**Presenoldeb / Attendance**

AIM

To raise levels of achievement by ensuring the highest possible levels of

attendance, punctuality and involvement in the school.

OBJECTIVES

• To keep an accurate and up to date record of attendance.

• To inform parents of attendance and punctuality issues.

• To identify causes of non-attendance and take action.

• To improve attendance of individuals, groups and the School

Ysgol Syr Thomas Jones is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavor to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

The school will examine its attendance figures regularly and set attendance/absence targets. These will reflect both national and Local Education Authority attendance targets.

Individual targets and goals will be set to challenge those who frequently miss school.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving it’s set goals. Responsibility for managing the reviews shall be with the Pastoral Head who leads the Pastoral Care team.

This policy will contain within it, the procedures that the school will use to meet its attendance targets.

**School Procedures**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

**Lateness**

Registration times….

Morning registration will take place following whole school assembly between 8.50am. and 9.05am.

The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an un authorized absence unless there is an acceptable explanation i.e. school transport was delayed.

In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

The afternoon registration will be at 13.40pm.

The registers will close at 2.00pm.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

All latecomers must report to the school office to be registered by the office staff am /pm.

Year 12/13 will register in and out on the appropriate register provided. This is in addition to the legal requirement am/pm.

**First Day Absence**

The school has communicated with all parents by letter explaining the Keep Kids Safe automated system of informing them of a child`s absence from school. Parents /guardians know that there are several ways of making contact e.g. School absence line, text, personal visit, phone call. They have been made aware that they must contact the school to explain all absences. If a pupil is absent from morning registration and is not registered at the start of lesson one at 9.05am, the School Attendance Officer will respond by sending a Text message to the designated contact mobile number informing the parent/guardian of the absence. If the absence has been explained the automated system will record the absence as authorized and the message will not be sent. The information is collected automatically, and imported into the SIMMS system to be utilized by teachers and Pastoral care staff. The Attendance Officer takes full responsibility for these duties.

**Third Day Absence**

If there has been no contact from parents / guardians, the Attendance Officer will continue to send the automated text but will also make a phone call to ask for information. If no contact is made the school liaison Officer will be informed and she/he will monitor the situation.

**Continuing Absence**

The Head of Year will make phone calls using the designated numbers provided by the parents / guardians. If no contact is made, the School Liaison Officer will visit the home to ascertain the reasons for continued absence.

**Frequent Absence**

It is the responsibility of /the Pastoral Team (Tutors/ Head of Year) to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will initially try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Liaison Officer who will begin a series of home visits. She / he will be the link person between other agencies who might be able to resolve issues.

**A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is given adequate support to catch up on missed work and brought up to date on any information that has been passed to the other pupils. This can be done through frequenting the pastoral care centre – Hafan Hybu for a designated period or through the Head of Year and Tutor. Such attention is determined by the length of absence and reasons for absence.

Heads of Year may

* allocate a `buddy` to lead the pupil back into the school society.
* Ask the Learning coaches to spend time with a pupil to soften re-integration.
* Ask the Youth worker to spend time with a pupil to arrange timetabling.
* Ask the Tutor to spend time with a pupil re-integrating into specific groups/group.
* Arrange an initial period following a reduced timetable am /pm only.
* Arrange a period of attendance in selected lessons only.
* Facilitate a complete and immediate return to lessons.

The Pastoral Care team are usually aware of long term issues and will as a group keep an eye on situations involving pupils returning to school. The Head of Year and Pastoral Deputy will assess progress acting in the best interests of the pupil and his family.

**Absence notes**

The automated system means that few paper notes are received however notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Other forms of explanations are recorded and kept for reference i.e. Absence line / Text / Keep Kids safe

**Promoting attendance**

The school will use opportunities as they arise to remind parents / carers, that it is their responsibility to ensure that their children receive their education

The Home/School agreement found in the school diary can be used in this way.

**Holidays in term time**

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a pupil’s potential achievement. The school will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance through the school office for permission. Any further absences within an academic year will be recorded as Unauthorized. If the Pastoral care team receives a request involving special circumstances, in the interest of well-being the request will be authorized. The Pastoral Team Leader takes full responsibility for these duties.

**Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

Certificates for all pupils achieving 100% at end of each term.

Those maintaining 100% for whole year eligible for the end of year school prize donated by a local company.

End of year certificates for all pupils achieving the school target for the academic year e.g. 92% Also 100% certificates for those maintaining 100% in all three terms.

Tutorial groups mentioned in whole school assembly.

Letters sent home to congratulate improved attendance.

Certificate for significant improvements in attendance.

Pupils having attended for 80% + invited to join the Alton Towers school trip at end of Summer Term. Pupils having missed through illness and other legitimate reasons will not be excluded.

**Attendance Targets**

The school will set attendance targets each year. A system for analyzing performance towards the targets exists and a senior school manager is responsible for overseeing this work. It is envisaged that all staff members take responsibility for maintaining good attendance.

Our schools targets :

2010/2011 - 92.0%

2011/2012 - 92.5%

2012/2013 - 92.5%

201320/14 - 93.5%

2014/2015 - 95.0%

2015/2016 - 95.0%

**The registration system**

The School will use a computerized system for keeping the school attendance records.

The following national codes will be used to record attendance information.

Registers by law must be kept for at least 3 years.

CODE DESCRIPTION MEANING

/ Present (AM) Present

\ Present (PM) Present

B Educated off site (NOT Dual registration) Approved Education Activity

C Other Authorised Circumstances (not covered by another appropriate code/description) Authorised absence

D Dual registration (i.e. pupil attending other establishment) Approved Education Activity

E Excluded (no alternative provision made) Authorised absence

F Extended family holiday (agreed) Authorised absence

G Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence

H Family holiday (agreed) Authorised absence

I Illness (NOT medical or dental etc. appointments) Authorised absence

J Interview Approved Education Activity

L Late (before registers closed) Present

M Medical/Dental appointments Authorised absence

N No reason yet provided for absence Unauthorised absence

O Unauthorised absence (not covered by any other code/description) Unauthorised absence

P Approved sporting activity Approved Education Activity

R Religious observance Authorised absence

S Study leave Authorised absence

T Traveller absence Authorised absence

U Late (after registers closed) Unauthorised absence

V Educational visit or trip Approved Education Activity

W Work experience Approved Education Activity

X Untimetabled sessions for non-compulsory school-age pupils Not counted in possible attendances

Y Enforced closure Not counted in possible attendances

Z Pupil not yet on roll Not counted in possible attendances

# School closed to pupils Not counted in possible attendances

If the pupils are not registered during the official registration period due to extended assembly or failure in the system, the register will be taken from those attending the first morning lesson and first afternoon lesson accordingly.

Registration of groups during a fire alarm rehearsal will be conducted on the yard by Tutors

via temporary registers supplied by the school office. These registers are checked against those recorded either at morning or afternoon registration.

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

The legal requirements are found in:

The Education [Pupil Registration] (England/Wales) Regulations 2006

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence

2. Authorised Absence

3. Approved Educational Activity

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

 Work experience placements

 Field trips and educational visits

 Sporting activities

 Link courses or approved education off site

 Most types of dual registration

Review date………………………………………………………………………….

Chairman of the Governors…………………………………………………………

Headmaster…………………………………………………………………………