



Every Lesson Counts

Mae Pob Gwers yn Cyfrif

Appendix to the E L F E D Motivation and Behaviour Policy

Attendance and Punctuality Procedures

1 The importance of regular school attendance and punctuality

Regular attendance is a prerequisite to a good education and securing is a high priority for the school staff, governors, LEA, parents and the students themselves. By failing to attend school regularly, students diminish the value of education provided for them. Being punctual is essential and good preparation for the world of work.

Attendance and punctuality are not seen in isolation and are an integral part of the Motivation and Behaviour Policy

2 Welsh Government Guidelines

These are set out in detail in WAG Circular 47/2006 and in the Action Plan, Behaving and Attending 076/2009. We work with the Education Welfare Service (Education Social Worker) to ensure that our school is accessible to all our students, as recommended the All Wales Attendance Framework 2011

The legal background to attendance in Section 7 and Section 444(ZA) of the Education Act 1996.

3 Authorised Absence

Absence will be authorised if the student:

- has been too ill to attend school;
- has a medical appointment that could not be organised out of school hours;
- is absent for religious observances;
- has a special circumstance about which they have informed the Headteacher.

All other absence will be unauthorised.

4 Reasons why students fail to attend school regularly

Causes of non attendance can be due to student, parent, teacher, school or social conditions, or any combination of these.

4.1 School based reasons for poor attendance could include:

- Difficulties associated with learning;
- Unrealistic expectations of achievement;
- Able students may set themselves very high expectations or have a fear of failure;
- Psychological reasons, often related to the students' self concept;
- Bullying and harassment;
- Poor relationships with staff/peers;
- Exclusions

4.2 Sociological/home based reasons for poor attendance include:

- Medical reasons;
- Condoned truancy (where parents and carers support the student's absence);
- Children used as carers or supporters to the family;
- Truancy (absence without parent/carer's knowledge or consent);
- Holidays in term time;
- Financial issues such as school uniform
- Other welfare issues, e.g. including abuse

4.3 Holidays in Term Time

The school discourages holidays taken during term time and does not authorise in excess of 10 days per year for holidays.

Holidays in term time are not an automatic right and that the 10 days are not an 'allowed allocation'. Such authorization should be used in cases when term time is the only option for a family holiday and can be considered exceptional circumstances.

A standard request form is available for leave of absence for a holiday. The Headteacher determines in which exceptional circumstances the holiday request is authorized.

5 Systems and Procedures

5.1 The School's responsibility

The school keeps two registers of students, the admissions register and the attendance register.

- The **school office** keeps the admissions register, which records the personal details of every student at the school.
- The **Tutor** monitors attendance and punctuality and refers concerns to the Learning Director.
- The **Tutor** takes the attendance register at the start of each morning session and during each afternoon session. The attendance register records every student's attendance at every session the school is open to students.
 - On each occasion they must record whether every student is present; absent; or present at approved educational activity;
 - The register remains open for 30 minutes at the start of each session, after this time the student is recorded as 'late'. This is counted as unauthorised absence;
 - They also record whether the absence of a compulsory school-age student (Y7 to Y11) was authorised or not. The categories for marking absence are shown in Section 6.
- **The Subject Teacher** takes an attendance registers using Lesson Monitor at the start of every lesson and records late arrivals as individual student comments.
- **The Learning Director**
 - monitors attendance and punctuality taking appropriate school action if there appears to be a deterioration or lasting difficulty;
 - issues letters to the parent / carer of any student with less than 95% attendance;
 - gives permission for students to leave school during the school day when required and provides written confirmation to the office to sign the student out.
- The **Pastoral Support Assistant** monitors attendance and punctuality on a daily basis. A telephone call is made to the parent / carer on the first day of a child's absence. The PSA records the reason for the absence on the register using the codes in Section 6.
- The **Administration Assistant** receives calls from parents and carers and records the reason for absence on the register using the codes in Section 6. The office staff will seek advice from the Learning Director if there is any question about whether the absence should be authorised.
- The **Educational Social Worker** becomes involved when a student is referred by the Learning Director in accordance with the Flintshire guidelines (attached)

The school makes the initial attempt to address irregular attendance as soon as it is identified.

