**School Attendance Policy**

This policy complements and builds upon the Vale of Glamorgan School Attendance Policy and as such should be read in conjunction with this policy.

At Llanfair Primary School our aim is for each child to attend school as frequently as possible. Regular attendance brings both academic and social and emotional benefits to pupils. As such we aim for our attendance across school to be greater than 96% each year. This includes pupils below statutory school age as we believe this sets a clear precedent that good levels of attendance are to be expected.

**Legal Framework**

Section 7 and 444 of the Education Act 1996 outlines the responsibilities on parents to ensure that their child regularly.

Equally, there is requirement upon the local authority (LA) and schools to monitor and enforce good attendance.

As such Llanfair Primary School works closely with the LA in ensuring high levels of attendance.

**Absences**

We recognise there will be times when pupils’ absence from school will be unavoidable. For example sickness, family bereavement, religious observance and unavoidable medical/dental appointments. In the school registers this will be recorded as an authorised absence. It is important to note that only the Headteacher can determine whether an absence is authorised. Parents nor the LA can make this determination.

There are also times when pupils will be absent from school for unacceptable reasons. Where the Headteacher or designated authorised person in school (such as the Deputy Headteacher) determines that the absence is without approval, this is recorded as an unauthorised absence. Unauthorised absence is perceived as truancy. School may ask parents to substantiate any illness, for example; by producing a medical appointment card.

**Term Time Holidays**

Llanfair Primary understands that taking holidays during term time offers a more affordable option. However we strongly request that parents only take these holidays in exceptional and extenuating circumstances. Class teachers plan learning carefully and time out of school can disrupt this learning.

Where such holidays are unavoidable, parents must apply for permission from the Headeteacher using a holiday request form. The Headteacher will consider each application in view of the specific circumstances of the family and can authorise a maximum ten days per academic year.

To support families, school will;

* Give as much notice as possible of INSET days.
* Share the link to school term dates through newsletters

**Punctuality**

Punctuality is very important. It ensures a smooth start to the school day. Learning begins instantly with children completing tasks during registration. Arriving 5 minutes late each day adds up to over 3 days lost each year. To support parents school staff begin monitoring the yards from 8.45am onwards allowing pupils to be dropped off. Parents are requested not to allow pupils onto site before this time. School provides a Welsh Government funded breakfast club from 8.05am. Persistent lateness will be treated as irregular attendance.

Where a pupil is late after registration, the pupil must report to the office.

**Registration**

The school day is separated into two sessions, one morning and one afternoon. The morning session begins promptly at 9am. Registration is taken within the first ten minutes. Any pupil arriving after 9.10am but before 9.30am will be marked as late but in attendance. Full registration closes at 9.30am. Any pupil arriving later than 9.30am with be deemed as absent from the morning session.

Afternoon session begins at 1pm for Foundation Phase pupils and 1.15pm for Key Stage Two. Registration in the afternoon is ten minutes.

School staff ensure that registers are completed promptly and accurately. These are electronic registers. Appropriate absence codes are used to record the reason for non-attendance.

**Reporting Absence**

Parents are responsible for informing school of their child’s absence from school, on the first day of absence. Parents are requested to keep school informed on a daily basis.

Where school has not received notification of an absence, school will contact parents either by phone call or electronic communication, to establish the pupil’s whereabouts.

**Monitoring Attendance**

The Headteacher monitors attendance on a half termly basis, or more regularly where a pupil’s attendance gives cause for concern. This information is also monitored termly by the LA. The Headteacher provides termly feedback to the governing body on levels of absenteeism and any emerging patterns.

Class teachers inform parents of their child’s attendance at parent consultations during the spring term and include the statutory information in the end of year academic written report to parents.

Where a pupil’s attendance gives cause for concern, the Headteacher will contact the parents directly to discuss any support required.

Where the pupil’s attendance continues to be a concern, the Headteacher, in liaison with the Education Welfare Service, will write to the parents directly.

Where insufficient improvement is made, the school will make a referral to the Education Welfare Service. This could lead to a Fixed Penalty Notice or *a prosecution for non-school attendance.*

The Headteacher can consider requesting a Fixed Penalty Notice when / if there are ten or more unauthorised sessions in any one term (these do not need to be consecutive)

As part of its self-evaluation process, school will reflect on pupils’ attendance and consider whether its strategies are effective. The policy will be updated accordingly.