

YSGOL GYNRADD

LLANRHAEADR YM MOCHNANT

PRIMARY SCHOOL

Llanrhaeadr Ym Mochnant



Attendance Policy

Signed:

[Handwritten signature] vic

Chair of Governors
Headteacher

Date:

28/1/20

Date:

28/1/20

Review

28/1/22

WHOLE SCHOOL POLICY ON ATTENDANCE

MISSION STATEMENT

Llanrhaeadr Ym Mochnant Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Llanrhaeadr Ym Mochnant Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Llanrhaeadr ym Mochnant also follows the Powys Attendance Pathway.

Attendance and lateness procedures at Llanrhaeadr Ym Mochnant Primary

A description of the attendance and lateness procedures used at Llanrhaeadr Ym Mochnant Primary are included as Appendix 1 in this policy.

A copy will also be sent to all parents in September of each year. This will be repeated annually.

Communications with Parents

A copy of the standardised letters and forms used by the school e.g. to inform parents of regular lateness to school or of frequent absences are enclosed in Appendix 2.

Annual Attendance Figures and Targets for Llanrhaeadr Ym Mochnant Primary School

The school has set targets for the next three academic years. Our attendance figures are reported annually to the LA and Welsh Government. An example of this information is supplied in Appendix 3.

Reporting Attendance Figures

- Attendance figures are reported to Governors via the Headteacher's Report
- Governors report the annual school attendance to parents in the Annual Governor's Report to Parents
- The school publishes the annual school attendance in the School Prospectus
- Individual attendance is reported to parents by the school alongside the Annual Report to Parents during the Summer Term. Parents of pupils whose attendance figures are causing concern receive a letter and if needed are requested to visit the school to discuss the issue with the Headteacher.

Whole School Policy For Attendance - Aims

AIM 1 - To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM 2 - Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook/prospectus Welsh Assembly Government literature.
2. Produce termly/annual reports to parents/governors.
3. Use newsletters.
4. Discuss attendance issues in relevant staff meetings.
5. Introduce award systems and certificates,
6. Class reward for attendance as a class
7. Discuss attendance at parents' evening.

AIM 3 - Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated school staff when a child is absent with no contact from home.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Have clear procedures for referral to Education Social Workers.
6. Review attendance regularly.

AIM 4 - To provide support, advice and guidance to parents and pupils

1. Highlight attendance in:
 - PSE, assemblies, 'Circle Time', staff available to talk to pupils, School Council, 'Mentors' system, making use of available resources, newsletters, Governors' Reports to Parents, Parents' evenings, Home School Agreements.
2. Set aside area/time for parents to speak to staff.

3. Seek improved communication with parents e.g. when parents ring in, email
4. Seek to ensure parental contact information is accurate and up-to-date.
5. Involve parents from earliest stage.

AIM 5 - To Develop a Systematic Approach in Gathering and Analysing Related Data

1. Use Teacher Centre Attendance to monitor attendance.
2. Standardise recording of:
 - authorised/unauthorised absence, educational activity, presence, according to WAG directives.
3. Be consistent in the collection and provision of information.
4. Decide what information, is provided for:
 - Governors, school staff, parents, pupils (individual or groups), education social work service
5. Identify developing patterns of irregular attendance and lateness.

AIM 6 - To Further Develop Positive and Consistent Communication between home and school

1. Initiate contact with home when a pupil is absent with no explanation.
2. Promote expectation of absence letters/phone calls from parents.
3. Explore the wide range of opportunities for parental partnerships (see Aim 2).
4. Heighten awareness of holiday entitlement and the right of schools to withhold authorisation of absence for family holidays.
5. Remind parents of procedures using ParentMail

AIM 7- To Implement a System of Rewards and Sanctions

1. Actively promote attendance and associated reward and effective sanctions.
2. Ensure fair and consistent implementation.
3. Involve pupils in system evaluation.
4. Take action according to objectives agreed between school and others, e.g. EWO

AIM 8 - Effective Partnerships With Other Services and Agencies

1. Headteacher to liaise with other agencies.
2. Carry out initial enquiries/intervention prior to referral.
3. Gather and record relevant information to assist EWO.
5. Hold meetings annually with EWO.
6. Arrange multi-agency liaison meetings as appropriate.

7. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
8. Encourage active involvement of other services and agencies in the life of the school.
9. Develop understanding of agency constraints and operating environments.

AIM 9 - Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Social Workers, parents and pupil in reintegration plan.

