



YSGOL GYNRADD HYWEL DDA PRIMARY
ATTENDANCE POLICY



As a Rights Respecting School, we promote the values and principles of the UNCRC. This policy promotes and enables children to access:

Article 18: Parents should always think about what is best for their child

Article 28: Your right to learn and go to school

Aim:

At Hywel Dda Primary School we aim to ensure that all our pupils receive a full-time education. We recognise that this will maximise their opportunities for educational progress and attainment as well as ensuring that they are able to fully access all the wider benefits of being part of a school community. We shall, therefore, work with pupils and their families in the following ways, to ensure each pupil attends school regularly and punctually.

We know that every adult in school has a part to play in improving and maintaining good attendance. Our relationships with our families and pupils are intrinsic in this, as is having an exciting curriculum, inspiring teaching and learning, and the chance to help and support families who are struggling. It also includes our ability to meet pupils' social and emotional needs and support their mental health.

Our ongoing developments to become more community-focused and to work with families to engage and involve them in their child's learning are all aimed at ensuring pupils can make the best progress and achieve or exceed their potential – which obviously includes good attendance.

RESPONSIBILITIES OF THE SCHOOL AND ITS STAFF

Administrative procedures:

- The school will be mindful of its duty to attain targets for attendance in line with Welsh Government guidance
- Teachers will keep an accurate, daily record of attendance for both the morning and afternoon sessions of school
- Teachers will consistently use recognised registration codes for absence (see Appendix 1)
- Any child arriving after the register has been called will be deemed to be late and marked as such (L) from 9.10am to 9.30am
- Authorised absences are given when school has been informed for the reason of absence
- Unauthorised absences are given when the school has not been informed of the reason of absence
- Any child arriving after 9.30 a.m. will be marked as U which is unauthorised. This will be noted in the 'Late Book'
- It is the responsibility of the parent to inform the school on the first day of a child's absence with the reason why either by phone, text or email.
- If no reason has been received for a child's absence, then we operate a rigorous FIRST DAY RESPONSE and attempt to contact the family and record the reason.
- If we are unable to contact the family, we will record this.
- If it is a family causing concern or we feel a wellbeing visit is needed, the School Attendance Officer will be asked to make an unannounced visit that day.

- The school will maintain records of reasons given for absence recorded daily on SIMS
- The Administrative Assistant will enter registration details onto the computerised record of attendance on a daily basis
- The Administrative Assistant will follow up with the class teacher regarding absences
- If a child is late on numerous occasions a letter will be sent out advising of monitoring.
- If a pattern of irregular attendance or punctuality is noted by the attendance team letter '1' will be sent.
- If a child has a regular pattern of absence for health reasons, the School Nurse must be notified in order for the matter to be investigated further and advice and support given
- If a child has a chronic medical condition, or a complex health need, which results in them being absent for an extended period, the LA must be notified in order that they may provide suitable education for this period
- The attendance team will monitor, evaluate and review percentage attendance for each child on a weekly basis
- If attendance for any child continues to fall below acceptable levels, the attendance team will send out letter '2' inviting parent to a meeting with Attendance Officer and Deputy headteacher.
- Staff will offer support, advice and guidance to any children and their families who have returned after a significant period of absence.
- Pupils are referred to the School's Attendance Officer (SAO) after school level support has not been successful in improving attendance
- The role of the SAO is to offer support and advice to improve attendance. This can take the form of referrals to outside agencies and advice from Education Welfare.
- Following the five-step approach outlined by the Welsh Assembly if the school attendance officer cannot improve attendance, the family referred to Education Welfare
- The annual attendance record of each child will be noted on their end of year report
- The reintroduction of Fixed Penalty Notices (FPNs) commenced again in 2022. Ten unauthorised absences or 10 late marks after 9.30 in any one term can trigger a FPN notice. See appendix 2. An FPN can also be triggered by more than five days holiday in any academic year or attendance below 90 per cent or at the discretion of the Head Teacher.

Rewards:

- Full attendance for a term or academic year will be celebrated in Attendance Assembly by the presentation of certificates and a gift
- The importance and value of good attendance will be highlighted at such events
- Weekly assemblies are held to promote good attendance and punctuality. The class with the highest attendance has a 'attendance bee' for progression steps 1 and 2 and 'attendance trophy' for progression step 3 and awarded extra play.
- Children with full attendance for the week get two Dojo points

Informing:

- Parents will be continuously and robustly informed of the importance of regular attendance and punctuality in the School Prospectus and newsletters.
- The two highest classes are in the weekly newsletter each week
- Dojo messages are sent to individual classes to encourage or congratulate them
- The Headteacher will report on attendance to Governors each term

- A nominated Governor will take responsibility for attendance matters (Vicki Smith)
- Weekly class attendance is displayed in the school foyer

Responsibilities of Parents:

- Parents have a legal duty to ensure that their children attend school regularly and punctually
- Parents are responsible for notifying the school on the first day of their child's absence. They may do this by phone, text message, email or in person
- If an absence is known in advance, e.g. a dental or medical appointment, parents must inform the school beforehand

Both the Headteacher and the lead Governor will review this policy annually and assess its implementation and effectiveness.

Headteacher: Miss K Flynn

Chair of Governors: Mrs F Williams

Date of Policy: June 2023

| Key to codes | | |
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| / Present (AM) | I Illness | T Traveller absence |
| \ Present (PM) | J Interview | U Late (after registers closed) |
| B Educated off site (not Dual reg) | L Late (before registers closed) | V Educational visit or trip |
| C Other Authorised Circumstances | M Medical/Dental appointments | W Work Experience |
| D Dual reg (attending other estab) | N No reason provided for absence yet | Y Forced and Partial Closure |
| E Excluded (no alternative provision made) | O Unauthorised Abs (not covered by other code) | X Untimetabled sessions for non-compulsory school-age pupils |
| F Extended family holiday (agreed) | P Approved sporting activity | # School closed to all pupils |
| G Family holiday (not agreed or days in excess) | R Religious observance | Z Pupil not on roll yet |
| H Family Holiday (agreed) | S Study leave | - All should attend/no mark recorded |



ELY & CAERAU PRIMARY SCHOOLS

Fixed Penalty Notice Checklist

Hywel Dda Primary School

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| Name of Pupil: | | | | |
| Unauthorised Absence | 10 sessions in current term – no need to be consecutive | Has parent/carer contacted school? | Has medical evidence been supplied? | Current SAO/EWO involvement? |
| | Yes/No | Yes/No Date: Evidence: Yes/No | Yes/No Date: Evidence: Yes/No | Yes/No |
| Late after close of reg - 'U' | 10 sessions in current term – 'U' | Has school written to parent/carer? | Is there a legitimate cause for lateness? | |
| | Yes/No | Yes/No Date: Evidence: Yes/No | Yes/No Date: Evidence: Yes/No Reason: | |
| Parental/Carer Non-engagement | Has school communicated with parent/carer via telephone, letter? | Has school requested meeting with parent/carer? | | |
| | Yes/No Date: Evidence: Yes/No | Yes/No Date: Evidence: Yes/No | | |
| Term Time Holiday | 10 sessions or more | Parent/carer made written request? | School made formal response to request? | Are there extenuating circumstances? |
| | Yes/No | Yes/No Date: Evidence: Yes/No | Yes/No Date: Evidence: Yes/No | Yes/No Date: Evidence: Yes/No Reason: |