

Attendance Policy

St. Clare's School
September 2016



KEY FACTS:

- **Regular attendance is vitally important for successful academic achievement and well-being**
- **The school will promote good attendance for all, in close liaison with parents and pupils**
- **Parent/carer(s) have a duty to ensure regular and punctual school attendance**
- **The school will refer persistent absentees to the local authority for support**
- **The school will communicate attendance rates to parents and work proactively with parents to improve attendance**
- **The school will maintain separate attendance and admission registers in keeping with regulations and using DfE national codes**
- **This policy applies to statutory age pupils, sixth form and those educated in the early years**

Introduction

It is important that staff, parents and pupils are familiar with the Attendance Policy to ensure all children achieve their potential. Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well-known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the early years.

The legal framework

The Education Act 1996 specifies the legal responsibility of parent/carer(s) statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable to their age, ability, aptitude and any special educational needs; either by regular school attendance or education otherwise such as home education.

The same law requires the school to have an admissions register and an attendance register, and to place all children on both registers. Failure to do so is an offence. Specific details are contained within the Education (Pupil Registration) (England) Regulations 2006(c) and referred to as such within the Education (Independent School Standards) Regulations (England) 2014 (Part 3 s15).

The Statutory Framework for the Early Years Foundation Stage (2014) requires at section 3.76 a daily record of the names of the children being cared for on the premises and their hours of attendance.

Children missing education who are of compulsory school age are at significant risk of underachieving, being victims of abuse, and becoming Not in Education, Employment or Training (NEET) later in life. Pupils at risk of harm or neglect may miss education as a result. The school must take action under the school's safeguarding duties under section 157 of the Education Act 2002 and Part 3 of the Education (Independent School Standards) Regulations (England) 2014 in respect of all pupils. As such, the school must investigate any unexplained absences and follow the local authority children's social care referral procedures accordingly.

School aims

- Attain highest standards of education, including for attendance
- Value positive attitudes towards learning
- Happy, rewarding and successful school
- Motivating, relevant, accessible curriculum for all
- Strong home-school links
- Ensure our pupils are aware of the importance of good attendance, and the benefits
- British values
- System for rewards and support for persistent absentees

Core Values: Achievement Challenge Excellence

Mission Statement

'A place where the best teachers ignite your child's passion to learn. Where your child will be challenged to achieve academic excellence in a stimulating, caring and supportive environment, so that they will become independent, critical thinkers with knowledge and confidence to succeed in life'

Vision statements

Your child's safety is paramount. St. Clare's School's highest priority is the safeguarding of all members of the community. St. Clare's School is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust and 100% compliant safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers

We value your child's happiness. A happy child is a motivated child is an over-performing child. St. Clare's has a strong and supportive pastoral structure ranging with Sixth Form mentors, Tutors, Teaching Assistants, Integration Managers, Heads of Key Stage to Deputy Head. At St. Clare's we place great importance on our pupils' Value Added performance. On average every St. Clare's pupil attains 1.1 of a grade higher per subject by the end of A-level compared to the national average for a child of their ability. The vision is to exceed one grade Value Added.

St. Clare's educates the whole child in preparation for life, higher education and the world of work. Pupils leave St. Clare's as independent resilient lifelong learners with the necessary life skills to become future leaders.

St. Clare's has a family ethos evidenced by the number of siblings, children and even grandchildren who attend the school. Many of the staff are ex-pupils of St. Clare's with their own children at the school. St. Clare's uniquely belongs to a large extensive but close knit family of schools and is a genuinely cohesive community with links locally, nationally and internationally.

St. Clare's believes that all stakeholders in the life of the school are entitled to contribute to plans for its future development. We believe in a genuine partnership which allows everyone to feel they have a sense of ownership in the destiny of their school.

St. Clare's provides a return to traditional old fashioned values and standards in a modern setting. We believe good manners and high personal standards of dress and conduct cost nothing and that a culture of mutual respect and courtesy is a valuable life skill.

We believe that an enriching school experience is as important as academic progress. St. Clare's will aim to provide a multitude of trips, musicals, sporting and cultural events that will ensure pupils will leave St. Clare's with experiences that will give them the edge in competitive job markets.