Appendix 1

Attendance and Lateness Procedures

We at Llanrhaeadr Ym Mochnant Primary School encourage our pupils, parents and carers to ensure that school is attended regularly, and that pupils arrive on time. A child's education can be severely hampered by irregular attendance and persistent lateness. If this is not challenged, it could result in a negative attitude towards education.

Registers

The class register is marked at the beginning of every school session. The school is able to identify those pupils whose attendance falls below 90% (the accepted level as defined by the Welsh Assembly Government.)

Authorised and Unauthorised Absences

It is the duty of parents and carers to inform the school if a child is absent. This can be done by telephone, email or letter before 9.15 am on the day of absence.

The telephone system in school allows parents to leave a message of a child's absence.

If you have E Mail at home you could report an absence at office@llanrhaeadr.powys.sch.uk.

Parents can also use the ParentMail app to report an absence.

A designated member of school staff will telephone the parents or carers of pupils who are absent from school and have not reported the absence. If the absence is unexplained or unacceptable, then the absence will be treated as unauthorised.

Punctuality

Children should arrive at school between 8.45 and 8.55 am, unless they attend our Breakfast Club which starts at 8.00 am.

Lateness is recorded in the class register. If they are after the bell at 8.55am but before 9.15am then they are marked with an L. If they arrive after this time and have not informed the school of the reason, they will be marked with a U. Parents must fill in late register at the front door.

Letters are sent to parents of pupils who are persistently late (see Appendix 2). If punctuality still remains a concern, the School's Education Welfare Officer is informed. The EWO may undertake a home visit in order to help parents to improve the situation.

Holidays

Parents are encouraged to take their children on holiday out of term time. If they wish to take their child/ren on a holiday during term time, a holiday form must be completed **at least 28 DAYS before the absence** is required to be considered for authorisation.

The Pupil Registration (Wales) Regulations 2010 provide head teachers with a discretionary power to authorise leave for a family holiday during term time where parents seek permission. Save in exceptional circumstances, no more than 10 days leave should be granted for this purpose. The procedure at this school is that all the factors noted below will be taken into

consideration before a decision is made as to whether to authorise any periods of holiday requested during term time (as per Powys County Council guidelines).

- **Attendance figures for the last year. (We would expect attendance to be above 90%)**
- **Behaviour and attitude to school life.**
- **That the holiday does not impact on any key periods of learning identified and highlighted by the school**
- **That the form has been completed correctly and the request has been made 28 DAYS before the holiday.**

Please therefore remember that holidays can only be authorised at the Headteacher's discretion.

It should also be noted that an application for a 'Fixed Penalty Notice' will be considered if there are 5 or more days (10 sessions) of 'unauthorised absence' recorded, in addition to the attendance level being below 90% for the school year to date.

Encouraging Good Attendance

School is keen to encourage good attendance and punctuality. Good attendance is celebrated using the following strategies:

- Full Attendance is celebrated at the end of every term. Individual pupils are awarded a certificate. The class with the best overall attendance also shares a prize.
- Attendance is celebrated at the end of the school year. Pupils are awarded with Gold for 100%, Silver for ½ day, or bronze certificates for 1 day of absence.

Improving Attendance

Teachers identify pupils who are causing concern with regards to attendance or lateness. The Headteacher sends out letters and is happy to speak personally to any parent or carer experiencing problems with any of these issues. The school's EWO is also willing to help and has many strategies to help parents ensure that their children attend school regularly and on time.

Print outs of termly attendance rates are studied and letters are sent to parents of those pupils whose attendance falls below 90% (Appendix 2).

The Headteacher works with the EWO to identify pupils whose attendance does not improve after parents have been informed of the school's concern. It is the duty of the EWO to remind parents of their legal obligation to send their children to school. Persistent poor levels of attendance will result in the EWO taking legal action taken against parents.

Appendix 2

Standard Letters used By School

1. Telephone/verbal notification of Authorised Absence
2. Letter requesting a reason for an absence from school
3. Frequently late letter
4. Persistently late letter
5. Notification letter of attendance level falling below 90%
6. Invitation to school letter to discuss high level of absences
7. Referral letter to Education Welfare Officer

Ysgol Gynradd Llanrhaeadr ym Mochnant Primary School

Llanrhaeadr-ym-Mochnant, Powys, SY10 0LG

Pennaeth/Headteacher: Mrs Wendy Jones



Ff/T: 01691780352 • E: office@llanrhaeadr.powys.sch.uk • W: www.ysgolllanrhaeadr.weebly.com

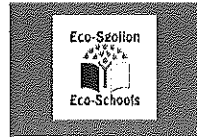
RECORD OF CONVERSATION/ PHONE CALL REPORTING ABSENCE

Child's Name:	
Class:	
Date of absence:	
Reason for Absence:	
Length of Absence (if known):	
Date of Return (if known):	
Message taken by:	
Date:	
Time:	

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Date:

Dear Parent

I note from the attendance register that your child was absent from school from to

I would be grateful if you could inform me, either by telephone, email or letter, of the reason for this absence so that I can complete my records.