School action includes:

- first day absence contact (by Pastoral Support Assistant) to alert parents / carers that the student is not in school;
- a standard letter to bring to the attention of the parents / carers that absence has been identified as a concern, issued to students with less than 95% attendance;
- an interview with the student to obtain his/her perception of the problem;
- an interview with the parents / carers to discuss the attendance difficulties.

Procedure for supporting persistent absentees (absent for more than 20% of sessions)

- Identify persistent absentees through half termly ALN review meetings
- Inform teachers and include on the ALN register.
- Meet students with parents to agree a wellbeing plan and agree a support package linked to attendance targets and rewards
- Explain the purpose and procedures for issue of a fixed penalty notice (if required).

Fixed Penalty Notices are issued for regular non-attendance at school in accordance with Welsh Government guidance 116/2013.

5.2 The Role of the Student

The student is responsible for maintaining good attendance and punctuality. He / she will

- Sign the attendance agreement and keep to the expectations;
- Sign in at Reception in the event of late arrival;
- Sign out at Reception if he / she needs to leave during the school day, providing the Office Staff with confirmation that he / she has permission from the Learning Director to leave;
- Post 16 students authorise their own absence using the blue 'leave of Absence' sheets and provide a medical note to confirm the reason for extended absences.

5.3 The Role of Parents and Carers

The term 'parent' refers to one parent, both parents or the child's carer. The parent is responsible for making sure that their child of compulsory school age receives full-time education that is suitable to the child's age, ability and aptitude and to any additional educational needs the child may have.

5.4 The Role of the Flintshire LA

The LA is responsible, by law, for making sure parents fulfill their responsibility of ensuring that their child receives an education either by regular attendance at school, or otherwise. The Education Welfare Service undertakes this responsibility

5.5 The Role of the Education Social Worker

The Education Social Worker (ESW) helps parents and the LEA meet the obligations and duties placed upon them by successive Education Acts and Child Care legislation.

The ESW will monitor whole school attendance on a regular basis and request information on students with less than 75% attendance and referrals from Learning Directors.

This early intervention is proven to ensure that attendance remains a high priority by school staff and parents and helps to identify and resolve issues before they become entrenched.

Timetabled sessions with Learning Director are scheduled to meet with the ESW on a regular basis.

When school intervention has failed to make an improvement in the attendance the ESW will become involved and intervene in accordance with LA procedure.

The ESW will work with children, families, school staff and other agencies to try and identify and help resolve the difficulties impacting on attendance.

In order to implement the legal interventions, absence must be coded unauthorised by the school. The ESW will act promptly to address absences that have been coded as unauthorised.

The LA is responsible for all aspects of the legal procedure. The Headteacher will be required to support the decision for legal intervention and provide and sign a certificate of the student's attendance which will be presented to the court as documentary evidence.

5.6 The Role of the Governing Body

The Governing Body must ensure that school registers are kept, one for admissions and one for attendance. The Governing Body Curriculum Committee monitors attendance and the Key Stage link governor monitors and supports the work of the Learning Directors.

5.7 The Role of Multi Agency Teams

In line with Every Child Matters Elfed High School is committed to working in a multi- disciplinary manner. A multi agency approach is undertaken to work with children and families to address attendance as appropriate. Multi Agency Team Meetings take place every half term and include the ESW, school nurse, behaviour support, educational psychologist.

6 Registration Codes and their Meanings

Code	Meaning	Statistical category
/\	Present at registration present	Present
L	Late but arrived before the register closed	Present
B	Educated off-site (not dual registration)	Present
D	Dual registered (present at another school of PRU)	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	R Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence
X	Un-timetabled sessions for non-compulsory school-age students	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Student not on roll yet	Not required to attend
#	School closed to all students	Not required to attend