

Where children learn with a smile on their face and ambition in their hearts  
Plant yn dusgu efo gwen ar eu wyreb a uchelgon's yn eu calen



# Attendance Policy



@CaegarwPriSch

Troed y Rhiw Road, Mountain Ash  
Rhondda Cynon Taf CF45 4BH  
01443 473730

[www.caegarwprimary.uk](http://www.caegarwprimary.uk)

# **Pupil Attendance Policy**

## **INTRODUCTION**

Caegarw Primary School uses SIMS process of registration to continue our work of improving levels of pupil attendance.

## **ROLE OF CLASSTEACHERS**

- Registers must be marked at the beginning of the morning session at 9am and the afternoon session at 1pm-electronically.
- Registers must be kept in an accessible place within the teacher's desk, available to the class teacher in the event of an emergency or fire-print outs.
- Every absence is either authorised or unauthorised by the school not by the parent.
- The register is a legal document, it can be used in cases of prosecution for non-attendance or in cases where a family is subject to a care order, so it must be factually correct.
- Class teachers are the first to note any changes in attendance or punctuality and should use any opportunity of asking parents on any outstanding reasons.
- Any concerns, where no reasons have been given, should be brought to the attention of the office who will try to arrange contact by telephone or letter
- Regular absence or a pattern of absence must be brought to the notice of the Headteacher
- The Headteacher will continue to be the direct link with the AWO in cases causing concern. Staff will be aware of pupils' previous records of attendance and if pupils are subject to support/concern of Social Services.

## **SCHOOL TARGETS**

- Parents are informed of their child's % of attendance on an annual basis
- The governors have set a target of 96% attendance for the school for the year

## **ATTENDANCE WELLBEING OFFICER**

The Attendance Wellbeing Officer (AWO) has an important role in the links between home and school and the welfare of pupils.

## **FIXED PENALTY NOTICE**

### **Circumstances for Issuing a Fixed Penalty Notice**

The Headteacher in conjunction with the Governing Body reserve the right to examine each individual case of poor attendance and decide if a FPN is to be issued. The school reinforces a positive approach to improving good attendance and will only issue an FPN as a last resort.

### **Term Time Holidays**

The school prefers parents to take their family holiday during the normal school holiday period.

There may be occasions when this is not possible and under certain circumstances requests for up to ten days holiday in any academic year may be authorised at the discretion of the Headteacher.

All applications will be assessed on a case by case basis.

Matters that will be taken into account in all cases will relate to family circumstances that caused the request to be made.

Particular attention will be paid to the previous attendance record of the child or children. The time of the year of the proposed trip and its purpose as well as its impact on learning will also be key considerations.

Requests for a term time holiday during the May testing window for children in year 2 and above as well as during the first two weeks of the autumn term, which is a critical settling in period, should be avoided where possible.

Requests must be made on the appropriate form which is available on the school website or from the school's main office.

On receipt of the form the Headteacher will make a decision based on the above criteria and parents will be notified of the Head teachers decision promptly,

Pupils who have holidays authorised by the Headteacher will be registered under authorised holiday code "H" on their attendance record.

Pupils who do not have holidays authorised by the Headteacher will be registered under unauthorised code "G" on their attendance record. This may trigger a Fixed Penalty Notice.

### **PARENTAL RESPONSIBILITY**

We wish to strive to improve attendance at Caegarw Primary and ask that parents let us know on the first day of absence if possible either by calling in, by telephone or sending a note, rather than waiting for the child to return to school.

Our AWO is available to link between parents and school in any case of difficulty in attendance or any other welfare or social concerns. Prolonged absence or irregular attendance may result in prosecution.

### **MONITORING**

Parents are contacted on the first day of absence via telephone (school clerk) and the school has a rigorous communication system which tracks all absenteeism, planned and unplanned.

Attendance is monitored monthly by the Headteacher in conjunction with the Attendance Wellbeing Officer.