

**Attendance Policy**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>December 2021</b>	<b>December 2024</b>	<b>Mr. Neil Clode</b>	<b>Micky Dixon</b>

**Bridgend County Borough Council**  
**Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr**



# CONTENTS

Introduction	
• Aims	3-4
• Legal Framework	
The Education Wales Regulations 2013	
• Definitions	
• Role of head teacher	
• Governing Body	
• Senior Management Team	
• Heads of Year	
• Class Teachers/Form Tutors	
• Pupils	4-10
• Parents	
• Role of Attendance Clerk	
• Keeping School registers	
• Types of absences	
• Punctuality	
• Medical Absences	
• Holidays during term time	
• School procedures	
School Strategies to improve attendance	
• Pupil Involvement	
• Parents Notice Boards	
• School Websites	
• School Newsletters	
• The School Environment	
• Breakfast Club	
• Staff Awareness	10-14
• Attendance Assemblies	
• Transition Process	
• Parents Evening	
• School Sanctions	
• Rewards	
• Additional Attendance Strategies	
• Role of the EWS	
• Role of the CSC	
• Attendance Drives/Panels	
• Truancy Patrols	
• First Day Contact	
• Data Collection	
• Monitoring and Reporting	
Appendix 1 - Codes	15
Appendix 2 - Holiday form in term time request	16-17

## **Introduction**

At Llangewydd Junior School we are committed to ensuring regular attendance at school is a priority which will provide pupils with the best possible chances in life to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

Our school will endeavour to work with parents, pupils, the local authority and Central South Consortium Joint Education Services to ensure that all pupils receive an appropriate education and to attend school regularly.

This attendance policy reflects the local authority's Attendance Strategy.

## **Aims**

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents, pupils and partner agencies. We will strive to:

- offer a safe and friendly environment which welcomes children regardless of race, gender or ability.
- raise standards and ensure all pupils reach their full potential, through a high level of school attendance and punctuality.
- ensure all stakeholders receive communication about information on the importance of regular school attendance.
- identify those pupils with irregular attendance at an early stage and to work with partner agencies to try and address any barriers that stop pupils from attending school regularly.
- keep accurate and up to date attendance data.
- ensure all pupils are safe, and for schools to follow the local authority's 'Children Missing Education' guidance.
- reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en>

## **Legal Framework**

The law outlining attendance is:

### **The Education Act 1996 which places a legal obligation on:**

- the local authority to provide and enforce attendance;
- school to register attendance and notify the local authority of a child's absence.

### **Section 7 of the above act states that:**

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

### **Section 444 further states that:**

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

### **School Attendance Orders (SAO):**

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

### **The Education (Penalty Notice) Wales Regulations 2013 :**

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices. (FPN). A code of conduct has been agreed by Bridgend County Borough Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the police during school hours without a justified reason.

- Parents/carers failing to engage with school/EWS but where prosecution has not been instigated.

The Head teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Lead Education Welfare Officer(Lead EWO) for the local authority. The Lead EWO will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the BCBC website.

[www.bridgend.gov.uk](http://www.bridgend.gov.uk)

## **Definitions**

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31<sup>st</sup> March, 31<sup>st</sup> August and 31<sup>st</sup> December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16<sup>th</sup> birthday.

'Parents' section 576 of the Education Act 1996 includes:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a young person or child, and any person, who although not a natural parent has care of a child or young person.

Meanings:

*'EWS' – Education Welfare Service*

*'EWO' – Education Welfare Officer*

*'CME' – Children missing education'*

*'CSCJES' – Central South Consortium Joint Education Service.*

*CTF - Common Transfer File – pupil file transferred to relevant school.*

Attendance is everybody's concern and at Llangewydd Junior School and we expect all stakeholders to play a part in improving attendance.

### **Role of Head teacher:**

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body.
- Set attendance targets with the Central South Consortium challenge advisors and governors, and take advice from the local authority if needed.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- Regular attendance reports shared and provided to governors.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures.
- Ensure policy is readily available for stakeholders including on the school website.
- To work with CSC Challenge advisors and to provide a comprehensive plan in terms of attendance, including future plans.
- 

### **Governing Body:**

- Approve the policy and amend if necessary.
- Receive reports from the head teacher on a regular basis.
- Attend meetings as and when required.
- Ensure the policy is shared with all relevant stakeholders.  
Lead governor for attendance is appointed.