We plan to establish, share and embed outstanding teaching & learning practice as the norm. St. Clare's is already a leading edge school delivering seminars on the best teaching practices and most progressive pedagogy. The vision is to be judged "Outstanding" by Estyn at our next inspection.

St. Clare's is now data rich. This means we are using and sharing recognised and respected innovative pupil tracking systems used by the most successful and progressive UK schools to empower teachers to have a meaningful and accurate dialogue with pupil and parents, regarding their child's progress and plan for the future.

St. Clare's will always be small enough to ensure that we have a deep and valuable knowledge of every individual pupil but large enough to create meaningful communities within communities and provide a wide and varied academic, pastoral and extra-curricular offer.

St. Clare's is your child's school for life. Few children in Britain could boast a 16 year career in one setting without the disruption and upheaval of the usual transition points which can so often impact on academic and social progress.

Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement, as well as a strong link between truancy and antisocial behaviour:

- of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs including English and maths.
- of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A* to C GCSEs including English and maths.
- of pupils who miss less than 5% of school, 73% achieve five A* to Cs including English and maths.

Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities
- Ensure that the child in their care arrives punctually, prepared for learning
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day
- Avoid making arrangements to remove children from school during term time

- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter

School Responsibilities

- Promote good attendance and reduce absence, including persistent absence (attendance below 90%)
- Ensure every pupil has high levels of attendance so s/he can access the education s/he is entitled to
- Act early to address patterns of absence
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually
- Keep accurate and efficient records of attendance and registration at school including attendance at all after school and before school activities

We achieve this in the following ways:

- Teachers are ready to take a register at 8.40am and 1.45pm in the Senior School and 9.00am and 1.30pm in the Prep School. In the Senior School, pupils are also registered at the start of each lesson
- Mark all children not present by the designated time, taking account of absence notes
- Reward attendance which is 100%
- Follow up first day absence with a telephone call to the parent/carer(s)
- Monitor attendance and lateness and implement strategies for promoting improved awareness of attendance such as year groups or vulnerable children, as required, including the use of formal letters home
- Report on patterns of attendance to our Safeguarding Governance Committee (SGC) to safeguard and promote the welfare of pupils
- Specifically monitor any persistent absence (individual attendance below 90%)
- Proper use of the DfE national codes to record and monitor attendance and absence in a consistent way which complies with the regulations, including preservation of the entries on both the admission and attendance register for a period of three years after it was made
- Only the Headteacher or a member of staff acting on their behalf can authorise absence
- Close discussion with the Designated Safeguarding Lead (DSL) to identify children causing concern, including interviewing children and parents regarding any unsatisfactory attendance.
- Implementing any agreed improvement strategies such as referral to the Local Authority attendance services and/or children's social care in accordance with the safeguarding and child protection policy and procedures.
- Provide parent/carer(s) with the timings of the school day and the calendar via the school website and any other usual method such as the school newsletter, in advance

Children at risk of missing education

A child missing from education is a potential indicator of abuse or neglect. The school always informs the local authority of any pupil who is going to be deleted from the admission register. This includes situations where they have been taken out of school by parents and are home educated, or are in custody for more than four months, or have ceased to attend school because they have a medical condition preventing them from attending school, or have been permanently excluded by the school or an unknown school destination. The school deals effectively with

children who go missing from education, particularly on repeat occasions to help identify any risk of abuse or neglect. This includes any possible sexual exploitation or extremism risk and helps to prevent any future risk of absconding or truanting. In accordance with the school safeguarding policy, staff are alert to the signs and triggers to be aware of including travelling to conflict zones, Female Genital Mutilation and forced marriage.

The school informs the local authority of any pupil who fails to attend school regularly, or has been unauthorised absent for a continuous period of 10 school days or more, at intervals agreed and consistent with the local authority's policy and procedure.

Late arrival

It is essential that if a pupil arrives late, s/he signs in at Reception so our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

Leaving school early during the day

Pupils (with the exception of Years 12 and 13) are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture. Years 12 and 13 sign out if leaving the site during lunch time only. The signing out book is located in the main hall in the Admin Block. App Year 12 and 13 pupils are expected to be back in school for afternoon registration at 1.45pm. If pupils are not present, this is reported to the school office and followed up accordingly.

If a pupil has to leave the school during the day for illness or a parent is required to collect him/her for a medical appointment, s/he is also required to sign out at Reception and for the parent/carer(s) to have requested permission from the school in advance.

