

# Attendance Policy



Glanhowy Primary School  
Ysgol Gynradd Glanhywi

Adopted by Governing Body - Spring 2023

Review Date - Autumn 2026

## **Introduction**

At Glanhowy Primary School the governors and staff are committed to high standards of attendance and punctuality. There are close links between attendance and academic progress so the school aims to encourage and assist all pupils to achieve good attendance in order to maximise their potential and take full advantage of the educational opportunities available to them.

In addition we aim to reduce persistent absenteeism and are prepared to work closely with families in order to support them in improving the attendance of individual pupils.

Glanhowy Primary School believes that good school attendance assists children and young people in achieving the following five outcomes:

- To be healthy
- To stay safe
- To achieve their full potential
- To make a positive contribution
- To improve both emotional and economic wellbeing

*Section 7 of Education Act 1996 states:*

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

*(a) To his age, ability and aptitude, and*

*(b) To any special educational needs he may have, either by regular attendance at school or otherwise.*

## **Target Setting/Monitoring**

The school is required to set targets for attendance and to work diligently to achieve them.

## **The Callio Attendance Project**

All schools in Tredegar are part of the Callio project and all follow the same procedure. Pupils attendance is categorised into three bands- Red, Yellow and Green. Each half term parents will receive a letter indicating which band their child is in.

### **The Academic Year 2022-2023**

- Children achieving **93% - 100%** attendance for the half term are banded green, this is what the local authority and the school expects pupils to achieve.
- Children achieving **89 - 92.9%** attendance for the half term are banded amber, this is below what is expected and needs improvement.
- Children achieving **below 93%** attendance for the half term are banded red. This is a cause for concern and will be closely monitored by the school's attendance officer.

Pupil's whose attendance is 85% and below will be referred to the Education Welfare Office (EWO).

### **Expectations**

- The responsibility for good attendance is shared between the school, parents and the EWO service.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Glanhowy Primary School will encourage good attendance and will investigate all unexplained and unjustified absence.
- The school will follow up all instances of poor attendance and punctuality.
- The school will keep parents informed of their child's attendance and punctuality record at the end of each half term and will work closely with parents should attendance or punctuality give cause for concern.

### **Expectations of parents**

**Parents are legally responsible for ensuring their child's regular and punctual attendance.**

Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

Parents will inform the school office on the first day of absence, of the reason for their child's absence from school.

Parents will avoid arranging family holidays during term time.

Parents will maintain regular communication with school staff where necessary.

Parents will ensure that school office is informed of any changes of contact details.

### **Expectations of pupils**

All pupils are expected to attend school and all of their lessons regularly and punctually.

Pupils are expected to be ready to learn.

Pupils will not leave the school without permission.

### **School Daily Routines**

#### **Doors open**

- Breakfast Club opens at 8.20am (no admittance after 8.30am).
- School doors open at 8.50am. Pupils may enter the building at that time. Pupils should not be on the yard unsupervised by a parent/carer before 8.50am or 8.20am if they are attending breakfast club.

#### **Registration**

- Registers are called between 8.50am and 9 am and 1pm. Registers close at 9.am and 1pm. Registers are marked consistently by staff.
- Registers will be marked in accordance with WG guidance.

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#### **Lateness**

Any pupil arriving after the doors are closed should report to the main office. Parents are required to sign late pupils in through the electronic device at the school office and provide a reason why their child is late. Entries will be transferred to the computerised registration system.

## **Following up Lateness**

The names of pupils who arrive late are checked on a weekly basis by the attendance manager and parents will be contacted if lateness continues.

Meetings with the School Attendance Officer and the EWO may be called to address any issues of recurring lateness. Parents of pupils who are persistently late may also receive fixed penalty notices.

## **Absences**

Parents must provide an explanation for all absences from school by ringing the school on the day of the absence.

The Head Teacher will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorises absence.

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours).
- Days of religious observance
- Exceptional family circumstances such as bereavement
- Older sibling's graduation
- Music or dance exams

### ***Reasons the school will not authorise absence:***

- *Shopping*
- *Looking after siblings or parents who are unwell*
- *Birthdays*
- *Holidays in term time, requested after the event*
- *Funeral of distant relative involving more than one day of absence*

## **Following up Absences**

Glanhowy Primary School follows up all absences from school.

If no reason has been provided for a pupil's absence by 10 am on the first day of absence, a parent of the pupil will be contacted by staff in the main office.

If no reason has been provided for a pupil's absence after 3 consecutive days the EWO will be requested to visit the pupil's home address.

If you have provided a reason for a pupils absence but they are absent for 5 consecutive days the EWO may visit your home address *if the pupil's attendance is a cause for concern.*

Each half term the parents of pupils whose attendance is a cause for concern will be contacted by the school or visited EWO to discuss their child's attendance. Meetings with the School attendance and the EWO may be called to address any attendance issues. Parents of pupils with persistent absenteeism may also receive fixed penalty notices and made be taken to court.

### **Leaving and returning to School during School Day**

Parents must notify school staff if the pupil needs to be picked up before school ends and fill in the early pick up register providing reasons.

Medical and hospital appointment cards need to be shown to the office to verify appointments.

### **First Day Response**

Glanhowy Primary School uses 'First Day Response' for all pupils.

(Parents are contacted on the first day of absence if the parent has not rang the school).

First Day Response texts will be sent out before 10 am if the school office has not been notified of a pupil's absence. The text will request that you ring the school office as soon as possible.

First Day Response phone calls will be triggered by information from school procedures.

### **Term Time Holidays**

Parents planning to take pupils on holiday during term time should submit a written request to the Head Teacher before the start date of the holiday.

The Head Teacher will make the decision whether to authorise or not based on an individual pupil's circumstances.

### **Rewards**

Glanhowy Primary School rewards good attendance and punctuality in the following ways:

- Each week the class with the highest weekly attendance receives an extra 10 minutes playtime.
- At the end of each term the children with green attendance (over 97%) receive a certificate
- In addition the class with the highest half termly attendance receive a class reward.

Glanhowy Primary School works with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance.

### **Working with the Education Welfare Officer (EWO)**

Glanhowy Primary School works in partnership with the allocated EWO to improve attendance for individual pupils and the whole school.

Information to enable the EWO to carry out an effective consultation visit and/or home visit will be provided by the school.

The school will work with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the EWO the school will make a referral for the EWO to work with the family on a formal basis.

### **Publication of Information**

Glanhowy Primary School shares information on individual pupils' attendance as necessary with parents, pupils and staff

Attendance is a standing item on the agenda of school Governors' meetings.

Pupils will be informed about the importance of school attendance through assemblies, presentations by visiting professionals, statistics and displays in school

The school attendance policy is displayed in the school foyer and is distributed to parents as required.