### **Class Teacher/Form Tutors:**

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon. The class teacher must notify the administration officer of any absences prior to the start of the daily act of worship, which commences at 9.10am. In the afternoon, pupils must always attend registration, if a pupil is unaccounted for, the class teacher must notify the administration officer by 1.30pm (the afternoon bell rings at 1.20pm). In the absence of the administration officer, the headteacher or the deputy headteacher must be notified.
- To continue to raise the profile of attendance to all pupils.
- Contact the administration officer with any queries.

### **Pupils:**

- At 8.50am the whole school bell sounds. At this time pupils should make their way to their registration classes. Any pupils arriving after the pedestrian gates are locked should enter school from the Llangewydd Road pedestrian entrance and enter through the main entrance, inform the administration officer of their attendance and obtain their 'late mark'.
- Attend regularly and on time unless unwell or received an authorised absence.
- Bring to school a note explaining reasons for absence and give to class/form teacher when possible.
- Inform teacher of planned absences when possible.

### **Site Manager:**

- At 8.40am the site manger closes the vehicle gate at the Llangewydd Road entrance. The site manager then opens the gates at approx. 9.05 am and closes the pedestrian access gate (between the Reception Area and the 'bungalows'). Following this, at approximately 9.10am, the pedestrian access gate on Heol Frenhines is locked.

### **Parents:**

- To ensure their children attend school regularly and punctually.
- To notify the school if their child is unable to attend, on the first day of absence and every day thereafter. This must be done prior to the start of the school day.
- To keep the school updated on parents/guardians contact details, including mobile numbers and new addresses.
- To work with school and partner agencies to address any issues of irregular attendance of their children.
- To work with their child in relation to homework, not completing homework is not a reason for missing school.
- 

### **Role of Administration (Attendance) Officer :**

- To speak with parents on a daily basis to establish reasons for pupil absences.
- To record attendance each day on SIMS using the coding system.
- To mark any pupils who arrive at school following the 9.05am as 'late'.
- To 'mop up' missing marks, providing reasons and inputting reasons on the red flag system on SIMS.
- For those parents of absent pupils who have not contacted school at, or before, the start of the school day, the administration officer must send a text message or telephone those parents individually between 9.10am and 9.30am on the day of the absence, in order to establish reasons for the pupil's absence.

- To notify the headteacher, or deputy headteacher in their absence, by approximately 10am, of any pupils which are not in school and for whom there has not been a 'two way' interaction between the administration officer and the parent (guardian).
- If necessary (following a conversation between the headteacher or deputy headteacher in the HT's absence), depending on the particular circumstances, if we are unable to have a 'two way' interaction with parents of an absent pupil and we have concerns over pupil wellbeing, we will contact our EWO to notify them that a pupil is absent from school.
- In all circumstances where the administration officer has not had a 'two way' interaction with the parent of an absent pupil and the administration officer has been unable to discuss this matter with the headteacher, or deputy headteacher, the administration officer must inform the EWO of the pupil's unexplained absence.
- To work closely with the EWO and support staff in school.
- To work with SLT and Headteacher closely.
- To ensure transfer of CTF of pupils are completed in a timely manner and pupils are not removed from roll unnecessarily.
- To check messages on the school's answerphone system .
- Follow up unaccounted reasons for absence and concerns raised
- Provide the headteacher by the end of the day each Friday an attendance figure for the week.

### **Keeping school registers**

The school's register is a legal document and under The Education (pupil registration) (Wales) regulations 2010 the school is required to keep an accurate record of attendance. Registers need to be marked twice a day, once in the morning and once in the afternoon.

Registers may be needed in a court of law if deemed appropriate.

Schools' Information management system (SIMS) is used in all schools across BCBC to record all pupils attendance.

By the end of the school week, the school's overall attendance registers will be completed and an overall attendance figure will be calculated by the school.

### **Types of absences**

It is important for parents to understand the definition of the different types of absences. They are classed as unauthorised absence and authorised absence.



The school's head teacher can only decide on whether an absence should be classed in either one of these categories, parents cannot.

Absences may be authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the head teacher.

