

# **BRYN COCH PRIMARY SCHOOL**

## **MOLD**



## **ATTENDANCE POLICY**

**Policy adopted by Governing Body on: 28<sup>th</sup> January 2020**

**Chair of Governors (print name): MERRILL TANTON**

**Signature: \_\_\_\_\_**

**Review date: Spring 2023**



## **BRYN COCH PRIMARY SCHOOL ATTENDANCE POLICY**

### **MISSION**

To achieve the highest possible standards by creating a happy, nurturing environment whilst maintaining the “warmth” that is at the heart of Bryn Coch.

According to Government legislation there are regulations relating to attendance records for all children of school age. We will always aim to monitor and support pupils to maintain regular school attendance. The register must show whether any absence is authorised or unauthorised. Authorised absence is where the school has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. **Schools, not parents, authorise absences.**

The Governing Body will include data regarding attendance relating to the preceding school year, in the School Prospectus and Annual Report to Parents. The Governors are keen to link the above policy to the school’s Behavioural, Equality and Respecting Others policies which promote self-discipline, respect for others and regard to authority in order to secure a standard of behaviour that is acceptable to all stakeholders.

- Red/amber/green letters shared during parents open evenings in March regarding their child’s attendance.

We will point out that:

- It is the parents’ duty to ensure that children attend school regularly and on time.
- Absences are classified as authorised and unauthorised.
- Lateness is recorded and if a child is late he/she will be recorded using either the L or U code.
- The school decides how to classify absences not parents.
- We will resolve any problems regarding a pupil’s attendance as early as possible.
- The problems are best sorted out between the school, the parents and the child on a voluntary basis.
- If the problems cannot be resolved in this way, we will refer the problem to the Education Welfare officer.
- The parent/carer should contact school on the first day of absence either by text or phone. If this is not possible they should when the child returns, send in a written note of explanation.
- The school accepts that certain occasions are seen as acceptable absences i.e. illness, medical appointments and dental appointments which must be made in term time and bereavement.
- The school does not accept that shopping trips, looking after other children or day trips are acceptable as authorised absence.
- Taking holidays in term time is not deemed as being authorised absence.

In accordance with Flintshire Education Authority Policy on admission children are accepted into school on a full time basis in the September after their fourth birthday. That is all pupils must be five within that academic year. (31<sup>st</sup> August.)

### **Completing the Register**

Registers are marked electronically in the classroom and all information automatically goes on to the child's file. A Manual issued by the ICT Unit provides guidance on completing the Register electronically. Hard copies of Registers are distributed each Friday afternoon. The hard-copy Registers should be completed to indicate any absent pupils, and are returned to pigeon holes during lunch time for access by staff in the event of a fire drill. Hard copy Absent Sheets act as a reminder for the teacher to chase-up non-reasons for absence.

If the parent does not give a reason they will be sent a letter asking them to forward the reason for absence as soon as possible. If a reason is still not received they will be deemed as having an Unauthorised Absence. In situations where a pupil is consistently late, or absent with no satisfactory reason provided by the parent, a letter will be sent home.

In line with County Council guidelines four weekly registers are produced by administrative staff, and filed in the general office to enable hard copies to be readily available.

The importance of keeping to time scale and completing the electronic registers accurately and completely cannot be stressed enough.

1. Boys and girls will be listed separately in the electronic register and placed in alphabetical order.
2. The electronic register MUST be marked daily at the beginning of the morning and afternoon sessions, i.e. 8.50 a.m. and 12.45pm, 1.05pm or 1.15pm . All registers must be closed by 9.30 a.m. and within 10 minutes of the school's afternoon session bell. Children must not arrive any earlier than ten minutes before the morning sessions. The school accepts no responsibility for children who arrive any earlier than this as outlined in the school prospectus.
3. The class register must make a distinction between authorised and unauthorised absences.

