

YSGOL RHIWABON

ATTENDANCE POLICY

This policy was adopted/updated by the Governing Body on:

Signed: _____ Chair of Governors

Date: _____

The policy will be reviewed: Autumn term 2017

Introduction

Ysgol Rhiwabon seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

As part of our belief in social inclusion, the school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils, their families and other agencies to ensure each pupil attends school regularly and punctually.

The school's guidance and rewards systems acknowledge the efforts of pupils to improve their attendance and challenges the behaviour of those pupils and parents who give low priority to attendance and punctuality.

This policy has been developed with reference to "All Wales Attendance Framework" Welsh Government 2011 which identifies strategies for schools to improve attendance and manage lateness. Pupils Registration Regulations 2001 (as amended)

Aims

1. Improve the overall percentage of pupils at school.

- Apply this policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Monitor progress in attendance with reference to Welsh Assembly Government benchmarking data

2. Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.

- Include information in the staff handbook, prospectus and website

- Include attendance in reports to parents and governors
- Provide teachers with regular statistical updates
- Discuss attendance issues in line managerial meetings and ESW/ Lead Learner meetings
- Include attendance in the rewards system eg VIVO.

3. Maintain agreed roles and responsibilities to promote consistency in registration and attendance processes.

- Maintain electronic lesson by lesson registration
- The PSM in conjunction with Lead Learners to monitor and follow up attendance issues.
- Ensure clearly defined registration procedures and monitor punctuality.
- Respond swiftly to lateness (in respect of both pupils and parents) [being mindful of current issues with school transport]
- Ensure that a member of the senior leadership team has responsibility for attendance.
- Define clearly the roles and responsibilities of all staff with regard to attendance.
- Timetable Lead Learners to meet fortnightly with Education Social Worker
- Review attendance weekly at Year team meetings.

4. Further develop positive and consistent communication between home and school.

- Initiate first day absence contact (by Pastoral Support Workers).
- Develop the use of computer generated letters .
- Promote expectation of absence letters/phone calls from parents.
- Provide information in a user-friendly way (may include languages other than English, and non-written).
- Encourage all parents into school.

5. Promote effective partnerships with other services and agencies.

- Designate key staff for liaison with Education Social Work Service and other agencies.
- Gather and record relevant information to assist completion of Education Social Work Service.
- Include agencies in meetings where appropriate and as a matter of course. (Eg Team Around the Child meetings, IBP, IEP, PSP meetings etc)

- Give a member of the senior leadership team responsibility to ensure liaison and partnership with outside agencies

6. Ensure appropriate reintegration plans following significant periods of absence.

- Be sensitive to the individual needs and circumstances of returning pupils.
- Reintegration following prolonged absence or exclusion will normally be via Succeed during which time access to other services may be arranged.
- Inform all staff about the reintegration process.
- Include parents and pupil in reintegration plan as well as the Educational Social Worker and other agencies where appropriate.

Responsibility and Accountability

ESW – Miss Debra Thomas

The ESW will work with Lead Learners to identify students where attendance is "causing concern" and work with students and parents/carers to improve attendance. In severe cases where there is no improvement, the LA may take court action against parents/carers.

The SLT member with responsibility for attendance is Mrs Ffion Paull

Guidance Teams at present:

- Year 7 – Mr Paddy Bingham. SLT Link – Mr Jamie Forman
- Year 8 – Miss Kathryn Forrester/Ms Alex Navarro. SLT Link – Mr Jamie Forman
- Year 9 – Mrs Sharon Cooper. SLT Link – Mr Jamie Forman
- Year 10 – Mrs Ffion Paull. SLT Link - Mrs Melanie Ferron-Evans
- Year 11 – Mrs Lisa Steen. SLT Link – Mrs Melanie Ferron-Evans
- Year 12/13 – Mr Alun Harding

Fixed Penalty Notices

From January 2015 fixed penalty notices may be issued to parents/carers in cases of unauthorised absence, where there has been a failure to secure their child's regular attendance or whereabouts and an unwillingness to take responsibility for doing so, for example where the parent/carer has:

- failed to engage with any voluntary or supportive measures proposed
- failed to make adequate arrangements for the whereabouts of their child.

Penalty notices may be considered appropriate in the following circumstances:

- At least **10 sessions (5 school days)** are lost due to **unauthorised absence** during the current term. These need not be consecutive.

- Persistent **lateness** (after the registration has closed and an unauthorised absence is created). 'Persistent' in this case means at least **10 session of late arrival** in one term; and
- Any other cases which would constitute **truancy**.

The penalty is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt of the notice. If the penalty is not paid in full by the end of the 42 day period the LA may prosecute for the offence to which the notice applies or withdraw the notice.

Fixed penalty notices will be issued only after several attempts to engage with parents/carers to offer support have been made and there has been a failure to engage in the support offered.

Monitoring and Evaluation

The Student Committee of the Governing Body will monitor and evaluate this policy in discussion with the Headteacher.

The LA will also monitor whole school attendance and the effectiveness of this policy through their annual evaluation and target setting visits.

