ATTENDANCE POLICY
YSGOL GYFUN GŴYR

Preface

Ensuring pupil attendance is a priority in our school. Consistent attendance is a must if our pupils are to reach their full potential. Inconsistent attendance undermines the educational process, limits the opportunities available to pupils, and promotes anti-social attitudes and behaviour. Our aim, therefore, is to form a close partnership between parents and the school.

The school has set an **attendance target of 95%.** Pupils are regularly reminded of this target and encouraged as individuals to aim to achieve this target

Requests from parents for term-time absence for holidays

The local authority fully supports the national campaign to increase school attendance, especially in the light of the *Covid* pandemic, recognising the essential link between attendance and achievement-as noted below. From attendance data, it is obvious that the strategy, which involves encouraging parents not to take holidays during term-time, can have a positive affect on improving school attendance.

Therefore, the local authority intends to continue with this strategy as part of its campaign to increase school attendance. Although requests are considered on an individual basis, the headteacher will not permit absence for holidays during the school term, except in outstanding circumstances. As a result, term-time absences for holidays will be recoded as unauthorised absence.

Holidays/Absence during term time

Regular school attendance is vital and missing school can have a significant impact on achievement over the school year, as outlined below.

Attendance 95-100%	The best chance of success	Your child is taking full advantage of all learning opportunities.
Attendance 90-95%	Absent for at least 2 weeks of learning	Satisfactory. Your child may need to spend time copying up.

Attendance 85-90%	Absent for at least 4 weeks of learning	Your child could be at risk of underachieving and needs additional support from you to copy up.
Attendance 80-85%	Absent for at least 5 ½ weeks of learning	Your child's poor attendance has a significant effect on learning.
Attendance below 80%	Absent for at least 7 ½ weeks of learning	Your child is missing out on a wide and balanced education. You are at risk of prosecution.

The school's statement on penalty notices

Welsh Government Education (Penalty Notices) (Wales) Regulations 2013 state that it is a legal requirement for local authorities (LAs) to conform to the Education Act 1996, Section 444, to include penalty notices as one of the interventions for promoting better school attendance.

According to the provisions set out in Section 444A and 444B of the Education Act 1996, a penalty notice can be issued for specific cases of unauthorised absence. A penalty notice is a fine of up to £120 and it can be issued to a parent/carer as a result of a child being regularly absent from school/educational provision.

The school follows the code of conduct for penalty notices issued agreed by your local authority. As such, the school can ask the local authority to issue a penalty notice in specific cases

THE SCHOOL'S REGISTRATION ARRANGEMENTS

We officially register pupils twice a day, and follow the arrangements set out below:

Morning Session: 8.40 – 9.00
Afternoon Session: (during lesson 5) 1.30 – 1.40

We ask all involved to be especially careful when taking the register in order to ensure that the information is accurate on the computer. On no account shall the process of taking the school's official register be delegated to a pupil.

A computer system is used to register the attendance of pupils, during the morning's registration session and in all lessons. All teachers will receive training on how to access the computer programme. The register is taken on the classroom computer. Should a problem arise with the computer system, there will be a paper register available from the Registration Office or information can be e-mailed to the attendance officer.

ALL pupils must be registered either **present** or **absent** on the computer.

Please remember to 'send' the register back electronically and to do so promptly.

Morning registration

THE MORNING REGISTER MUST BE TAKEN PROMPTLY.

- Registration should take place before 9.00am

Afternoon registration

THE LESSON 5 REGISTER MUST BE TAKEN PROMPTLY

- This should be done before 1.40pm

Registration during lessons

All teachers are also expected to register pupils in all lessons, and to do so as soon as possible at the beginning of the lesson.

MONITORING ATTENDANCE AND ABSENCE

Monitoring pupil attendance is an essential part of the wider pastoral regime that exists within this school. Regular absence has a detrimental effect on the development of the individual as a whole person as well as on the individual's academic work. As we have proved time and time again during the past years, a pattern of absences is one of the first signs of a child feeling unhappy in anyway, either about schoolwork or external issues. Quite often, this is an individual's way of drawing attention to the fact that he/she has a problem.

It is therefore essential that we are alert to those signs and messages and keep a close eye on absence patterns by:

1. asking for a note from the child explaining the absence on the first day back following the absence.
2. persisting in asking a pupil for an explanation for an absence that has continued over several days
3. drawing the Attendance Officer's attention to constant absences or any absences that are cause for concern, so that they can be acted upon.

