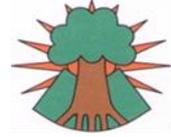




Ysgol Mynydd Bychan



Attendance and Punctuality Policy

General

Pupils must attend school every day that the school is open to them. They should arrive on time to school and to lessons. They should be present in all lessons unless there are valid reasons for not attending, e.g. instrumental lessons, illness.

The school officially registers pupils twice a day, once at the beginning of the morning session and once after lunch.

Operational details

In the morning, Year 1, 2, 3, 4, 5 and 6 pupils should be guided by parents to the rear school yard, Reception class pupils should be guided to the front yard and Nursery pupils are to be guided onto the Nursery yard. At 8.50am the school staff that are on duty should be in the playground so parents can leave. In bad weather the school doors should open at 8.50am to allow the pupils to enter the school building. The staff on duty will remain at the door and other staff will be in the classrooms in order to greet the pupils within their class.

At the sound of the whistle at 08.55a.m the pupils are to stand still on the yard and then at the sound of the school bell pupils are expected to collect their belongings and to walk directly to their class line. Teachers should arrive on the playground by 8.55am in order to lead children into their classrooms in an orderly and quiet manner. In the Nursery Class the teacher and the LSA's need to be at the Nursery entrance door and in the classroom in order to meet the pupils and their parents; 09.15a.m and 12.55p.m respectively.

If a pupil arrives at school after morning registration has finished, the parents should sign the 'Late Book', noting the time, at the main office before going to any class. It is the parent's duty to give a reason for the late arrival of the pupil in the late book which is situated at the school office.

The registers close at 9:30a.m in the morning and in the afternoon at 13.10p.m - Foundation Phase classes, 13.25p.m – Junior classes.

Absence

There is a clear link between poor attendance and lack of achievement. Pupils should come to school every school day where they can. Parents should encourage

their children to attend school and emphasize the need to be present in order to reach their potential.

If a pupil is not present at the school, parents are asked to telephone the school on the day to report the child's absence.

If a pupil is absent for more than one day, or if a phone call has not been made to identify the reason for the absence, parents will be asked to write a note to explain the absence. A child needs to deliver the note to their class teacher on the first day back to school.

Unauthorised absences are a serious matter and the school has a duty to try to reduce the incidences of such absences. Therefore, parents are asked to work with the school to report the reason for the absence.

Absence Monitoring

Pupils' absences are looked at weekly; the data is analyzed and any patterns of absence are identified. The school will work with the home and the Attendance Officer to overcome the absence of any patterns or problems.

Medical or other appointments

* Parents are asked to write a note to the teacher in advance if there is any reason or if there is a medical appointment when the child needs to leave school before the end of the school day.

* The appointment card count as a note in these cases.

Before leaving the site, parents will need to register that the pupil has left in the office. This is to ensure that the school is aware that the pupil is now not on the school site in case of fire or other serious incidents.

Pupils are not allowed to leave the site at any time once they get to school until the natural end of the school day at 3:15pm - Foundation Phase, 3.20p.m – Juniors and Nursery pupils 11.45am / 3.25pm.

Holidays during school time

Parents are expected to take their holidays during school holidays. The school is committed to a central County policy of not authorizing the holiday during term time.

If a pupil goes on holiday which has not been authorized by the school then it is counted as an unauthorized absence.

There may be some exceptional circumstances when holidays cannot be taken

during school holidays and each application for a holiday during term time will need to be looked at individually.

Fixed Penalty Notices

In some circumstances, the school may request the Educational Welfare Service to issue parents/carers with a Fixed Penalty Notice under The Education (Penalty Notices) (Wales) Regulations 2013. A warning letter will be sent first if:

- There have been 10 unauthorised sessions within one school term;
- A child has been late (after registration has closed) on 10 occasions within one school term;
- Parents/carers have failed to engage in attempts to improve attendance;
- The police have regularly found a pupil to be absent from school without an acceptable reason.

A Fixed Penalty Notice will be issued if:

- There is one further unauthorised absence within 15 school days of a warning letter having been issued;
- An unauthorised holiday is taken during term time (*note that no warning letter will be received*).

When the school feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service. A referral might be made when, for example:

- A pattern of irregular attendance has developed;
- A period of entrenched non-attendance has become established;
- There is a lack of parental cooperation in ensuring a child's regular attendance; or

Ysgol Mynydd Bychan will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

Attendance Targets

An analysis of each pupil's attendance will be given at the end of every half term and included in a report at the end of the school year. If a pupil's percentage attendance is less than 90% it is noted on the attendance sheet that is given to the parents /

guardians. A class percentage attendance is given monthly to all parents / guardians.

The school must set targets for attendance and absence levels annually. These targets are ambitious and following national targets. The school has a target of 96% attendance. The school reports on the school's % attendance, % authorized and unauthorized attendance at every Governing Body meeting.

In order for the school to be able to meet these targets, parents are asked to comply with the guidelines in this policy.

Conclusion

The procedures above are intended to ensure cooperation between pupils, the school, the home and outside agencies to ensure the best possible attendance for pupils at Ysgol Mynydd Bychan. We want all pupils attend school and have every opportunity to reach their potential.

Compiled January 2015