



**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:

**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
- 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
- The school will maintain records of reasons given for absence
- 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 absences for which the reasons are uncertain
- If a child is late on numerous occasions the Headteacher will speak to the parents and attendance will be monitored thereafter
- If a pattern of irregular attendance or punctuality is noted by the teacher, the matter will be referred to the Headteacher
- 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 Headteacher 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 Headteacher will refer the matter to the Primary Schools Attendance Officer
- Staff will offer support, advice and guidance to any children and their families who have returned after a significant period of absence
- The annual attendance record of each child will be noted on their end of year report
- The introduction of Fixed Penalty Notices (FPNs) will commence from January 2015 (appendix 2 & 3)

**Rewards:**

- Full attendance for a term will be celebrated in Attendance Assembly by the presentation of certificates/gift
- Full attendance for the academic year will be celebrated in an Attendance Assembly by the presentation of a certificate and the reward of £10.00
- The importance and value of good attendance will be highlighted at such events
- Weekly assemblies are held to promote good attendance and punctuality eg. class award

**Informing:**

- Parents will be informed of the importance of regular attendance and punctuality in the School Prospectus and newsletters
- The Headteacher will report on attendance to Governors each term
- A nominated Governor will take responsibility for attendance matters
- 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 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: Mrs S Voyce**

**Chair of Governors: Mrs T Sullivan-Godfrey**

**Date of Policy: November 2021**

## APPENDIX 1

ATTENDANCE CODES		
CODE	SCHOOL MEANING	STATISTICAL MEANING
/	Present AM	Present
\	Present PM	Present
U	Late (after reg closed)	Unauthorised Absence
B	Educated off site	Authorised Absence
C	Other authorised circumstances	Authorised Absence
D	Dual registration (attending other organization)	Authorised Absence
E	Excluded	Authorised Absence
H	Annual family holiday	Authorised Absence

	(agreed	
L	Late (before reg closed)	Present
M	Medical/Dental	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised circumstances	Unauthorised Absence
R	Religious observance	Authorised Absence
T	Traveller Absence	Authorised Absence
X	Staff only should attend (INSET DAY)	Attendance not required
Y	Enforced closure	Attendance not required

## APPENDIX 2



## ELY & CAERAU PRIMARY SCHOOLS

### Fixed Penalty Notice Checklist

### Hywel Dda Primary School

<b>Name of Pupil:</b>				
<b>Unauthorised Absence</b>	10 sessions in current term – no need to be	Has parent/carer contacted school?	Has medical evidence been supplied?	Current SAO/EWO involvement?

	consecutive			
	Yes/No	Yes/No Date: Evidence: Yes/No	Yes/No Date: Evidence: Yes/No	Yes/No
<b>Late after close of reg - 'U'</b>	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:	
<b>Parental/Carer Non-engagement</b>	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		
<b>Term Time Holiday</b>	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:

#### APPENDIX 3

## ELY & CAERAU PRIMARY SCHOOLS

Dear Parent/Guardian

### Changes to law governing school attendance Introduction of Fixed Penalty Notices (FPNs) from September 2014

A change to the law that governs school attendance in Wales comes into force in September 2014.

The Education (Penalty Notices) (Wales) Regulations 2013 have given local authorities new powers to issue Fixed Penalty Notices (FPNs) to parents/guardians who fail to secure their child's regular attendance at school.

Parents/guardians are legally responsible to ensure their children have good school attendance and punctuality. If a school finds this is persistently unsatisfactory, it is possible an FPN will be issued by the Education Welfare Service (EWS).

An FPN can be issued for:

- Unauthorised absences – minimum of 10 sessions (5 days). No need to be consecutive
- Punctuality – minimum of 10 sessions with a U code within each term
- Unauthorised term time holidays
- Failure of parent/guardian to engage with school to improve attendance
- Pupil has come to the attention of the police during school hours and absent without an acceptable reason

An FPN of £60 is issued to each parent/guardian individually for each child, payable within 28 days. This will increase to £120 if not paid on time.

**For example: if a mother and father have two children with attendance concerns, they may be issued with a total of 4 FPNs – one to each parent for each child**

The FPN must be paid in full and cannot be paid in instalments. Failure to pay within 42 days could result in prosecution. Once an FPN has been issued, there is no statutory right of appeal. Schools will not be responsible for collection of fines.

- Cardiff Council/s Fixed Penalty Notices for Non-Attendance at School, Code of Conduct is available on the council website
- An Ely/Caerau FPN Information leaflet will be available in all schools in September 2014
- Our School Attendance Policies will be amended to include FPNs

As headteachers in Ely & Caerau, we care about and encourage excellent attendance and punctuality to enable all children to achieve their full potential. We would rather work with parents/guardians to resolve poor attendance, rather than issuing FPNs. Therefore, if you have any worries, please contact us or our Primary Schools' Attendance Officer, Mrs Foley.

**Ely Primary School Headteachers**

B Hocking, Herbert Thompson Primary School  
S Voyce, Hywel Dda Primary School  
V Meadows, Windsor Clive Primary School

**Caerau Primary School Headteachers**

G Allen, Millbank Primary School  
H Turner, Pencaerau Primary School  
L Leckie, Trelai Primary School