

Gwenfro Community Primary School



Attendance Policy

Agreed by the Governing Body:

Review date:

Signed:

Chair of Governors:

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 be 9.30am. Pupils who arrive later than this will be marked as late (L).

- Absences can be authorised by letter, by a phone call or by verbal reasons given by an adult.
- Registers will then be checked by admin for absentees (N) and parents/carers will be contacted by text.
- The LA Attendance Officer will also be informed if necessary.
- Those parents/carers who provide no reason for their child's absence, will be provided with an Absence Notification form (Appendix 1a) on their return to school the parent/carer to fill in and send back to school. We will also send an Absence Notification Letter (Appendix 1b) at the beginning of every term for those absences that still have not been explained, to ensure that our registers are kept up to date and are accurate.
- Every term an attendance record card is sent home, to let parent's know their child's attendance percentage (Appendix 2). These are colour coded using a traffic light system:
 - **Green:** 95+% Congratulations your child has good attendance and is doing well. Keep it up!
 - **Amber:** 90-95%. 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. The LA Attendance Officer attends school on a regular basis to support with the monitoring of pupil attendance.
- For pupils with persistent absences, we have a first response list which means that the LA Attendance Officer is informed if that particular pupil is not in school. If necessary, she will visit the home of the child.
- For those pupils who we have concerns about, a general attendance reminder letter will be sent out to parents/carers. 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 3).

- 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 (Appendices 4, 5, 6, 7).
- There is a weekly attendance league. 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 95% attendance or above in a term will go into a prize draw. The draw will take place in a whole school assembly at the end of the academic year.

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

Punctuality

We encourage all pupils to arrive in school on time. Any pupils who arrive after the morning bell has rung, will be required to enter the school via the main entrance.

It is the responsibility of Admin to amend registers (including lunch). Parents/carers will be required to note their child's name, arrival time and reason for their absence in our in our punctuality monitoring book. This will allow us to monitor pupils who are persistently late for school.

For children who are persistently late for school, a letter will be sent to parents/carers voicing our concerns (appendix 9). If there is still no improvement, parents/carers are invited in to school to discuss the matter further (appendix 10).

Walking Bus

If a child's attendance falls below 85%, 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, depending on the child's current attendance figure. A request for a 'one off' day may be authorised at the discretion of the Headteacher.