

# SCHOOL POLICY DOCUMENT

## Attendance and Punctuality Policy



**Headteacher: Mr. T. Lewis**

**Reviewed, revised and approved in:  
June 2019**

## **Llanilltud Faerdref Primary School**

### **Attendance and Punctuality Policy**

Regular attendance is of vital importance for children to make consistent progress in school. A careful record of attendance is kept by all class teachers. A record of each pupil's attendance is kept on the office computer and is recorded on their end of year report. The LEA is regularly informed in relation to every pupil's attendance at school.

If a child is away from school for any reason then we ask parents to keep to the following procedures:

- On returning to school, a note should be provided explaining the reason for the absence, or an explanation made by telephone or in person
- If a child is going to be absent due to a dental, clinic or hospital appointment parents are asked to inform the class teacher in advance of the appointment. (Appointment cards shown or telephone message from parent)
- If a child is going to be away for a special reason e.g holidays, parents are asked to provide a letter requesting permission from the school (a maximum of 10 days a year outside of school holidays is allowed. The head teacher can authorise 5 days, any longer needs Governor approval)

#### **Authorised and Unauthorised Absences:**

Absence through illness, medical and dental appointments, family bereavement are categorised as authorised absences and will be marked as such on the register. However, absences for other reasons, such as shopping, undertaking private visits are not accepted as valid excuses for being absent. (At Llanilltud Faerdref Primary we do however look at individual cases carefully and make allowances for social needs.) In these instances an unauthorised absence will be recorded in the register and the A.W.O, Educational Welfare Officer, will be informed.

#### **Monitoring Absences:**

At Llanilltud Faerdref Primary we work closely with the AWS service and involve them in home visits when felt necessary. Staff follow these procedures in monitoring absences:

- If no note is returned to cover an absence, a letter is sent home to parents by the school office staff reminding them of the need for a reason. If this is not returned the head teacher is informed, who then personally contacts the parents. If the reason is not felt to be valid an unauthorised absence is recorded and the A.W.O involved.
- If any child is absent for 1 week and no contact has been received from parents the head teacher is informed so enquiries can be made.
- Children with attendance problems will be monitored very closely. If they are away for 2 days the head teacher should be informed on 3<sup>rd</sup> day for enquiries to be made. The A.W.O is involved if felt necessary (shorter timescales may be used for individual children). Staff inform the head teacher if any patterns

- of absence are evident and the head teacher will then contact the parent for an explanation. The A.W.O is involved if necessary.
- Every half term a letter is sent to parents of Children whose attendance falls below 86% or who have more than three late marks reminding them of the importance of punctuality and attendance. A second letter inviting parents to speak to the head teacher is sent if the attendance and punctuality do not improve.

*“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 to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority. ”*

### **Punctuality:**

All children are expected to be in their classes by 9.00 am in readiness for the start of the day. The main pupil entrance will be open by 8.50 am and will close at 9.05 am each day. Latecomers will then have to enter the school through the staff and visitors’ entrance. School office staff will record names in the late book. When a pupil has three records of lateness a letter will be sent to the parent explaining the importance of ensuring pupils attend on time.

Under no circumstances will parents be allowed into the main school to disrupt classes. All late children must be left with the administrative staff. Teaching staff will be on duty from 8.50 am each day to supervise children on arrival at school. Registers for all pupils will close at 9.30am each morning and any pupil arriving after this time will be marked absent. If the reason for being late is not known then the absence will be an unauthorised absence. All registers are to be taken immediately at the beginning of each morning and afternoon session and marked correctly. This is vital as if it is not done then there could be a serious health and safety issue if there was a fire .The correct marking of the class register is the responsibility of the class teacher and is a legal requirement. Teachers are required to use the correct codes for absences as issued by the local education authority. Parents will be reminded of the above policy by:

- Mention in the school prospectus
- As part of the regular newsletters sent home.
- All new parents will be given a copy of this policy and all other parents will be given a copy every other year.

Head Teacher: 

Chair of Governors: 

Date: 24/06/2019