4. to be aware of the fact that the absence patterns emerging with some pupils mean that they do not spend a full week for every five weeks at school - draw the Attendance Officer's attention to this. The Attendance Officer will regularly discuss this with the Head of Year
5. use the Welfare Officer (Mrs Rhiannon Smith) effectively - the officer calls on a weekly basis and can therefore act quickly on any concerns. The Head of Year will meet her weekly and liaise regularly with her.

If the pupil has not responded, there will be a second level of action in seeking an explanation for the absence. The Registration Office will contact the home after 4 days if no explanation has been provided for the absence.

TAKING CHILDREN OUT OF SCHOOL TO REPRESENT THE SCHOOL/ON AN EXCURSION etc.

Anyone taking pupils out of school during a normal school day is required to provide a list via e-mail as well as providing information through EVOLVE. This procedure also minimises the time spent by the Attendance Officer/Form Tutor seeking an explanation for periods of absence. The school canteen will also need to be contacted to advise them when groups of children are away from school premises at lunchtime.

CLEARING ABSENCES

- Parents/guardians are expected to explain absences by communicating via letter/e mail or a phone call.
- The relevant code should be used by the Form Tutor/Attendance Officer to explain an absence.
- SIMS records the code used to identify the reason for absence.
- Any absences that remain unexplained after a week will constitute a serious issue. The Attendance Officer will work closely with the Head of Year and Welfare Officer on this.

PUPILS WHO ARRIVE LATE

- If a pupil arrives before morning break, he/she will be considered present
- Any pupils arriving during assembly or following the morning registration period, must register in the School Reception.

This process is essential, especially in a state of emergency

INFORMATION ISSUED TO PUPILS

It is necessary for the pupil to provide an explanation for the absence on the **FIRST DAY** back at school. It should also be made explicit that any unexplained absence is now considered truancy.

Procedure for late arrival:

- During the registration period (8.40 - 9.00) - they should go straight to the Form Tutor
- During assembly - register at Reception
- After 9.00 - register with the Attendance Officer at Reception.

LEAVING SCHOOL PREMISES

A. Medical Appointment:

(i) Pupils must show their appointment cards/letters from parents to the Attendance Officer, although such appointments should be avoided as much as is reasonably possible during school hours.

(ii) Before leaving the school, the pupil must sign out on the machine in Reception.

(iii) If pupils return to the school premises, they should re-register in Reception.

B. Illness/Accidents:

Should pupils have to go home ill/because of injury during the morning session, the Attendance Officer will record the absence for the afternoon session on the register. A record is kept of any injury.

Sixth Form Students Travelling between Gŵyr and Bryn Tawe

Having arrived at the partner school, the student must go to reception immediately in order to sign-in and must also sign-out before leaving, for health and safety reasons.

THE PROCEDURE FOR ABSENT PUPILS

ABSENT	RESPONSE
4-day absence	The home is expected to contact the school. If the school has not received an explanation, then the home needs to be contacted.
Over a week	The Attendance Officer will collaborate with the school Welfare Officer to seek an explanation
Long term - (illness)	The Head of Year will collaborate with the parents in order to re-intergrate the pupil
Long term - (suspicious)	School Welfare Officer will take responsibility
REGULAR pattern	Follow the Attendance Monitoring STEPS procedure
Doctor's appointment etc.	Appointment card and/or note from parents to the school **(this should not require a full day's absence)** and specifically to the Attendance Officer
To take holidays during the term (up to 10 days in the year) apart from special circumstances	Parents should contact the Headmaster before hand to request permission. A dedicated form is available from the Attendance Officer for this purpose. The information should be given to the Head of Year/Attendance Officer
From a lesson when at School	Contact the Office directly in order to provide the information. Office to inform the Head of Year or SMT immediately.

MONITORING ATTENDANCE

Procedure

STEP 1: Look at the attendance of any one below the target of 95% (Short term data must be treated with care but historical patterns must be considered). Inform the Welfare Officer that individuals are being monitored.

STEP 2: Monitoring the pupil's attendance OVER A SHORT PERIOD.

STEP 3: If there is no improvement, then the Attendance Officer is to contact the home –a warning letter is sent, and figures should be discussed over the phone if this is the chosen method of contact.

STEP 4: If there is improvement, the pupil will return to the whole school monitoring procedure - if not - STEP 5 with a second letter.

STEP 5: Invite parents to the school to discuss the serious nature of the situation. Agree on a detailed monitoring programme with the Welfare Office and discussion of the serious consequences of further deterioration, with fines a real possibility.

(Reviewed: July 2026)