



**POLISI PRESENOLDEB,  
COFRESTRU A PHRYDLONDEB  
ATTENDANCE, REGISTRATION  
AND PUNCTUALITY POLICY**

PARATOWYD PREPARED	Hydref 2016 / <i>October 2016</i>
CADARNHAWYD RATIFIED	Tachwedd 2016 / <i>November 2016</i>
ADOLYGWYD REVIEWED	Hydref 2020 / <i>October 2020</i>
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / <i>2 years</i>

## **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.
- Inform the school's secretary of absent pupils 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 and punctually.
- 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.

**School Procedures**

- To keep a register of attendance at the start of every morning and afternoon session.
- 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 2)
- 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 start to call all three of the contact numbers that parents/guardians have provided to ensure pupils are safe with parents/carers.
- If the school can obtain no information about a child or family on Day One, we will follow the set guidelines in Appendix 3.
- 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 school admin office and 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

This policy will be reviewed every two years.

ARWYDDWYD GAN:		
SIGNED BY:		
M Jones	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Hydref 2020 <i>October 2020</i>
S Rees Jones	Athrawes Arweiniol Weithredol <i>Executive Lead Teacher</i>	Hydref 2020 <i>October 2020</i>
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Medi 2021 <i>September 2021</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Medi 2021 <i>September 2021</i>



**Appendix 1**

**Notification of Absence Form / Ffurflen Absenoldeb**

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 ffurflen isod os gwelwch yn dda i'n hysbysu o unrhyw absenoldeb oherwydd rhesymau meddygol, profedigaeath 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**

<b>Code</b>	<b>Description</b>	<b>Authorised/Unauthorised</b>
/	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.

### **Appendix 3 – Children Missing From Education**

In the case of a pupil being absent without explanation, the Lead Teacher will log their actions (letters, emails, phone calls, decisions). This will be done using the LA's Reasonable Enquiry Form.

### **School Procedures regarding Children Missing From Education**

- Assessment of vulnerability.
  - First day calling / e-mail to the parent/carer to establish the cause of absence and when the child is likely to return.
  - When there are difficulties in contacting the parent/carer, the Lead Teacher will seek information from staff, pupils, and other schools if pupil has siblings attending other schools, to try and determine the family circumstances as they may know, for example, if the family were intending to move or go on holiday. The LT will also call other contacts listed in the child's file.
  - Where concerns exist and there is no reasonable explanation or contact, the school will consider escalating to a higher level, as there may be a reason to believe that the child is at risk of harm. Safeguarding (CP) Procedures take precedence where there are any such concerns and will be discussed with DSL in school promptly by all staff as they arise.
  - The Lead Teacher / DSL will use the Reasonable Enquiry Form detailing school actions to carry out "Reasonable Enquiry". The LA children's social care, the LA education welfare service and/or LA nominated child protection person will be informed, and in the final instance reporting to the Police will be considered.
  - All children with an unauthorised absence who are looked after by the Local Authority or are currently open to Children's Social Care, will be referred to the school's DSL.
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- The *Leaving School Form*, Appendix 4, must be used for parents to complete if it is known they are intending to move, at the earliest opportunity.
  - The final pre-admission list dated Aug 31<sup>st</sup> each year should be used. Families will be contacted in advance to see if they are still intending to come in September, or have moved, or made alternative arrangements (for which we would get the details and record in school.)
  - In-Year Admissions must be accounted for once they have a place offered at the school.
  - Any new provision will be recorded on the Leavers List after obtaining a confirmed start date from the new school. If parents have decided to continue at their current provision, they will be asked to confirm this to the school by email or reply slip. The others will be referred to L.A. Children Missing Education team.
  - We will act in accordance with the Pupil Registration Regulations regarding Missing Pupils by notifying L.A. CME Lead, not taking them off roll until acknowledged by CME



team.

- All Leavers will be accounted for on our Leavers Lists with either a confirmed destination or be recorded as having been referred to and acknowledged by the L.A. CME Lead after Reasonable Enquiry.

#### **Appendix 4 – Leaving School Form for Parents**



## LEAVING SCHOOL FORM FOR PARENTS

**If your child is leaving school fill in this form AND RETURN IT TO THE SCHOOL OFFICE.** If you are not sure of the details of your move, please let us know as soon as possible, but fill in this form as fully as you can before you leave.

### SCHOOL NAME \_\_\_\_\_

Why you need to complete this form:

- **Your current school is expected to transfer information to the new school.**
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

PUPIL DETAILS			
NAME:	DOB: / /	YEAR GROUP:	Last Day:
NAME:	DOB: / /	YEAR GROUP:	Last Day:
NAME:	DOB: / /	YEAR GROUP:	Last Day:
NAME:	DOB: / /	YEAR GROUP:	Last Day:

REASON FOR LEAVING	
Moving Address	Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ County _____ Post Code _____ Local Authority _____
Moving Country	Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ Country _____

Other, give details	
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<b>PARENT CONTACT DETAILS</b>	
Father/Carer Name	
Mother/Carer Name	
Mobile Number/s	
Landline Telephone	
Email	

<b>EXTRA CONTACT DETAILS PLEASE COMPLETE</b>	
<i>We will only contact them if we need information and cannot contact you about your child's new school. Please choose a friend or relative who you will be staying in touch with and who is not expected to move in the near future.</i>	
Friend/Relative Name	
Relationship to You	
Mobile Number/s	
Landline Telephone	
Email	

<b>SIGNATURE</b>	
Parent/Carer Name	
Signature	
Date	

<p><b>ANY OTHER DETAILS</b></p> <ul style="list-style-type: none"> <li>• <i>Please provide any other information if appropriate. For instance if you have applied for or accepted a new school place in your new area.</i></li> <li>• <b><i>Please include old address.</i></b></li> </ul>
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A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for schools to use for recording information.

**SCHOOLS USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE.....**