



Ogmore Vale Primary School

Attendance Policy & Procedures

Policy Aims

As a school within the Y Dderwen Cluster we strive to ensure all students attend regularly thus enabling them to achieve their full potential in a safe and enjoyable learning environment.

The attendance policy aims to ensure compliance with current legislation, and provide a structured approach to promote, monitor and support student attendance. The school is committed to raising the profile of attendance and highlight the proven link between attendance and attainment in line with school, Local Authority and National guidance.

We endeavour to work with families and firmly believe it is the joint responsibility of parents, students and all staff members to ensure all children of statutory school age attend school regularly.

The cluster policy and procedures serve to communicate the key initiatives, incentives and sanctions to all stakeholders.

Stakeholders

It is important to outline those with responsibility to raise student attendance;

- Students
- Parents / Carers
- Governors
- Headteacher
- Senior Leadership Team
- Class Teachers
- Family Engagement Officers
- Attendance Clerk
- Education Welfare Officer and Education Welfare Service
- Local Education Authority
- Central South Consortium
- Welsh Government



The Effect of Absence on Learning & Achievement

Attendance over the whole year (including absence due to sickness, authorised holidays, unauthorised absences)	Days missed from school	Approximate number of weeks missed from school
100%	0	
99%	2	
97%	6	1 week
95%	10	2 weeks
92%	16	3 weeks
90%	20	4 weeks
85%	29	Half a term
80%	39	8 weeks
75%	49	10 weeks
70%	59	1 term

Expectations

Students

As part of our whole-school approach to maintaining high attendance, we request that students:

- be aware of the school's attendance policy. This will be communicated to them through the school staff and parents.
- speak to staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- be in school promptly ready to learn, with the appropriate equipment.
- bring a note of explanation from their parents or carers (if required) to explain an absence that has happened or is foreseen.
- report to the school office if they arrive late.
- attend celebratory events in relation to excellent attendance.

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school.
- promote the value of good education and the importance of regular school attendance at home.
- encourage and support their children's aspirations.
- follow the set school procedure for reporting student absence.
- do everything they can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours.
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.



- keep the school informed of any circumstances which may affect their child's attendance.
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance.
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the cluster absence during term time panel.
- attend celebratory events in relation to excellent attendance

Teachers

As part of our whole-school approach to maintaining high attendance, the school's teachers will:

- raise the profile of attendance and reinforce what it means to have and achieve excellent attendance
- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance policy
- ensure that they are following the correct systems for recording attendance and that attendance is taken electronically every session
- contribute to meetings and interventions where they are needed
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Governing Body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and children to implement the policy effectively
- nominate or identify a member(s) of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children, and staff
- take time at governor's meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site



- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future
- receive attendance updates and reports
- support the policy and its promotion to the school and community

Headteacher, Leadership Team

As part of our whole-school approach to maintaining high attendance, the Head teacher and school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- set attendance targets as part of the school development plan and target setting process
- nominate or appoint a senior member of staff to take the responsibility of overseeing and monitoring attendance
- monitor the effectiveness of the policy and procedures for raising and maintaining attendance
- ensure strategies are in place to promote and implement the policy throughout the school
- ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues
- ensure that government legislation on attendance is complied with and that any legislation is implemented
- ensure that systems to record and report attendance data are in place and working effectively
- make an annual attendance report with appropriate statistics to the governing body
- liaise with the EWS and LEA regarding attendance
- collate and distribute attendance materials to key staff
- promote and maintain the incentives and rewards system
- ensure 'Callio' materials are embedded into the school attendance policy

Attendance Registers

Under The Education (Pupil Registration) (Wales) Regulations 2010, the school is required to take an attendance register twice a day; at the start of the morning session and the afternoon session. An accurate register electronically via SIMS will be taken for each and every session of the school day. A consistent registration system is crucial and it is vital that pupils are made fully aware that lesson registration is a significant part of the school day. The appropriate codes detailed in this document are to be applied to the electronic registers for each session.

Present Marks and Excellent Attendance

It is essential that excellent attendance is promoted throughout the school, at home and within the community. Provision has been made for a range of regular and frequent attendance incentives to ensure all students with excellent attendance are rewarded for



their success. Incentives such as attendance information displays, class attendance cup, Citizenship awards will be utilised to promote and reward excellent attendance.

Punctuality

Any student who enters the school late will report to the school office where the receptionist will record their name appropriately via SIMS. Persistent lateness will be reported to the Education Welfare Service.

Pupil Absence

Student absence is to be investigated and recorded accurately via SIMS using the appropriate code. The systems used to ascertain student absence will consist of either or all of the following;

- Text messaging parents / guardians each day a student is absent
- Telephone contact with parents / guardian
- Letter requesting information regarding specific student absence
- Referral to EWO service
- Home visit

Students who experience attendance issues will be subject to the school procedure for non-attendance. This could involve meetings in school, home visits, attendance panel meetings with the governing body and a referral to the EWS.

Truancy

As a primary school we are aware that parents may, at times, condone truancy by taking their child out of school for events or shopping. It is important that parents ensure that their child is attending school and that such activities are confined to weekends or school holidays.

Medical Appointments

It is not always necessary to arrange a medical and or dental appointment out of school time. When such an appointment is required during the school day a 'M' code will be applied to the registration certificate. However this will have a negative impact on a student's overall attendance percentage and will only be applied on receipt of a dental or appointment card and only for the duration of the appointment.