Examples of what are classified as unauthorised absence are the following, however they are not limited: Absences may be unauthorised for the following reasons:

- Further to discussion with the EWO, high levels of pupil illness which are unsubstantiated by a medical certificate (this may be further to a request for such a certificate from the headteacher but not always)
- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the head teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.
- Where pupils are on roll at school and also at another education establishment.

Please see appendix 1 which includes a breakdown of codes set by Welsh Government.

## **Punctuality**

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the class teacher / Administration (Attendance) Officer.

All pupils who are late must gain access through the main doors of the school and speak with the administration officer.

## **Medical absences**

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent to provide medical evidence to school. This will be initiated by the school and the EWO which will result in the pupil and family receiving the appropriate support in assisting in attending school regularly. There may be times where a reintegration plan may be necessary which will be a partnership agreement between the family, pupil, EWO and school.

## **Holidays during term time**

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, head teachers have discretion to authorise a holiday of up to 10 days during term time, over 10 days can only be authorised in exceptional circumstances.

All requests for holidays must be completed on the school's holiday request form and completed by the parents/guardians. (please see Appendix 2).

The head teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

## **School procedures**

- Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence.
- If parents fail to notify school, then the school will make every effort to contact the parents and other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact after five school days may result in the involvement of the EWO.

- As a school we have a duty to safeguard all our pupils and under the Education & Inspections Act 2006, requires the local authority to make arrangements to enable them to establish the identities of children residing within BCBC who not receiving an education. For example, these may be pupils who have not attended school for an excessive amount of time, without any contact or reason for the absence. The duty lies within the Local authority to investigate further. The Common transfer file will be sent to the forwarding school once notified.

For further information please see  
[www.bridgend.gov.uk](http://www.bridgend.gov.uk) (CME document )

### **Schools Strategies to improve attendance**

At Llangewydd we aim that all pupils achieve 100% attendance, however almost inevitably there are instances during a child's life which prevent them from attending school. When this happens we aim to work with the pupil and their parent to ensure that such absences have a minimal impact upon the pupil's education. We aim to work with parents and agencies and impact positively upon attendance at all times.

### **Pupil Involvement**

Nominated pupils inform the administration officer every morning of pupil absences.

By ensuring pupils are involved in this process and giving them responsibilities, it will improve their confidence and self-esteem. The administration officer will then code the absence as appropriate utilising messages left on the school answerphone, prior approval for an absence given, the subsequent outcome of a parental conversation or any other reasonable source of information.

### **School Website**

The school's website will also provide parents, pupils, governors and the public with all the relevant attendance information including the school's attendance policy, along with other school policies and procedures.

### **School Newsletters**

This includes reminders for parents and pupils of our expectations in line with our attendance policy. All other attendance data and information may be included when necessary and relevant.

Parents will need to check the attendance information on a regular basis and also check on school holiday dates and inset dates for the school. Please ensure that you check regularly to ensure there is no confusion as wrong dates are not reasons for children to be absent from school.

## **The School Environment**

The school will provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance.

## **Breakfast Club**

Our school has the privilege of offering a breakfast to all our pupils. Breakfast club starts at 8.20am, which is supervised by school staff. Having this opportunity allows pupils to have breakfast with friends, and ensures they have had a meal at the start of the day.

## **Staff Awareness**

All staff are fully aware of the importance of regular school attendance, and pupils will regularly be made aware of this during the school day from staff.

## **Attendance Assemblies**

Celebrating attendance and involving pupils gives them an incentive, motivation and encouragement, with a sense of self - worth. This promotes the wellbeing of children as well as rewarding them.

## **Transition Process**

As we are all aware it is difficult at times to deal with change. We as a school appreciate that pupils find it hard to cope with the transition from year groups and also from primary to secondary school. Our school ensures that we have all staff involved in this process and taster days for all pupils are set.

## **Parents' evening**

Parents' evenings may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure the regular school attendance.

## **Additional Attendance Strategies**

### **Role of the Local Authority Education Welfare Service**

The Education Welfare service is a statutory service which supports schools in ensuring all pupils attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need. The EWO will meet with a senior member of staff within school and discusses those pupils who have attendance of below 92%.

The school, in a joint discussion will then refer the pupil to the EWO if necessary. Individual circumstances of each pupil will be considered. The EWO will then either

send a letter home informing parents of your child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

Parents have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise are committing an offence and the EWO will need to be informed.