Requests for absence from parent/carer(s)

Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Headteacher. The Headteacher is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.

We ask that parents make contact with the school each day the child is going to be absent for ill health reasons in order that the school can keep records updated and importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.

An absence is classified as unauthorised if a child is away from school without the permission of the Headteacher in advance.

Persistent absentees

Persistent absentees are those pupils with attendance below 90%. The school will contact the parent/carer(s) if their child's attendance approaches that threshold. If attendance does not improve the school will contact the local authority in accordance with local authority procedures.

Maintaining records and reporting to the authorities

The school's attendance register kept by means of a computer is backed up, in the form of an electronic copy, at least once a month.

Monitoring and review arrangements

Attendance rates are reported regularly to the Cognita Board. The Independent Chair of the Safeguarding Governance Committee (SGC) receives regular performance management indicator reports on pupil attendance as well as any patterns or trends of persistent absence from school. The Independent Chair scrutinises admissions and attendance registers for compliance and safeguarding purposes.

Attendance Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Ros Vahey - Head of Education Compliance
Specialist Legal Advice	None
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Compliance	
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Audience	Heads and school staff

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England	Yes
Wales	No
Spain	No

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Related documentation	School Safeguarding and Child Protection Policy School Attendance, DfE October 2014 Children Missing Education DfE 2013 School exclusion procedures BCBC School Attendance Policy Template (attached as appendix)

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



BCBC School's Attendance Policy Template

'Success Starts at School'

February 2016

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Introduction

Our school is committed to ensure regular attendance at school is a priority which will in turn provide pupils with the best possible chances in life to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

Our school will endeavour to work with parents, pupils, the local authority and Central South Consortium Joint Education Services to ensure that all pupils receive an appropriate education and to attend school regularly.

This attendance policy reflects the local authority's Attendance Strategy.

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents, pupils and partner agencies. We will strive to:

- offer a safe and friendly environment which welcomes children regardless of race, gender or ability.
- raise standards and ensure all pupils reach their full potential, through a high level of school attendance and punctuality.
- ensure all stakeholders receive communication about information on the importance of regular school attendance.
- identify those pupils with irregular attendance at an early stage and to work with partner agencies to try and address any barriers that stop pupils from attending school regularly.
- keep accurate and up to date attendance data.
- ensure all pupils are safe, and for schools to follow the local authority's 'Children Missing Education' guidance.
- reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolhome/pupilsupport/framework/?lang=en>

Legal Framework

The law outlining attendance is:

The Education Act 1996 which places a legal obligation on:

- the local authority to provide and enforce attendance;
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the above act states that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013 :

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices. (FPN). A code of conduct has been agreed by Bridgend County Borough Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the police during school hours without a justified reason.
- Parents/carers failing to engage with school/EWS but where prosecution has not been instigated.

The Head teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Lead Education Welfare Officer(Lead EWO) for the local authority. The Lead EWO will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

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For further information please see the BCBC website.

www.bridgend.gov.uk

Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31st March, 31st August and 31st December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

'Parents' section 576 of the Education Act 1996 includes:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a young person or child, and any person, who although not a natural parent has care of a child or young person.

Meanings:

'EWS' – Education Welfare Service

'EWO' – Education Welfare Officer

'CME' – Children missing education'

'CSCJES' – Central South Consortium Joint Education Service.

CTF - Common Transfer File – pupil file transferred to relevant school.

Attendance Policy

Attendance is everybody's concern and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

Role of Head teacher:

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body.
- Set attendance targets with the Central South Consortium challenge advisors and governors, and take advice from the local authority if needed.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- Regular attendance reports shared and provided to governors.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures.
- Ensure policy is readily available for stakeholders including on the school, and website.
- To work with CSC Challenge advisors and to provide a comprehensive plan in terms of attendance, including future plans.

Governing Body:

- Approve the policy and amend if necessary.
 - Receive reports from the head teacher on a regular basis.
 - Attend meetings as and when required.
 - Ensure policy is shared with all relevant stakeholders.
- Lead governor for attendance is appointed.

