

Rhydypenau Primary School

"Aiming High"



RHYDYPENAU PRIMARY SCHOOL Attendance Policy

DEVELOPMENT, MONITORING & REVIEW OF THIS POLICY

This policy was agreed by teachers:	
This policy was agreed and adopted by the Governing Body:	
The implementation of this policy will be monitored by the:	
This policy will be reviewed:	Every 3 years
This policy was last reviewed:	Spring Term 2024
This policy is due to be reviewed:	Spring Term 2027
The Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	
Chair of Governors' Signature	
Headteacher's Signature:	

Introduction

Rhydypenau Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will provide an environment where all pupils feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and wellbeing of all children.

The school will follow the [All Wales Child Safeguarding procedures](#) and local protocols in relation to specific and identifiable wellbeing issues that prevent a child from accessing education, or where there are safeguarding concerns.

Regular attendance and good punctuality are vital in ensuring that all of our pupils receive the education to which they are entitled. We will consistently work towards a goal of 100% attendance for all pupils. Lack of continuity, a prolonged, unauthorised absence or a series of short, unauthorised absences soon result in a child falling behind, restricting both academic and social development which may then impact on the child's sense of wellbeing.

It is the policy of our school to develop a habit of punctuality and regular attendance at school that will be of value to every pupil and help them throughout their life.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Whilst absence cannot always be avoided, it is the avoidable absence that we aim to discourage.

Miss School-Miss Out!

100%-98%	Excellent Attendance
97.9%-96%	Expected Attendance
95.9%-90%	Risk of Under Achievement
89.9%-85%	Serious Risk of Under Achievement
Below 85%	Extreme Risk of Under Achievement

Rights Respecting Approaches

At Rhydypenau Primary School, we are committed to fostering an environment that values and upholds the rights of every child. We are proud to introduce a rights-respecting approach into our policies, recognising the inherent dignity and worth of each learner, Rhydypenau Primary School aims to align our practices with the principles of the United Nations Convention on the Rights of the Child (UNCRC) to nurture their strong sense of belonging, and instil a deep understanding of the rights and responsibilities to all stakeholders.

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

Article 28 (right to education)

Every child has the right to an education..

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

School procedures

The school registers pupils twice a day, in the morning and in the afternoon. Children can access their designated areas from 8:50am and doors are opened at 8:55am. Children in Reception, Year1 and Year 2 start their afternoon session at 1:00pm. Children in Years 3 - 6 start their afternoon session at 1:30pm. To ensure accuracy and consistency, all children are registered using a SIMS register.

In order to monitor punctuality, all late children must access the school using the Rhydypenau Road entrance and present themselves to the office. The office administrator will then alter the absent mark (O) to the late mark (L).

Registration closes at 9:05am. Any child arriving after this time will be recorded as late and should they arrive after 9:30am, this will be recorded as a U, unless proof is made that the child has attended a medical appointment, or if there are any other exceptional circumstances.

Monitoring absence

Parents/Carers are expected to telephone the school (02920757253) or email (rhydypenauprm@cardiff.gov.uk) to give the reason for their child/children being absent from school.

The school operates a 'first day response' procedure: a parent/carer will receive a phone call or message if we do not know the reason for a child being absent from school.

The school will regularly review attendance and will send letters to inform parents of poor attendance.

Where a child has missed a lot of school or for a prolonged period of time, the school will investigate and contact parents for a meeting.

At Rhydypenau Primary School we work with the Cardiff High Cluster of schools to challenge poor attendance and punctuality. An Education Welfare Officer, based at Cardiff High School is shared amongst the schools and it is their role to challenge and support families with regard to attendance and punctuality.

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made.

Rhydypenau Primary School incentivises good attendance through:

- Weekly class attendance certificates with extra playtime awarded
- Termly class attendance trophies
- Annual class attendance prize

Categorisation of absence

Codes are set out by the Welsh Government 2010, see Appendix 1

School Leave

Parents/Carers who are looking to book a holiday during term-time should contact the school in advance for permission.

Parents should give details of the reasons for travel, dates for travel and an expected return to school date.

Rhydypenau Primary School will only authorise family holidays where parents are able to demonstrate that unique or exceptional circumstances prevent the holiday from being taken outside of term time.

In general. Holidays during term time will not be authorised. This policy is fully supported by Cardiff County Council.

Intervention

As a caring school, we always seek to resolve matters of poor attendance through effective partnership working with parents, families and carers.

Attendance is the responsibility of parents/carers, so in the first instance the school will discuss any attendance concerns with the family. The Attendance Lead will also approach the family to ascertain why a pupil's attendance is poor and to offer support.

A support plan may be put in place which will be reviewed regularly.

When the school feels that, despite it's best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service. A referral might be made when, for example:

- A pattern of irregular attendance has developed
- A period of entrenched non-attendance has become established
- There is a lack of parental cooperation in ensuring a child's regular attendance
- A pattern of truancy is persisting

Fixed Penalty Notices for Non-Attendance at School

As a school, we try to avoid parents/carers being issued with Fixed Penalty Notices. However, legislation exists which can be used in exceptional circumstances.

The school may request the local authority to issue fixed penalty notices where a parent/carer has failed to secure their child's regular attendance at school. A penalty notice can be requested against one of the following criteria:

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive) which may or may not include pupils who are persistently arriving after the close of the registration period (Recommended that registers be kept open for thirty minutes);
2. Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels;
3. Where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence);
4. Where a holiday in term time has been requested but has been unauthorised.

Please follow the link to access further information:

[Fixed penalty notices for non-attendance at school \(cardiff.gov.uk\)](http://cardiff.gov.uk)

APPENDIX 1

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances