

ATTENDANCE, REGISTRATION AND PUNCTUALITY policy

Prepared: October 2016

Adopted: November 2016

Next Review: October 2019

**Ysgol Gymraeg Llundain**

**London Welsh School**

ATTENDANCE, REGISTRATION AND PUNCTUALITY POLICY

**RATIONALE**

Regular attendance and punctuality are important if children are to take part fully in the life of the school and take advantage of the learning opportunities offered by the school. We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

**AIMS**

* To encourage good attendance and discourage lateness.
* To monitor patterns of absence and take action to seek improvement if appropriate.
* To identify authorised and unauthorised absence and take appropriate action.
* To establish a common school procedure for filling in registers.

**ROLES & RESPONSIBILITIES**

**The Lead Teacher will:**

* Ensure that pupils are registered accurately and efficiently.
* Ensure that parents or carers are contacted when reasons for absence are unknown or  unauthorised.
* Monitor pupil attendance and lateness.
* Report school attendance statistics annually to the Board of Directors.
* Ensure that pupils absent for long periods because of ill health receive appropriate learning  support (please refer to Medical Needs Policy)
* Analyse attendance data and compare with previous years.

**All teachers are expected to:**

* Register pupils accurately and efficiently.
* Register pupil attendance and lateness at the start of morning and afternoon sessions.
* Encourage pupils to aim for 100% attendance and inform the Lead Teacher if there is a problem  that may lead to absences.
* Record on yellow card in register wallet, the names of children absent with no message received so that a follow-up call can be made.

**Pupils will be encouraged to:**

* Attend school regularly.
* Inform staff if there is a problem that may lead to absences
* Termly certificates are rewarded to children with 100% attendance throughout the term.
* **Parents and carers will be asked to:**
* Ensure the child attends school regularly.
* Inform the school on the first day of non-attendance.
* Discuss planned absences with the school in advance (eg family holidays, special occasions).

**The Board of Directors will:**

* Ensure that the LA is informed about the long-term absence of pupils.
* Ensure the Policy is up-to-date and reviewed regularly.

GUIDELINES

* The LW School our role in partnership with parents.
* Parents have the responsibility to ensure regular attendance and punctual arrival.
* Our responsibility is to support attendance and examine problems that may lead to non-  attendance.
* To do this we keep a register of attendance at the start of every morning and afternoon session.
* The register is to be kept by all staff and marked as follows:
* Black pen must be used .The school follows the marking code on registrations
* The total attending each session must be entered at the bottom of the column, in the correct grid, as the register is marked.
* Staff must ensure that they mark the register for the correct day and week, being aware of  Inset Days for which a space should be left.
* Attendance must be marked according to the registration marking code:( See Appendix 1)
* The reasons for absence must be entered as soon as possible.
* Regular attendance data printouts shall be made available for the Board of Directors as  requested.
* Parents should give reasons for absence as soon as possible. A note or telephone call is  required on the first day of absence.
* In the absence of a message or note on the first day of absence, the School will phone home to  ensure pupils are safe with parents/carers.
* Unauthorised absence, i.e. when a child is absent without good cause could include shopping  trips, holidays in term time, truanting or where a teacher feels a child is being kept home without good reason. This should be recorded and where a pattern emerges or concern arises parents and the Education Welfare Officer will be informed.
* Late arrival and early departure should be monitored and reported to the Lead Teacher if it is a regular occurrence. If a child regularly arrives after 9.10 am or leaves before  3.20 pm then their parent should record in the Late Arrival File in the Reception area, provide a reason and sign.
* Parents are asked to write to the Lead Teacher ahead of time to request absence for exceptional cases. **Any holiday requests will not normally be authorised.**
* Procedures for Staff to follow when completing the Attendance Register **( Appendix 2)**
* All Attendance Registers and Late Books should be available for inspection by authorised staff in the Education Department.
* Registrations are to be taken on a fire evacuation along with visitor sign in book.
* After School Club -Register is maintained.
* Staff attendance-Register is maintained.

**CONCLUSION**

The school aims for an annual 96% or above, average attendance. We view this procedure as a necessary and important objective so that all pupils can take full advantage of their education.