Senior Management Team:

- Work with all staff responsible for attendance and punctuality.
- To look at attendance data on a weekly basis, linking in with schools EWO.
- Regularly check registers.
- Ensure all absences are recorded in line with the guidance of codes document including those unauthorised absence and no reasons provided.
- Regular and updated training on attendance for all relevant staff, using the LA ICT SIMS team.
- Raise issues of those staff not compliant with the completion of registers.
- Discuss any initiatives with all staff.

Heads of Year:

- Ensure all pupil absences are recorded, and notes received.
- Registers are completed on a daily basis.
- Work closely with the schools attendance clerk.
- **Work closely with the schools EWO, each providing valid attendance data, those not achieving the threshold of 92%. To attend set and pre-arranged meetings with the EWO.**

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- Contact parents/guardians of those pupils who have not attended and not provided reasons for absence on a daily basis.
- Truancy concerns are dealt with.
- To arrange letters and meetings for those parents whose children's attendance is posing a concern.
- To monitor patterns of irregular attendance.
- To provide rewards to those pupils with improved or excellent attendance.

Class Teacher/Form Tutors:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure absences are accounted for by ways of a note provided by parents.
- Follow up unaccounted reasons for absence and concerns raised to the Head of year.
- To continue to raise the profile of attendance to all pupils.
- Contact attendance clerk with any queries.

Pupils:

- Attend regularly and on time unless unwell or received an authorised absence.
- Bring to school a note explaining reasons for absence and give to class/form teacher.
- Inform teacher of planned absences.

Parents:

- To ensure their children attend school regularly and punctually.
- To notify the school if their child is unable to attend, on the first day of absence and every day thereafter.
- To keep the school updated on parents/guardians contact details, including mobile numbers and new addresses.
- To work with school and partner agencies to address any issues of irregular attendance of their children.
- To work with their child in relation to homework, not completing homework is not a reason for missing school.

Role of Attendance Clerk:

- To speak with parents on a daily basis to establish reasons for pupil's absence.
- To record absences daily, registers as and when required.
- To 'mop up' missing marks, providing reasons and inputting reasons on the red flag system on SIMS.
- To send text messages to those parents who haven't contacted school, or by telephoning parents individually in order to establish reasons.
- To work closely with EWO and support staff in school.
- To work with SMT and Headteacher closely.

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- To ensure transfer of CTF of pupils are completed in a timely manner and pupils are not removed from roll unnecessarily.
- To check messages, if necessary, either on the schools answerphone or text messaging system.

Keeping school registers

The school's register is a legal document and under The Education (pupil registration) (Wales) regulations 2010 the school is required to keep an accurate record of attendance. Registers need to be marked twice a day, once in the morning and once in the afternoon.

Registers may be needed in a court of law if deemed appropriate.

Schools Information management system (SIMS) is used in all schools across BCBC to record all pupils attendance.

By the end of the school week the schools overall attendance registers will be completed and an overall attendance figure will be calculated by the school.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as unauthorised absence and authorised absence.

The schools head teacher can only decide on whether an absence should be classed in either one of these categories, parents cannot.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the head teacher.

Examples of what are classified as unauthorised absence are the following, however they are not limited: Absences may be unauthorised for the following reasons:

- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the head teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.

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- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.
- Where pupils are on roll at school and also at another education establishment.

Please see appendix 1 which includes a breakdown of codes set by Welsh Government.

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be contacted by the class teacher/Head of year/Senior Management team.

All pupils who are late must sign the 'late book' in school and must enter through the main doors of the school.

Medical absences

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent to provide medical evidence to school. This will be initiated by the school and the EWO which will result in the pupil and family receiving the appropriate support in assisting in attending school regularly. There may be times where a reintegration plan may be necessary which will be a partnership agreement between the family, pupil, EWO and school.

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, head teachers have discretion to authorise a holiday of up to 10 days during term time, over 10 days can only be authorised in exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (please see Appendix 2).

The head teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

School procedures

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This will then need to be followed up by an explanation note and handed into the class teacher/form tutor which will be kept on record by school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the EWO.

As a school we have a duty to safeguard all our pupils and under the Education & Inspections Act 2006, requires the local authority to make arrangements to enable them to establish the identities of children residing within BCBC who not receiving an education. For example these may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence. The duty lies within the Local authority to investigate further. The Common transfer file will be sent to the forwarding school once being notified.

For further information please see
www.bridgend.gov.uk (CME document)

Schools Strategies to improve attendance

We aim that all pupils achieve 100% attendance, however there maybe instances where pupils unfortunately are unwell.

The school operates a 'Callio' process which provides parents with information of the links between attendance and attainment. This shows which category the child's attendance falls into when attendance is as follows:

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

NB: Where a child falls in between these categories they will be rounded up to the nearest whole figure.

Each parent will receive a 'Callio letter' on a half termly/termly basis informing them of which category they are currently in. This ensures that early intervention is received to pupils and families who are in need. (please see appendix 3).

Pupil Involvement

Pupils are nominated school councillors, mentors and mediators in order to assist other pupils in achieving improved attendance levels. By leading a good example this has a positive impact with those pupils underachieving due to irregular attendance.

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By ensuring pupils are involved in this process and giving them responsibilities, it will improve their confidence and self-esteem.

Parents Notice Boards

The parent's notice board is displayed at the front of the school which includes regular information and updates on attendance.

Schools Websites

The school's website will also provide parents, pupils, governors and the public with all the relevant attendance information including the schools attendance policy, along with all other schools policies and procedures. Also some schools have a Moodle which is accessible for all parents and pupils.

Schools Newsletters

This is another way of communicating with parents, and our school's newsletters are sent out on a half termly basis/weekly basis. This includes informing parents and pupils where the school stands showing overall attendance figures. All other attendance data and information will be included in every bulletin.

Parents will need to check the attendance information on a regular basis and also check on school holiday dates and inset dates for the school. Please ensure that you check regularly to ensure there is no confusion as wrong dates are not reasons for children to be absent from school.

The School Environment

The school will provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance. It is staffs' responsibility to ensure that the classroom and the school is a happy place.

Breakfast Club

Our school has the privilege of offering a breakfast to all our pupils. Breakfast club starts at which is supervised by school staff. By children having this opportunity it allows them to have breakfast with friends, and ensures they have had a meal at the start of the day which statistics shows helps the thinking process.

Staff Awareness

All staff are fully aware of the importance of regular school attendance, and pupils will regularly be made aware of this during the school day from staff.

Attendance Assemblies

Celebrating attendance should be a priority, and involving pupils gives them an incentive, motivation and encouragement, with a sense of self - worth. This promotes the wellbeing of children as well as rewarding them.

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This is sometimes delivered by power point, or by inviting our pupils on stage to receive their reward. This can be linked in with the COMPACT scheme for those pupils in comprehensive school and those pupils in primary school preparing for secondary school.

Transition Process

As we are all aware it is difficult at times to deal with change. We as a school appreciate that pupils find it hard to cope with the transition from year groups and also from primary to secondary school. Our school ensures that we have all staff involved in this process and taster days for all pupils are set.

Parents evening

Parent's evenings may offer the support of the EWO if parents need advice and guidance or additional support in trying to ensure the regular school attendance.

School Sanctions (Comprehensive)

Where pupils are continually absent from school we instigate pupil sanctions if there is no improvement. This may be in the form of detention either during lunch time or after school. Parents will be notified on each occasion.

Rewards

Our reward scheme includes pupils, and also local businesses within the community. Rewards can include the following:

- Pupil Certificate.
- Badges/Pens
- Extra playtime.
- Class Trophy.
- 100% awards for the academic year for pupils.
- First In the queue for lunch.
- Books.

Further examples can include pupils being entered into a draw at the end of term or the end of an academic year for some of the following:

- Cinema tickets.
- Book vouchers.
- I-tunes voucher.
- Bike

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service

The Education Welfare service is a statutory service which supports schools in ensuring all pupils attend school regularly. We have a designated EWO who visits the school on a regular basis, depending on need. The EWO will meet with a senior member of staff within school and discusses those pupils who have attendance of below 92%.

The school, in a joint discussion will then refer the pupil to the EWO if necessary. Individual circumstances of each pupil will be considered. The EWO will then either send a letter home informing parents of your child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

Parents have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise are committing an offence and the EWO will need to be informed.

It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents. (Please see BCBC Non-school Attendance Enforcement Policy)

However the EWS does not take this lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels.

Additional Local Authority Support Services

The EWS sits within the early help team which comprises of a multi-disciplinary teams which are based in co-located areas across the county of Bridgend covering the North (CCYD), East (Civic Offices) and the West (Pyle life centre).