Yours sincerely

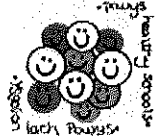
W Jones

Headteacher

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Date:

Dear Parent

It has been noted that your child has been late on a number of occasions. I am sure you appreciate that it is important for your child to be punctual because they miss the start of their lessons and find it very difficult to undertake the tasks set by their teachers.

Whilst I appreciate that lateness is sometimes due to unavoidable circumstance, I would remind you that a child's lateness will be recorded as unauthorised absence if it is more than twenty minutes after the start of school; a situation I am sure you will want to avoid.

I trust you will be able to resolve this situation without too much difficulty and if I can be of any help please do not hesitate to contact me.

Yours sincerely

W Jones

Headteacher

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Ff/T: 01691780352 • E: office@llanrhaeadr.powys.sch.uk • W: www.ysgolllanrhaeadr.weebly.com

Date:

Dear Parent

Unfortunately your child..... is still persistently late for school. If there is not an immediate improvement I regret that, under the guidelines set by the Welsh Assembly Government, it will be necessary for me to report this to the School's Education Welfare Officer.

Yours sincerely

W Jones

Headteacher

Ysgol Gynradd Llanrhaeadr ym Mochnant Primary School

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Pennaeth/Headteacher: Mrs Wendy Jones



ActiveMark
MarcActif
Cymru



Ff/T: 01691780352 • E: office@llanrhaeadr.powys.sch.uk • W: www.ysgolllanrhaeadr.weebly.com

Date:

Dear Parents,

Attendance at School

All schools are required to report attendance figures for individual pupils to the Local Authority at the end of every academic year. Termly attendance records are also held by the school. The Welsh Government states that the acceptable attendance figure for pupils is 90%.

Please be aware that the attendance figure for your child this year is currently which falls below the acceptable percentage allowed.

As your child's attendance is a cause for concern for the school, your child's attendance record will be monitored next year. Please ensure that you inform school immediately of any absence. Please try to ensure that your child attends school as much as possible next year. Thank you very much in anticipation of your co-operation.

Yours sincerely

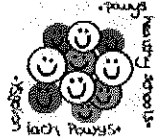
W Jones

Headteacher

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Date:

Dear Parents,

Attendance at School

All schools are required to report attendance figures for individual pupils to the Local Authority at the end of every academic year. Termly attendance records are also held by the school. The Welsh assembly Government states that the acceptable attendance figure for pupils is 90%.

Please be aware that the attendance figure for your child this term was which falls below the acceptable percentage allowed. There may be acceptable reasons for this figure and I would be pleased to note this on your child's record.

As your child's attendance is a cause for concern for the school, your child's attendance record will be monitored next term. Please ensure that you inform school immediately of any absence. Should your child's attendance continue to fall below 90%, with no obvious reason, I will have no choice but to refer your child to the Education Welfare Officer who may make a home visit.

Please try to ensure that your child attends school as much as possible next year.

Thank you very much in anticipation of your co-operation.

Yours sincerely

Wendy Jones

Headteacher

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Llanrhaeadr-ym-Mochnant, Powys, SY10 0LG

Pennaeth/Headteacher: Mrs Wendy Jones



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MarcActif
Cymru



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Date:

Dear Parent

I am very concerned about your child's leave of absence this year. I would be very grateful if you would attend a meeting with me at school on in order that we can discuss this matter.

If this appointment is not convenient, please contact school to arrange another appointment.

Yours sincerely

W Jones

Headteacher

Appendix 3

Attendance Figures and Targets

It is Powys County Council's policy to raise attendance levels in all of its schools. As a result, schools set individual attendance targets.

The targets set for Llanrhaeadr Ym Mochnant Primary are as follows:

2018-19	2019-20
96.5%	96.5%



Gwasanaeth Ysgolion / Schools Service

RHYBUDD GWAHARDD

Dylech anfon y ffurflen hon, ynghyd â chopi o'r llythyr i rieni ac i'r disgybl os yw dros 11 oed, a gohebiaeth a nodiadau cefndir perthnasol eraill, trwy e-bost diogel at pupil.inclusion@powys.gov.uk yn achos pob disgybl sy'n cael ei wahardd.