**SUCCESS CRITERIA**

* Aim for attendance to be higher than national average.
* All registers are filled in correctly and promptly.
* Parents are made aware of their responsibilities for attendance and punctuality and are involved  in discussion should the attendance and punctuality cause concern.
* Regular evaluation of attendance data informs school of patterns and trends in attendance.

**REVIEW**

The Curriculum Committee and staff will review the policy annually and make recommendations to the full Board of Directors for any necessary amendments. The next review will be in  October 2019 .

Lead Teacher: ..................................................................................

Date: .................................

Chair of Governors: .........................................................................

Date: ................................



**Notification of Absence Form/ Ffurflen Absonoldeb**

The Lead Teacher and Board of Directors firmly believe that regular attendance is vital for your child’s educational progress. Absence due to a holiday taken during term-time will be marked as unauthorised in the school register for children of compulsory school age (5 and above). If you need to notify us of a leave of absence from school for your child(ren) please complete the form below, for example medical reasons, family bereavement or other exceptional reasons.

Cred yr Athrawes Arweiniol a’r Llywodraethwyr fod presenoldeb llawn yn hanfodol i ddatblygiad addysgol eich plentyn. Bydd absenoldeb oherwydd gwyliau yn ystod y tymor (plant 5+ oed) yn cael ei nodi fel absenoldeb heb ei awdurdodi. Defnyddiwch y furflen isod os gwelwch yn dda i’n hysbysu o unrhyw absenoldeb oherwydd rhesymau meddygol, profedigaeth deuluol neu resymau eithriadol eraill.

|  |  |  |
| --- | --- | --- |
| To be completed by Parent/Carer: | | |
| Name of Child: |  | |
| Class: |  | |
| Date/s of absence: | From: | To: |
| Total number of days/hours: |  | |
| Reason for the absence: |  | |
| Signature of Parent/Guardian: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To be completed by the School: | | | | | |
| Attendance in current academic year: | % | Unauthorised absence in current year | | | % |
| Previous applications for leave of absence during this Academic Year (total number of days): |  | | | | |
| School Decision: | Authorised | |  | Unauthorised |  |
| Reason for granting/not granting: |  | | | | |
| Marking code for register: |  | | | | |
| Signature of Lead Teacher: |  | | | | |

**Appendix 2**

|  |  |  |
| --- | --- | --- |
| **Code** | **Description** | **Authorised/Unauthorised** |
| / | Present (am) | Authorised |
| \ | Present (pm) | Authorised |
| B | Educated off site (not dual registration) | Authorised |
| C | Other authorised circumstances (not covered by appropriate description) | Authorised |
| D | Dual registration | Authorised |
| E | Excluded (no alternative provision made) | Authorised |
| G | Family holiday (not agreed) | Unauthorised |
| I | Illness (not medical or dental appointments) | Authorised |
| J | Interview | Authorised |
| L | Late (before registers close) | Authorised |
| M | Medical /Dental appointment | Authorised |
| N | No reason yet provided for absence | Unauthorised |
| O | Unauthorised absence (not covered by another code) | Unauthorised |
| P | Approved sporting activity | Authorised |
| R | Religious observance | Authorised |
| S | Study leave | Authorised |
| T | Traveller absence | Authorised |
| U | Late (after register closed) | Unauthorised |
| V | Education trip or visit | Authorised |
| W | Work experience | Authorised |
| X | Non-compulsory school age absence | 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 |

**Information to be noted in register:**

* Name of School
* Class
* Name of Teacher responsible for marking the Register.

The following information should be written in ink on the second page of each attendance register for every pupil who joins the class during the education year, in alphabetical order and in order of year group from lowest to highest:

* Name of Pupil.
* Date of Birth.
* Home Address.
* Change of Home Address and date of change
* Unique Personal Numbers (UPN) – the number given to every child on entering school which stays with them throughout their school education – will be listed at the back of the register.
* Age on first of September – years and months
* Each weekly column of the register shall be dated with the week ending Friday.
* All Attendance Registers and Late Books should be available for inspection by authorised staff in the Education Department.
* No alterations should be made to register using correction fluid.
* Notes and messages of absences are kept in the register wallet.