

Policy for Attendance

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships. Our belief in "restorative approaches" ensures that every child is listened to.

Rationale

In law every parent of every child of compulsory school age has a duty to ensure that he or she receives efficient fulltime education suitable to his or her age, ability and aptitude, either by regular attendance at school, or otherwise (s.7 of the Education Act 1996). Full-time education means attendance for the period prescribed by the school authorities and a pupil may be marked absent if he or she arrives after the time when the school closes its register.

The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absences can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent / carer as a result of a child's regular non-attendance at school / educational provision.

At Plasmarl Primary School we recognise the importance of regular school attendance as a **key factor** in promoting the welfare, social inclusion and achievement of pupils. A high priority is given to ensuring that parents and pupils are supported to achieve regular attendance of pupils registered in our school.

Purposes

- To support the school vision, mission and aims
- To ensure all pupils achieve their full potential
- To support all pupils to achieve their maximum possible attendance
- To ensure the safety of all pupils by recording attendance and lateness

Guidelines

- A register of attendance will be kept at the beginning of each morning and afternoon session. Computerised records of attendance will be updated weekly.
- Parents should contact the school and give a reason for absence as soon as possible on the first day of absence. A note, verbal message or telephone call is required. A letter of explanation should accompany the child on their return to school.
- The school employs an attendance officer who monitors attendance daily. First and third day calls are made to parents whose children are absent.
- Parents may not authorise absence - only schools can do this. If school staff have reason to doubt that the explanation offered about a particular absence is genuine, the absence should be treated as unauthorised.
- Absences are recorded and will be monitored. When attendance or punctuality are a cause for concern, the headteacher / attendance officer will make a referral to the Education Welfare Officer for intervention and support.

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- Parents are strongly urged to avoid taking family holidays during term time. Indeed, parents do not have the right to take their child out of school for such a holiday and a formal application should be made to the school by letter to the headteacher giving specific reasons for requesting holiday absence during term time, before a holiday is arranged and at least 4 school weeks in advance of the requested dates.
- When requests for holiday absence are made by parents, these absences are **not** authorised.
- The headteacher/ attendance officer will always raise concerns with the Education Welfare Officer.
- Parents will be contacted and supported to improve the attendance of pupils whose percentage attendance is a cause for concern.
- If concerns continue the following forms of intervention may occur:
 1. Parenting Contracts
 2. Fixed Penalty Notices
 3. Prosecution
- The class with the best attendance each week is rewarded with certificates given by the head teacher during our Monday celebration assembly. The class with the most certificates at the end of the term receives a special treat which is usually decided upon between the class teacher and the pupils.
- Pupils who achieve 100% attendance over the course of the term will receive certificates and prizes
- Attendance will be regularly reported to governors
- The attendance of all pupils will be monitored.

This policy was endorsed by the Governing Body in June 2023 and will be regularly reviewed.

LESaunders