Ticiwch y pris reswm YN UNIG

NOTICE OF EXCLUSION

This form, together with a copy of the letter to parents and, if the pupil has reached their 11th birthday, a copy of the letter to the pupil, other correspondence and relevant background notes, should be e-mailed securely, without delay, to pupil.inclusion@powys.gov.uk in respect of every exclusion of a pupil.

Please tick the main reason ONLY

YSGOL / SCHOOL _____

ENW'R DISGYBL / NAME OF PUPIL _____

BACHGEN / MERCH
MALE / FEMALE _____

DYDDIAD GENI
DATE OF BIRTH _____

OED
AGE _____

CYFEIRIAD CARTREF
HOME ADDRESS _____

DYDDIAD DECHRAU'R GWAHARDDIAD DATE OF COMMENCEMENT OF EXCLUSION		
SAWL DIWRNOD YSGOL Y BU'R GWAHARDDIAD MEWN GRYM NUMBER OF SCHOOL DAYS OF EXCLUSION		
DYDDIAD DOD YN ÔL I'R YSGOL DATE FOR RE-ADMISSION		
NIFER Y DYDDIAU BLAENOROL O WAHARDDIAD YN YSTOD Y TYMOR HWN NUMBER OF DAYS OF PREVIOUS EXCLUSION IN CURRENT TERM		
NIFER Y DYDDIAU BLAENOROL O WAHARDDIAD YN YSTOD Y FLWYDDYN YSGOL HON NUMBER OF DAYS OF PREVIOUS EXCLUSION IN CURRENT SCHOOL YEAR		
A OES GAN Y DISGYBL DDATGANIAD ANGHENION ADDYSGOL ARBENNIG SY'N CAEL EI GYNNAL MEWN PERTHYNAS AG EF / HI? DOES PUPIL HAVE STATEMENT OF SPECIAL EDUCATIONAL NEEDS MAINTAINED ON HIM / HER?	YES	NO
OS OES GAN Y DISGYBL ANGHENION ADDYSGOL ARBENNIG OND NID OES GANDDO DDATGANIAD, AR BA GAM Y MAE EF / HI AR Y COD YMARFER? IF THE PUPIL HAS SPECIAL EDUCATIONAL NEEDS BUT NO STATEMENT WHAT IS HIS / HER STAGE ON THE CODE OF PRACTICE?	SAP	SA
A YDYCH YN GWYBOD FOD YR HEDDLU AM DDWYN ACHOS? IS THERE ANY KNOWN POLICE ACTION IMPENDING?	YES	NO

A YW'R DISGYBL 'MEWN GOFAL' GAN YR AWDURDOD LLEOL? IS THE PUPIL 'LOOKED AFTER' BY THE LOCAL AUTHORITY?	YES	NO
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OS YDYW, RHOWCH FAN CYSWLLT O FEWN GWASANAETHAU PLANT A THEULUOEDD POWYS, NEU, MEWN ACHOS PLANT 'MEWN GOFAL' O AWDURDOD ARALL, ADRAN GWASANAETHAU CYMDEITHASOL YR AWDURDOD HWNNW:

IF SO, DETAILS OF THE CONTACT POINT IN POWYS CHILDREN & FAMILIES SERVICES, OR, IN THE CASE OF 'LOOKED AFTER' CHILDREN FROM ANOTHER AUTHORITY, THE HOME SOCIAL SERVICES DEPARTMENT:

--

RHESYMAU DROS WAHARDD Y DISGYBL (Ticiwch UN PRIF RESWM)
REASONS FOR EXCLUSION (Please only tick ONE MAIN REASON)

Ymosodiad / trais (staff) / Assault / violence (staff)	
Ymosodiad / trais (dysgwr) / Assault / violence (learner)	
Ymddygiad aflonyddgar / Disruptive behaviour	
Bwlio / Bullying	
Aflonyddu hiliol / Racial Harassment	
Aflonyddu rhywiol / Sexual Harassment	
Cam-drin geiriol / ymddygiad bygythiol yn erbyn oedolyn / Verbal abuse / threatening behaviour against adult	
Cam-drin geiriol / ymddygiad bygythiol yn erbyn disgybl / Verbal abuse / threatening behaviour against pupil	
Defnyddio arf / arf yn ei feddiant / meddiant / Possession / use of weapon	
Dwyn / Theft	
Niwed i eiddo / Damage to property	
Camddefnyddio sylweddau / Substance misuse	
Arall / Other	

ARWYDDWYD
SIGNED

PENNAETH
HEADTEACHER

DYDDIAD
DATE