The early help team consists of a variety of support services including family support workers, family engagement officers, counsellors, and youth workers. The early help team is designed to support families and pupils where a need has been identified. All officers are professionally trained and work with families, schools and agencies to ensure all parents and pupils receive the best possible support to enable them to have better opportunities in life.

Parents can also self - refer into the service directly via:

www.earlyhelp@bridgend.gov.uk or alternatively telephone on

01656 815420

Role of School's Challenge Advisors/ Central South Consortium Joint Education Services.

Attendance Policy

Our school works closely with Central South Consortium which provides us with a nominated challenge advisor who visits our school and advises and supports us in our school improvement process. Challenge advisors and EWO's works closely with those schools needing additional support where attendance is a concern.

Good Practice Strategies

In addition to the strategies above, other initiatives may be conducted at any point.

Attendance Drives

EWO's across the county will work collaboratively with schools and early help teams to complete an attendance drive which will consist of visiting homes to parents of pupils who are absent from school on a particular day and whose attendance is below the agreed target. Members from the early help team will assist the EWO's. This is a pro - active partnership approach in assisting schools, parents and pupils in identifying issues with attendance and any other needs.

Attendance Panels

Attendance panels are seen as good practice in schools and involve school governors, member of senior staff, EWO, parent and on occasions include the pupil. Whilst the panel's aim is to address the attendance of pupils, it is not always in the best interest of the pupil to be out of class.

Parents are invited into school to discuss their child's attendance, with a view for an action plan to be completed and signed which will regularly be reviewed. Letters of invitation will be sent to parents in advance and parents are asked to notify school as to whether they will be attending or not. If they are not available to attend then another letter will be sent. Failure to attend without notification may result in a visit or telephone call from the EWO.

Truancy Patrols

Truancy Patrols are initiated by the school's police liaisons officers and the EWS. Under the Crime and Disorder Act 1998 this gives the Police the power to remove truants on the day of the truancy patrol. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Parents and pupils details are logged, along with the reasons for the pupil being out of school.

These patrols are held as and when needed throughout the academic year.

First Day contact

Whilst we as a school operate a first day contact, there may be times where the Education Welfare Officer will conduct this, and contact parents of those pupils who are absent on a specified day. This is deemed as good practice and identifies those pupils who are regularly absent at an early stage with a view to referring to additional support services.

Data Collection

Attendance Policy

Our school's attendance data is continually being tracked and monitored electronically both on an individual pupil level and also as a whole school. This data is collated by the Lead EWO and shared amongst all schools across Bridgend on a termly basis.

Monitoring and reporting

The school will regularly provide reports to the governing body, senior management and challenge advisors, and the local authority which will inform them of current attendance.

In addition parents will also be notified through the schools regular communication channels.

Appendix 1

Code	Meaning	Statistical meaning
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Attendance Policy

/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances(not covered by another code)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence(no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
X	Un-timetabled sessions for non-compulsory school age	Not required to attend

Attendance Policy

Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend

Appendix 2

Holiday in term time request

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	of	Class	dob	Address	Tel no.
1.					
2.					
3.					
4.					

Holiday dates: (including possibility of late flight arrivals if possible)

From: to

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child's circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian

Section B

To be completed by the head teacher within at least 1 week from the request.

Reasons for unauthorising

.....
.....
.....
.....

Reasons for authorising

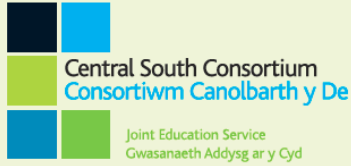
.....
.....
.....
.....

I, as head teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed
Headteacher

A copy will be retained on file for our records.

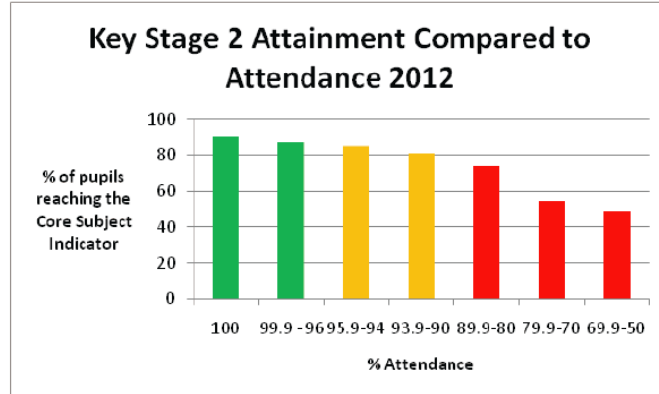


Callio - KS2

Every lesson counts, every school day counts!