It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents. (Please see BCBC Non-school Attendance Enforcement Policy)

However the EWS does not take this lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels.

### **Additional Local Authority Support Services**

The EWS sits within the early help team which comprises of a multi-disciplinary teams which are based in co-located areas across the county of Bridgend covering the North ( CCYD ), East ( Civic Offices ) and the West ( Pyle life centre ).

The early help team consists of a variety of support services including family support workers, family engagement officers, counsellors, and youth workers. The 'Early Help' team is designed to support families and pupils where a need has been identified. All officers are professionally trained and work with families, schools and agencies to ensure all parents and pupils receive the best possible support to enable them to have better opportunities in life.

Parents can also self - refer into the service directly via:

[www.earlyhelp@bridgend.gov.uk](mailto:www.earlyhelp@bridgend.gov.uk) or alternatively telephone on

01656 815420

### **Role of School's Challenge Advisors/ Central South Consortium Joint Education Services.**

Our school works closely with Central South Consortium which provides us with a nominated challenge advisor who visits our school and advises and supports us in our school improvement process. Challenge advisors and EWO's works closely with those schools needing additional support where attendance is a concern.

### **Good Practice Strategies**

In addition to the strategies above, other initiatives may be conducted at any point.

### **Attendance Drives**

EWO's across the county will work collaboratively with schools and early help teams to complete an attendance drive which will consist of visiting homes to parents of pupils who are absent from school on a particular day and whose attendance is below the agreed target. Members from the early help team will assist the EWO's. This is a pro - active partnership approach in assisting schools, parents and pupils in identifying issues with attendance and any other needs.

### **Attendance Panels**

Attendance panels are seen as good practice in schools and involve school governors, member of senior staff, EWO, parent and on occasions include the pupil. Whilst the panel's aim is to address the attendance of pupils, it is not always in the best interest of the pupil to be out of class.

Parents are invited into school to discuss their child's attendance, with a view for an action plan to be completed and signed which will regularly be reviewed. Letters of invitation will be sent to parents in advance and parents are asked to notify school as to whether they will be attending or not. If they are not available to attend then another letter will be sent. Failure to attend without notification may result in a visit or telephone call from the EWO.

### **Truancy Patrols**

Truancy Patrols are initiated by the school's police liaisons officers and the EWS. Under the Crime and Disorder Act 1998 this gives the Police the power to remove truants on the day of the truancy patrol. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Parents and pupils details are logged, along with the reasons for the pupil being out of school.

These patrols are held as and when needed throughout the academic year.

### **First Day contact**

Whilst we as a school operate a first day contact, there may be times where the Education Welfare Officer will conduct this, and contact parents of those pupils who are absent on a specified day. This is deemed as good practice and identifies those pupils who are regularly absent at an early stage with a view to referring to additional support services.

### **Data Collection**

Our school's attendance data is continually being tracked and monitored electronically both on an individual pupil level and also as a whole school. This data is collated by the Lead EWO and shared amongst all schools across Bridgend on a termly basis.

### **Monitoring and reporting**

The school will regularly provide reports to the governing body, senior management and challenge advisors, and the local authority which will inform them of current attendance.

In addition, parents will also be notified through the schools regular communication channels.

<b>Headteacher:</b>	N G Clode	<b>Date:</b>	December 2021
<b>Chair of Governing Body:</b>	M Dixon	<b>Date:</b>	December 2021

Appendix 1

<b>Code</b>	<b>Meaning</b>	<b>Statistical meaning</b>
/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	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 code)	Authorised absence
;	Illness due to COVID	Authorised absence
[	remote learning due to COVID	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence( no explanation provided)	Unauthorised absence
p	Family Holiday ( not agreed )	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend



**Appendix 2**

**Holiday in term time request**

**Section A**

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: ..... to  
.....

Destination .....

(NB – This is for child protection reasons ensuring all our children are safeguarded)

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child’s circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO, which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website )

Parent/Guardian .....

Section B

To be completed by the head teacher within at least 1 week from the request.

Reasons for un-authorising

.....  
.....  
.....  
.....  
.....

Reasons for authorising

.....  
.....  
.....  
.....  
.....

I, as head teacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed .....  
Headteacher

A copy will be retained on file for our records.