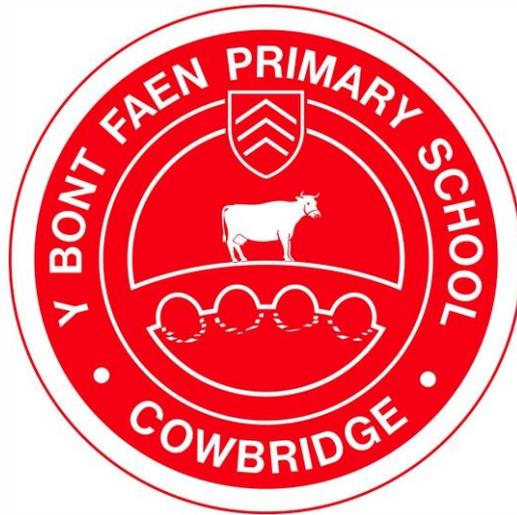


Y Bont Faen Primary School



School Attendance Policy **Polisi Mynediad Ysgol**

October 2017

DOCUMENT INFORMATION – MANYLION DOGFEN

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Chair Governors: Cadeirydd:	of	T. Williams (electronically signed)	
Headteacher: Pennaeth:		J. Adams (electronically signed)	

Attendance - Presenoldeb

Regular attendance plays a vital part in enabling children to take advantage of the educational opportunities offered to them. Without it the efforts of the best teachers in the best schools will come to nothing and the education process is undermined. Attendance is crucial to the continuity of learning experiences and hence effective learning.

As with all aspects of our work in Y Bont Faen, attendance is considered a partnership between parents and the school. The 1944 Education Act states that parents are required to ensure that their children receive efficient full time education whether by regular school attendance or otherwise. It is therefore the responsibility of everyone at Y Bont Faen to monitor and support attendance and to investigate problems which lead to non- attendance.

The school expects parental responsibility to extend beyond mere attendance. Parents should ensure that their children arrive on time, properly attired and in a condition to learn. Also, parents need to instil into their children a respect for education and for those who deliver it and also stress the need to observe the school's code of conduct and contribute to the positive ethos that is desired.

Parents are therefore expected to inform the school of the reason for a child's absence as soon as possible by telephone, via email or in writing.

Registration - Cofrestru

At Y Bont Faen, the school starts at 8.55 am. Teachers register pupils at the beginning of the morning, 9am, and afternoon, 12.45pm (Foundation Phase) and 1.15pm (Juniors). The official registration period ends at 9.15 am and at 1pm/1.30pm respectively.

Children who arrive after this time will be marked late and will be marked unauthorised. Registration in the Foundation Phase and Key stage 2 is completed in a formal way and is used as a learning experience; at times the responses may be made in other languages.

Registration is the sole responsibility of the class teacher

Absence - Absenoldeb

There are two categories of absence, authorised and unauthorised. In the first instance, the class teacher must be the arbiter as to whether an absence is authorised or unauthorised.

If the class teacher is unsure as to whether the absence should be deemed to be authorised or unauthorised, then the Head teacher will be asked to decide. Following any period of absence, parents are required to submit a note or contact the school via telephone or email, explaining the reason for the child's absence.

When notifying the school by telephone, website link or email of a child's absence, parents should do so before 9.30am giving the reason for absence. Telephone & email messages will be noted and passed to the class teacher for keeping. The class teacher and Office will also retain absence notes.

Any illness regarded as a valid reason for a child's absence will be categorised as authorised. Medical or dental appointments, family bereavements, some special occasions, and family holiday, up to 10 days in a year, will also be regarded as authorised absences.

However, if the school does not receive an explanation for absence, or if the explanation is unacceptable, the absence will be deemed to be unauthorised. Explanations such as shopping, visiting relatives, minding the house, looking after brothers and sisters will also be deemed unacceptable and unauthorised.

If a child does not bring a note of explanation after several requests, a letter will be sent home asking for an explanation. If there is still no response, the absence will be recorded as unauthorised.

Intended absence due to family holidays up to a maximum of 10 school days in total within a school year will be deemed to be authorised. However, no parents can demand leave of absence for the purpose of a holiday as a right. Parents are requested to complete a holiday form giving reasons for absence. This will be retained in the school office. Any holiday absences in excess of an accumulative total of 10 days within the academic year will be unauthorised.

In every case the school will inform the parents that any holidays taken in term time will have a detrimental effect on the child's progress.

Under the new Consortia/WG scheme, "Callio - Wise Up", each term the school will issue one of three letters - a green letter denoting that a child's attendance is excellent, an amber letter denoting that a child's absence has become a cause for concern - and offers parents an opportunity to receive support and advice on improving attendance, or a red letter highlighting the seriousness of their absence record and inviting the parent into the school to discuss the situation. Under the scheme, we will also call or text parents if an absence gives school cause for concern. A child who has been temporarily excluded from school will be deemed to be an authorised absence.

Encouraging good attendance - Presenoldeb dda

All children are encouraged to have good attendance. Y Bont Faen places great importance on creating an environment that welcomes pupils and encourages them to attend. The school will also make every effort to enlist the support of the community, police and neighbours to help in improving its attendance record and in reporting incidents of misbehaviour when children are on their way to and from school. In this way the school is emphasising the importance of good attendance.

Education Welfare Officer (EWO)

School has access to an EWO, who visits school to inspect class registers and to discuss any problems regarding attendance or lateness. School may ask the EWO to act as a liaison officer between school and home and the social services. Y Bont Faen regards the role of the EWO as being vital in terms of social liaison.

Lateness - Hwyrach

As well as monitoring absence in Y Bont Faen we are also concerned that pupils develop a routine of punctuality. Registration takes place at 9am and closes at 9.15 am. Children arriving after registration closes will be officially marked as late unless there are extenuating circumstances, e.g. a medical appointment. The Head teacher will speak to parents or send a letter home asking them to make sure that their children arrive in school punctually. If there is little or no response, the Head teacher will ask the EWO service to investigate.

Truancy - Ddi Hysgol

All staff at Y Bont Faen are concerned with each child's safety, welfare and happiness. Although to date truancy has been an unheard of occurrence, action must be taken at once if there is any concern that a child might be truanting. If truancy is suspected the Head teacher must be informed immediately.

The Head teacher will then contact the parents by telephone or make a home visit and also inform the EWO. Parents will also be asked to bring their child to school for discussion to ascertain the reasons for truanting with a view to resolving the problem. If discussion with parents is not possible the class teacher and Head teacher will talk to the child to ascertain whether or not school-related issues concern the child and are the source of the problem. If so, appropriate action will be taken.

Monitoring and collating details - Monitro a chasglu manylion

Class attendance information is scrutinised by the School Secretary every Friday so that school attendance information can be compiled. Details of attendance are sent to the Consortia once per term upon request.

Reporting - Adrodd

Individual pupil attendance will be recorded on end of term reports. Overall attendance information will also be recorded in the Governors' Annual Report to Parents and School Prospectus. The school identifies an annual target for attendance each year and endeavours to meet this.