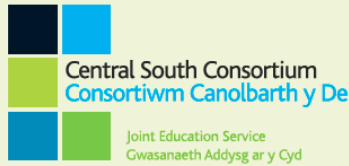
Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

The relationship between doing well at school and good attendance is clear.



The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.



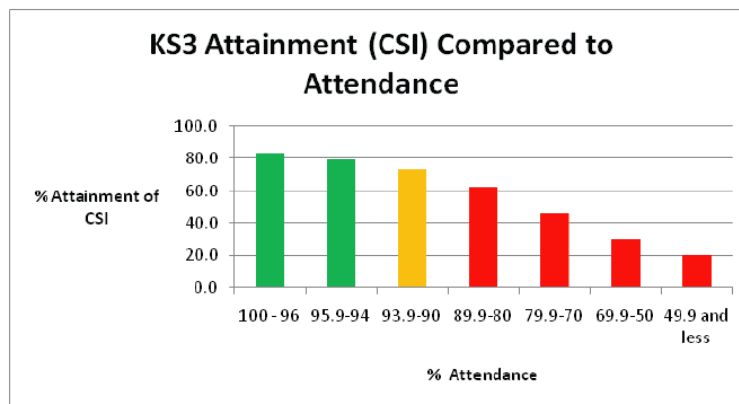


Callio - KS3

Every lesson counts, every school day counts!

Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

The relationship between doing well at school and good attendance is clear.



The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.



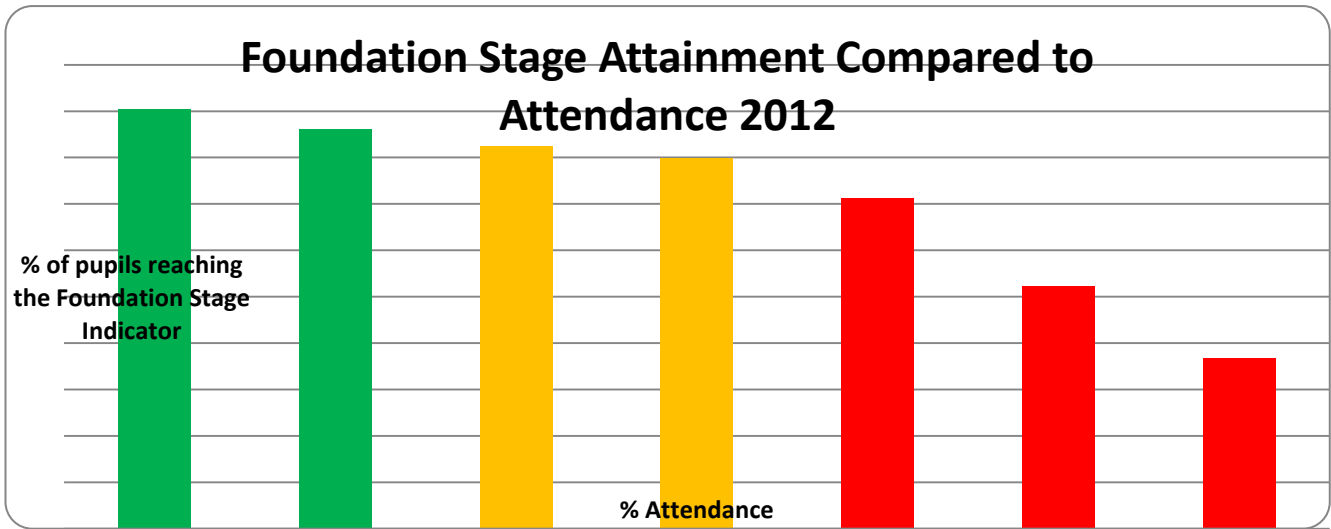
Callio

Attendance Policy

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

Every lesson counts, every school day counts!

The relationship between doing well at school and good attendance is clear.



The Foundation Stage Indicator is a combination of attainment in: language literacy and communication skills; personal and social development; well-being and cultural diversity; and, mathematical development.