**Authorised absences applicable to Bryn Coch School are as follows:**

- i. A child is absent due to sickness, hospitalisation or any unavoidable cause.
- ii. Appointment with doctor or dentist.
- iii. Participation in an approved public performance or representing a recognised association.
- iv. Absence due to a day set aside for religious observance by a religious body to which the parents belong.
- v. Leave for annual holidays during term time. An 'Application for Pupil Leave of Absence from School for Parental Holiday form must be completed by the parent and returned to the office, whereupon a Registration Certificate indicating the pupil's attendance record from the beginning of the school year will be issued. This provides statistics for the Headteacher to complete the 'Holiday Authorisation Calculation chart' from which the requested leave can be calculated as Authorised or otherwise, a letter will only be returned to the parents if their request is denied. Only in exceptional circumstances may the amount of leave be granted.
- vi. Absence following the death of a close member of the child's family.

**\*\* Please note that none of the above count as an attendance.**

## Symbols for absences that we need to use on SIMS

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
U	Late (after 9.30am)	Unauthorised Absence	Late for session
B	Educated off site	Present	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
E	Excluded Authorised	Absence	Out for whole session
G	Annual Holiday over 8 points	Authorised Absence	Out for whole session
H	Annual family holiday (agreed)	Authorised Absence	Out for whole session
I	Ill	Authorised Absence	Out for whole session
L	Late (before 9.30am)	Present	Late for session
M	Medical/Dental	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised circumstances	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Present	Out for whole session
R	Religious observance	Present	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
V	Educational visit	Present	Out for whole session
X	Only staff should attend	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
!	No Attendance Required	Attendance not required	Out for whole session
#	Holiday for all	Attendance not required	Out for whole session
*	Not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

### Allowable Absences

Allowable absences are included in the register totals as though the pupil was present at school for the completed session. These will include a school trip / representing school at an event. Teachers must ensure that these pupils are acknowledged as being away from school on the hard-copy Register in the event of a fire or fire drill.

### Non Attendance – Intervention Policy

There are three stages regarding non-attendance. They are:

Stage 1 - School based intervention.

Stage 2 and 3 – Service Support (Education Authority intervention).

The main role is that of the all staff and the administrative assistant in the main office with this responsibility. Any notes explaining absences must be kept until the details are added onto the register. These will act as evidence should the Educational Social Worker need them for referral. Any telephone/verbal messages regarding a child's authorised absence will be kept in notes on SIMS. If the office staff receive such messages they will be forwarded to class teachers and the register will be amended. **If a child has not arrived by**

**9.30am and staff have a concern re. this child and non-attendance, they should notify the office and enquiries will be made.**

If at any time a child returns to school without a note of explanation following a period of absence, then the teacher must ask the child to give a letter to his/her parents requesting an explanation for the absence. A period of three days should be given before this is done.

If a child has persistent days of unauthorised absence then the Headteacher will send a letter re. Consistent absence from school and appropriate action may be taken possibly leading to Stage 2 & 3 of the Education Authority intervention, with involvement from the IWO (Inclusion Welfare Officer)

If a child is absent from school for more than four days without any explanation then the administrative officer should first of all make their own enquiries and then if there is still no explanation contact the Headteacher.

### **THE ROLE OF THE INCLUSION WELFARE OFFICER**

The work of an IWO involves the investigation and management of the causes of non-school attendance. Through working with teaching staff and the school Inclusion Co-ordinator, non-attendance concerns are identified and monitored. Interventions depend on the severity of the non-attendance. Casework involves developing working relationships with parents, with the child's welfare paramount.

The causes of non-attendance are numerous and varied. The work depends on applying different solutions to different problems, which can be used by families to improve their children's school attendance. Other aspects of the work involves working with schools' families and children to support pupils with difficulties in school. Much of this work involves working in a multi-agency context.

The IWO service can provide a wide range of advice and support on child/family issues. Some team members have experience of working on parent support programmes. Other staff have undertaken professional training; i.e. three staff are currently pursuing diplomas in Social Work and counselling. The expertise which the team can offer has proved instrumental in the management of some very entrenched casework in schools across Flintshire.

### **Review.**

The Head teacher, Deputy Headteacher, Staff and Governors will review this policy in the Spring Term of 2020. Any suggested amendments will be presented to the Governors for their discussion at their Policy meeting in Spring 2023.