



Ysgol Gymraeg Gwynllyw



Attendance Policy

The aim of our Attendance Policy is to promote a whole school approach to attendance and highlight the importance of attendance in relation to protecting our students considering that statistics show that there is a direct link between underachievement and poor attendance. Pupils who attend regularly make better progress, socially and academically. Pupils who attend regularly will find it easier to cope with school routines, school work and get more satisfaction from learning. We will try to raise the attendance profile by working alongside students, staff, parents and carers, the local community and the Education Welfare Service (EWS). As a school we will encourage students to attend school regularly and punctually by providing a welcoming, supportive and caring environment, where all students feel safe. Our school's long-term aim is to continue to reduce absenteeism and persistent absence to enable the following:

- Aim for an attendance level of 95.0% or better
- Maintain attendance levels by promoting a positive and welcoming atmosphere where pupils feel safe and valued.
- Raise awareness of the importance of good attendance.
- Ensure that attendance is monitored effectively and that reasons for absences are recorded correctly and consistently.
- Ensure punctuality at the beginning and end of the school day.
- Reduce the negative impact of absence on learners' progress and their understanding of their work
- Promote the welfare and protection of children

Students

Students are informed of our school's policy on attendance and punctuality through their Class Tutor, Head of Progress and the UDA. The students will be aware of the staff they can approach if there is a problem that could lead to absence. Students are informed at the start of the academic year of the rewards/sanctions there will be for attendance/punctuality.

At the beginning of the school year students are informed of school attendance targets, personal targets and targets for their particular year. This enables the school to include the

students in the whole ethos of the school and to maintain a sense of belonging. This is also highlighted weekly during Hit the Target register time and the annual attendance league.

Punctuality

A student will receive a sanction if he is late for school or lessons. We know that all good schools, colleges and employers value punctuality. The students' focus and punctuality will support them to leave school ready to face the wider world and work with a very good record of punctuality.

Responsibilities of the parent/guardian

Parents/carers are responsible by law for ensuring their children's regular attendance and punctuality. Parents/carers should familiarize themselves with this Attendance Policy and should work closely with the school staff to overcome any problems that may affect a child's attendance.

- If there is an absence parents/guardians are asked to let us know on the first day of any absence stating the reason before 9:00am on the first day of the absence. You can do this by calling the school office and speaking to Miss Megan Pimble, or by choosing option 1 to leave a message on 01495 750405. You can also mark your child's absence through Class Charts.
- If you know of a reason for absence e.g. doctor or dentist appointment, can you let us know in advance, e.g. by sending the appointment card to the office. Where possible we ask that you try to get appointments outside of school hours.
- Parents/carers should ensure that their child arrives at school in time for the start of registration at 8:30am. If students are consistently late or truant from school this will be considered a safeguarding concern as we may not know the location of the child.

Staff

The staff are informed of the guidelines for completing registers and using absence codes through the SIMS system.

Staff monitor students' attendance and punctuality on a daily basis and implement the effective procedures.

Class Teacher

At Ysgol Gymraeg Gwynllyw the Class Tutor is seen as the key figure in promoting regular attendance and punctuality. The Class Tutor should-

- Be a good example by always being prompt to register
- Ensure that students who are late are challenged and dealt with in accordance with policy

- Ensure that all notes from parents are acted upon before passing on to the Attendance Officer
- Inform the Head of Progress when there is a problem with attendance or punctuality that has not been resolved
- Use Target Hit time to monitor attendance
- Praise individual students whose attendance and/or punctuality is improving.

Subject Teacher

Subject Teachers should:

- Take a register at the start of each lesson (and make sure the students know that a register is being taken)
- Follow up any suspicion of internal truancy by checking with the Attendance Officer, Head of Progress immediately as a possible safeguarding issue and then investigate to see if a suitable sanction is required.

Not meeting the expected attendance

If your child's attendance falls below an acceptable level during any school term we will notify you by phone call, email or letter. If the school is concerned about its level of attendance we are required to inform the Welfare Officer. The Welfare Officer and the Head of Progress will monitor the attendance of all straight pupils falling below 90%.

At the end of each term homes will receive a letter indicating which category their son/daughter belongs to.

Green	100%	No school days lost	Good attendance Best chance of success
	98%	4 days lost	
	95%	10 days lost	
Amber	94%	12 days lost	Poor attendance Less chance of success
	93%	14 days lost	
	90%	19 days lost	
Red	85%	29 days lost	Very poor attendance Serious impact on education and reduces life chances
	80%	38 days lost	
	75%	47 days lost	



FPN

As a school we will use all the strategies available to ensure that all pupils who attend Ysgol Gymraeg Gwynllyw have good attendance. However, as a last resort we may need to issue a fixed penalty notice (FPN) as part of our strategy to bring our attendance figures back in line with pre-Covid levels.

As stated, we will only deliver FPN as a last resort; Usually, issues will be resolved with clear communication between the school and the home. However, if we feel that there are no fundamental reasons for absence from school then it will be necessary to follow the FPN process.

Fixed penalty notices may be considered appropriate in the following circumstances:

- Missing at least 10 sessions (5 school days) due to unauthorized absence during the year. These need not be consecutive;
- There are unauthorized absences of at least 10 sessions (5 school days) due to holidays during the term or delays in returning from extended holidays; or
- Learners continually arrive late to school, i.e. after the register closes, in the current term. "Continuous" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the police or the public during school hours for being absent from school, without an acceptable reason.