



# Cyfarthfa High School

## ATTENDANCE POLICY AND ASSOCIATED PROCEDURES

Date September 2022  
Review Date September 2023

	Signed	Date
Chair of Governors		
Headteacher		
Designated SLT		
Designated Governor		
Union representation		

Cyfarthfa High School is a Rights Respecting School, we recognise the importance of ensuring that the United Nations Convention of the Rights of a Child is fully taken into account of in policy and planning.

**Article 28** – Every Child has the right to an education.

For most pupils full attendance is a major requisite of academic and intellectual development and personal growth. Unless a pupil is regularly at school he/she will be unable to take full advantage of the educational programmes, experiences and opportunities available. The length of compulsory education is a relatively short period of time. Pupils who do not attend regularly or whose punctuality is questionable are placing themselves at a distinct disadvantage in the search for achievement and educational success. Given that educational success unlocks career and work opportunities for the majority it follows that attendance is a vital ingredient in a pupil's schooling that must be encouraged and insisted upon by the school concerned.

It is the expectation placed upon every child that they must strive for full attendance. It is expected of every parent that they ensure that their sons or daughters attend school regularly and arrive on time each morning and afternoon. There can be very few exceptions to this rule. There should be no cases of unexplained absence and very few examples of explained absences for any pupil in any year.

The school will follow the following procedures in attempting to ensure the fullest attendance.

**FORM TUTORS WILL**

- Mark electronic attendance registers promptly and note incidents of lateness and absence. Keep exact and accurate register details.
- Follow up every absence by requesting a parental note explaining why the absence occurred.
- Pass on details of cases where it has been found difficult to obtain an absence note to the Assistant Head of Year/Year Head.
- Infill register details of every kind of absence for all pupils. SIMS provides the appropriate codes.
- A "First Day" contact by text message will be operated.

**THE HEAD OF YEAR/ASSISTANT HOY WILL**

- Follow up requests passed on by Form Tutors.
- Weekly view the SIMS registers and identify any pupils giving cause for concern regarding attendance or punctuality.
- Contact parents of pupils giving cause for concern regarding attendance or punctuality.
- Refer the Education Inclusion Officer to deal with pupils whose attendance is causing concern. The EIO will call at the house and deliver the appropriate pro-forma letters or "Notices of Intent".

- Identify pupils whose attendance has failed to reach expected targets and write to parents explaining our worries and asking for explanations. Such matters may be passed on to the Assistant Head (Pastoral) for further action.
- A range of letters may be sent, supporting these procedures.

#### **THE HEAD OF YEAR with the E.I.O. WILL**

- request parental interviews regarding the failure of their sons/daughters to maintain a reasonable or better rate of attendance.
- call for periodic attendance spot checks to monitor overall pupil attendance at specific times.
- The SLT member with responsibility for attendance will, with the EIO, hold termly ID 10 and 20 meetings with parents of pupils whose attendance gives cause for concern.
- The SLT member will attend the Local Authority PSSAG meetings to discuss and analyse attendance data.
- The SLT member will work closely with the Administrative Officer with responsibility for attendance and ensure the accuracy of recording of school attendance data.
- The SLT member will manage the 'Callio' system to keep parents/carers informed of the relationship between good attendance and academic achievement.

#### **CHRONIC NON-ATTENDANCE**

- In the case of severe non-attenders court action will be instigated by the E.I.O. and supported by the school. If there is any medical or clinical reason for non-attendance home tuition will be sought.
- If there are any phobic reasons for non-attendance the help of the Education Psychologist or other external agencies will be requested.

The School's Personal, Social and Health Education programme supports the need for regular attendance.

#### **HOLIDAYS DURING TERM TIME**

Cyfarthfa High school fully supports the Local Authority's policy of not authorising holidays taken in term time. This is part of our endeavour to improve the life chances of all of our pupils.

#### **FIXED PENALTY NOTICES**

There has been considerable debate with regard to the Welsh Government's intention to issue Fixed Penalty Notices (FPNs) for non-attendance.

#### **Fixed Penalty Notices (FPNs)**

Warning letters may be issued for:-

- Ten or more unauthorised absences in current term
- Ten or more unauthorised late marks in current term

- Parents/Carers have failed to engage with school or EWS
- A pupil who regularly comes to the attention of the Police during school hours and without a justified reason.
- FPNs may only be issued to a parent once in an academic year in respect of a child.
- There is a monitoring period of **15 school days** to enable the parent / carer to demonstrate compliance i.e. for the pupil to attend school so the rate of attendance improves, to avoid issuing of the FPN.

#### **THE SCHOOL MUST :**

- Adhere to accurate registration practice
- Update School Attendance Policies
- Prepare suitable letters for notifying Parents/Carers
- Monitor data to identify who fall into the FPN criteria
- Request the EWS issue an FPN
- Use school data to monitor the effectiveness and appropriateness of the use of FPNs as a means of improving attendance

FIXED PENALTY NOTICES HAVE BEEN OPERATIONAL FROM JANUARY

2015/reintroduced May 2022 following pandemic

The school would rather work with Parents/Carers to resolve poor attendance than resort to enforcement actions such as FPNs or Court proceedings.

#### **REWARDS**

- The school rewards 100% attendance by providing Compact certificates which are presented in Year Assemblies. These certificates should be included in Progress File documents.
- Regular praise is given to pupils who regularly and punctually attend, or whose records in such matters have improved over the past term.
- Monthly attendance figures are displayed in graphical form on the Attendance Notice Board.
- Pupils who qualify under Compact/attendance targets are able to take part in trips held at the end of the Summer Terms.

#### **Children with parents/carers in the Armed Forces**

Consideration will be given to a suitably code for absence when parent/carer at home from a period deployment on Rest and Recovery during term time.

### Workload Impact Assessment

<b>Policy name:</b>	
<b>Date of assessment:</b>	
<b>Assessed by:</b>	

The policy complies with and is consistent with the teachers' contractual entitlements.	
The policy and any related procedures were introduced following full consultation with the each union.	
The policy and any related procedures include a specific statement regarding workload impact.	
The policy has been piloted/trailed/evaluated to enable an assessment of workload impact to be made.	
The impact of the policy and related procedures is that they have not added additional hours of working	
The policy does not duplicate any other existing policy.	
All policy has been reviewed in order to access whether any outdated and unnecessary.	
The College has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	
Implementation of this policy will not result in any additional meetings/activities that have not been identified within the College calendar, published and revised in consultation with the Unions.	
All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens.	
The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	