

Gwenfro Community Primary School



Attendance Policy

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. We encourage parents to ensure good attendance and punctuality. Pupils are expected to attend school every day unless they are prevented from doing so due to illness or other special circumstances.

Gwenfro Community Primary School aims to achieve a consistently high level of attendance by operating an attendance policy within which pupils, staff, parents, governors and the LA can work in partnership.

Regular attendance at school is essential if children are to reach their potential. We will ensure that there are rigorous procedures in place to address the needs of children who have poor attendance. It is our intention to maximise pupils' learning opportunities and so increase self-worth and motivation.

"We think attending school is really important because we might miss lessons and all the other children will know what to do and we will fall behind." *Pupils of Gwenfro School*

Procedures

- Teachers will take their registers at 9.00am each morning using SIMS. The time that registers close will slowly be moved back to 9.05am by September 2015. Pupils who arrive later than this will be marked as late.

- Absences can be authorised by letter, by a phone call or by verbal reasons given by an adult.
- Registers will then be checked for unauthorised absentees.
- The names of these children will be reported directly to the Headteacher who will then follow up the absentees. The LA Attendance Officer will also be informed.
- Any pupils who returns to school with no reason for their absence, will be provided with an Absence Notification Form (Appendix 4) for the parent/carer to fill in and send back to school.
- Every term a letter will be sent reminding parents of the procedures to follow if their child is absent from school, alongside an attendance record card to take home, to let parent's know their child's attendance percentage (Appendix 1). These are colour coded using a traffic light system:
 - **Green:** 96+% Congratulations your child has good attendance and is doing well. Keep it up!
 - **Amber:** 90-96%. You're nearly there. Remember every day counts.
 - **Red:** Below 90% How can we help you improve your child's attendance?
- Children whose absence is causing concern e.g. whose percentage is below 90% or have a pattern of days off each week, will then be discussed.
- Parents/carers will be contacted, giving the school an opportunity to voice our concerns. This will allow us to remind parents/carers of the school procedures and advise them of their legal responsibilities to ensure their child attends school regularly (Appendix 1).
- A home visit will be made by the LA Attendance Officer if attendance shows no improvement.
- If there is still no improvement in attendance the LA Attendance Officer will liaise with school and may follow their procedure for a

fixed penalty notice for unauthorised absences from school (Appendix 2).

- There is a weekly attendance league where the class with the best attendance receives 15 minutes free choice time, where they can choose a class activity of their choice. A graph showing attendance for each class is displayed in the school hall and the winning class over the period of a term will be rewarded.
- There is also a whole school competition where any pupil who achieves 98% attendance in a term will go into a prize draw. The draw will take place in a whole school assembly at the end of each term. Our School Council will take responsibility for choosing this prize.

"We think it's a great idea to reward us for coming to school everyday and on time." *Pupils of Gwenfro School*

Walking Bus

If a child's attendance falls below 84%, parents will be contacted and encouraged to give permission for their child to use the "Walking Bus" (Appendix 3). Two members of staff from Gwenfro School walk and actively collect children from their home and walk them to school.

"The little children in our school would enjoy using the Walking Bus and would help them to get to school on time and help it to become part of their routines." *Pupils of Gwenfro School*

Holidays

We strongly advise parents not to take children on holiday during term time. It inevitably has an adverse effect on their progress at school. A family holiday may be authorised by the Headteacher for a block of 10 days. A request for a 'one off' day may be authorised at the discretion of the Headteacher.

Date approved:.....

Signed:..... (Chair of Governors)

Date for review:.....

