



Tai Education Centre



POLICY FOR ATTENDANCE



1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the management committee are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 Parents are requested on the first day of absence to notify school of the reasons for this absence. Preferably the parent or guardian will telephone school before 9.30 on the first day. If notice of absence has not been received, the school operates a 'First Day Response' system and will endeavour to contact home through a text or phone call to request a reason for absence. Telephone calls and reasons for absence are logged for further reference.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence if they have not informed school prior to this.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.



4 Requests for leave of absence

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school at least a week in advance, but normally this request will be granted.

5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated Unauthorised Absences, Low attendance or Lateness

- 6.1 If a child has a repeated number of unauthorised absences, a low attendance rate or persistent lateness, the school will follow the LA AWS on-line procedures. The first stage will be to send a letter home alerting parents of the problem and if this does not resolve the issue, parents or guardians will be asked to visit the school and discuss a way forward with the headteacher. If the situation does not improve, the school will then contact the Attendance and Well Being Service, who will arrange to visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation. Other services may need to be involved at this point, eg. school nurse to aid the child in improving their attendance rate.
- 6.2 The management committee, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.
- 6.3 **To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.**

The Management committee has stipulated that holidays during term time will not be authorised unless they meet the criteria for 'special circumstances', i.e. acute trauma, life limiting illness of pupil or parent, parent currently serving in the armed forces.

7 Rewards for Good Attendance

- 7.1 Good attendance and punctuality is highlighted on a weekly basis in our celebration assembly, This is presented by the school's attendance mascot Super Attender. Pupils with 100% attendance and/or greatly improved attendance are rewarded termly with certificates.
- 7.2 Tai Education Centre works very closely with the AWS service who provide attendance incentives, competition, certificates, badges etc throughout the year. **The AWS officer takes regular assemblies addressing the importance of good attendance** and also meets on a regular basis with the headteacher to discuss attendance issues. The AWS Officer also runs a 'Meet and Greet' service which addresses punctuality concerns.



8. Further Strategies for promoting Good Attendance

- 8.1 A member of staff working in the office each morning, monitoring attendance, phoning parents etc attendance banners displayed around the premises.
'Focus Families' being phoned in the case of an absence as soon as we are aware that their child/ren are not in school
- 8.2 Parents and guardians receive regular information from the school stressing the importance of good attendance and highlighting the detrimental effect poor attendance can have on a child's education. This may take the form of Newsletters or termly printouts of their child's attendance shared during educational reviews. **Tai award winners are celebrated in whole school assemblies and (if appropriate) on the school's Twitter page.**

9 Attendance targets

- 9.1 The school sets attendance targets each year based on the figure set by the LA. These are agreed by the SLT and governors at the annual target-setting meeting. The attendance targets are then agreed with the Challenge Advisor as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 Monitoring and review

- 10.1 It is the responsibility of the management committee to monitor overall attendance, and they will request an annual report from the headteacher. The management committee also has the responsibility for this policy, and for seeing that it is carried out. The management committee will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be. A member of the management committee has the responsibility to review attendance.
- 10.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 10.3 The rates of attendance will be reported in the school prospectus, and in the annual management committee report.
- 10.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately.
- 10.5 This policy will be reviewed by the management committee every year, or earlier if considered necessary.

Signed:

Date:

Review Date: