all staff. There is, however, a designated member of staff for attendance matters and all staff are able to discuss individual pupil attendance with this person. The Designated Member of Staff for Attendance: Timothy Richards

- monitors the school's registers;
- liaises with teaching staff;
- meets with the LA 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 meeting in the case of repeated, unexplained absences (school will consider inviting the named governor for attendance to such a meeting);
- ensures that the Education Welfare Officer's role is known and understood in school.

## **RESPONSIBILITIES OF PARENTS**

Parents are responsible in law for ensuring that their children attend the school at which they are registered, regularly, 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:

- a) take an active interest in their child's school life and work;
- b) attend parents' evenings and other school events, if possible;
- c) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- d) be aware of letters from school which their child brings home;
- e) ensure that their child arrives at school on time each day;
- f) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- g) always notify the school as soon as possible - preferably on the first morning - of any absence;



- h) confirm this in writing when the child returns to school;
- i) avoid booking family holidays during term-time;
- j) talk to the school if they are concerned that their child may be reluctant to attend.

## **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.

### **Lateness**

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 is not resolved.

### **Holidays**

Headteachers do have the discretionary power to grant leave for the purpose of a family holiday or trips. However, family holidays during term time will not be authorised without exceptional circumstances.

## 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

**MONITORING AND EVALUATION OF POLICY**

This policy will be reviewed on a three year cycle.

T. Richards

September 2022

**Approved by the Governing Body on:**

**Chair of Governors:** .....