Absence During Term Time

Due to the impact absence during term time will have on a student's education NO absence during term time will be authorised automatically. In the event of exceptional circumstances a parent / guardian may apply in writing via the school's 'request for absence during term time form' with full details of the individually unique circumstance no less than 2 months in advance. The application will be considered carefully by the 'cluster absence in term time panel' where details of exceptional circumstances, current and previous attendance will be taken into account.

Once the decision has been taken a written reply will be communicated to parents / guardians. Should a parent wish to appeal the decision then representation in person can



be made to the 'cluster governors absence in term time appeal panel'. Details of the appeal process will be detailed on the written reply.

Should a holiday be granted then the 'H' code will be applied to the registration certificate for a maximum of 10 school days. Should the holiday be unauthorised then a 'G' code will be applied to the registration certificate and the details shared with the EWS. This may also be followed by a request by the school to the EWS for a Fixed Penalty Notice to be issued due to unauthorised holiday during term time.

Exclusion

When the school excludes a student an 'E' code will be applied to the registration certificate in accordance to the exclusion letter authorised and sent by the Headteacher.

Fixed Penalty Notice (FPN)

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher or nominated deputy to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

Attendance Panel

When a student demonstrates poor attendance their parents / guardians will be invited to the school's attendance panel. The panel in conjunction with the parent / guardian will create a plan for improvement and set a review date. If the student's attendance improves then a further plan will be made and monitored. However, should the student's attendance continue to decline then a referral to the EWS will be made. If parents / guardians fail to attend the meeting without prior communication then the matter will be referred to the EWS for possible prosecution.

Absence During Term Time Panel

The absence during term time panel will meet monthly to discuss and decide whether to authorise any absence in term time requested by parents. The panel will consider applications for absence during term time from all schools within the cluster to ensure consistency across the cluster. The panels will consist of representatives from each school with applications to be discussed. The representatives will consist of both governors and staff.

There will be an appeals procedure for parents who wish to appeal against the decision to designate the absence as unauthorised. The parent will be invited to attend the absence during term time appeal panel and put forward the case / details of exceptional circumstances. Members of the panel will consider the appeal and then make a decision to uphold the original decision or authorise the absence.



Family Engagement

The school has a number of staff who work with parents to develop pupils' learning. Part of this developing relationship is to encourage and support parents to ensure their child attends school regularly. This could be through work in school, telephone conversations or meetings.

Attendance Codes

Code	Meaning	Statistical Category
/	Present AM	Present
\	Present PM	Present
B	Educated Off Site	Present
C	Other Authorised Circumstances	Absent
D	Dual Reg – Attending Other Establishment	Present
E	Excluded	Absent
F	Extended Family Holiday (agreed)	Absent
G	Family Holiday (not agreed)	Absent
H	Family Holiday (agreed)	Absent
I	Illness	Absent
J	Interview	Present
L	Late	Present
M	Medical	Absent
N	No reason provided for absence	Absent
O	Unauthorised Absence	Absent
P	Approved Sporting Activity	Present
R	Religious Observance	Present
S	Study Leave	Absent
T	Traveller Absence	Absent
U	Late (after reg closed)	Absent
V	Educational Visit	Present
W	Work Experience	Present
X	Non-Compulsory School Age Abs	Not required to attend
#	School Closed to all pupils	Not required to attend
Y	Partial or forced closure	Not required to attend
Z	Pupil Not On Roll Yet	Not required to attend
-	All Should Attend / No Mark Recorded	Absent

School Attendance Banding



Students will be placed into an attendance band based on their percentage attendance. This banding system will allow the school to easily track student attendance and work with families to set appropriate targets. The banding system will also provide details of how percentage attendance links with attainment and achievement. Information regarding the attendance banding will be posted home at the start of term and each term a letter will be posted home with the student's attendance band identified.

Target Setting

Staff will promote attendance at the level of the school's overall target, and will discuss with pupils the importance of attendance. Pupils in Year 6 will take part in attendance workshops based on the Y Dderwen attendance booklets. Parents / carers will be made aware of their child's current attendance percentage and band at parents' evenings and have the opportunity to discuss the information they receive with staff at the school.

Education Welfare Service

The Education Welfare Officer (EWO) visits the school regularly and discussions are held regarding student attendance and absence. If deemed appropriate the school will refer to the Education Welfare Service (EWS) for additional support for the school and the parents / carers. The EWO will follow the policy and procedures of the EWS. This may involve being present at meetings to discuss your child's attendance, undertaking home visits, sending letters and issuing warning notices for intended prosecution.

Support and Guidance

Should a parent / carer require support or guidance in relation to a school attendance matter then they should make contact with the school and speak to their child's teacher in the first instance. Should further information be required then contact can be made with one of the following who will be able to offer support and guidance;

- Attendance Clerk
- Headteacher
- Family engagement officer
- ALNCo
- Child Protection Officer
- Education Welfare Officer (EWO)

The school also offers a wide range of intervention and support strategies and services such as ELSA, Nurture support, Circle Time to name a few. These services are available to support students who are experiencing difficulties in school. The school can also refer to external agencies should the need arise.

Signatures of declaration;

(This policy will be reviewed annually)

Head teacher: *V J Thomas*

Date:

Chair of Governors: *N Burnap*

Date: