

	<p>St. Joseph's RC High School Ysgol Uwchradd Gatholig Joseff Sant</p>
	<p>Attendance Policy</p>

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# Attendance Policy

## PRINCIPLES

- Every child has a fundamental right to be educated.
- By law all children of compulsory age must receive a proper full time education.
- Parents/carers and teachers have a duty to ensure maximum attendance at school.

## AIMS

- To enable maximum pupil attendance through valuing high attendance rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence pupil attendance and work in partnership with parents/carers and the EWO to address difficulties.

## OBJECTIVES

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To eliminate unauthorised absences.
- To provide an effective and efficient system for the monitoring of attendance.

## PRACTICE

### Form Tutors

- (1) Form Tutors should strive to create an ethos which positively encourages and rewards excellent attendance.
- (2) Electronic registration (or paper backup) must be completed accurately at every registration session and in the case of the latter returned to Admin. immediately.
- (3) Authorisation must be obtained for every absence.
  - (i) If the pupil does not return to school after an absence with a note from the parents/carers ABSENCE LETTER 1 will be given to the pupil by the tutor.
  - (ii) If Absence letter 1 is not returned by the parents/carers, they should be contacted by telephone or letter (Absence Letter 2) sent by post.

### Heads of Year

- (1) Heads of Year are responsible for monitoring patterns of lateness and attendance on a weekly basis, contacting parents/carers of persistent absentees (ABSENCE LETTER 3) and liaising with Assistant Headteacher and EWO.
- (2) Excellent attendance should be praised and certificates distributed at assembly.

### Assistant Headteacher

Assistant Headteacher will liaise with the Heads of Year and EWO to monitor attendance. They will contact parents/carers of persistent absentees at the end of each term. (ABSENCE LETTER 4) and at other times if appropriate.

### "First Strike"

During the year Senior Staff and EWO will operate the "first strike" system with one or more nominated year groups. The parents/carers of absentees will be contacted by telephone on the FIRST day of absence.

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## Planners

Pupils and parents/carers will have the facility to self evaluate and record attendance in personal planners. Review of individual, form, group or year attendance will be a target for form tutors and HoY each half term.

## Punctuality

This is an important characteristic of self discipline and time management, punctuality is monitored on a daily basis by all pastoral staff and EWO. Parents/carers will be contacted if irregular patterns of punctuality are witnessed, either when arriving at school or between lessons.

## FIXED PENALTY NOTICES

As a result of Welsh Government Legislation, the Governors have adopted Newport City Council's Code of Conduct which allows the school to issue Fixed Penalty Notices to parents of pupils who loose five school days or ten school sessions which are unauthorised.

Communication between school staff, parent/carer and the EWO will give an overview of the attendance of pupil(s) and in cases when absence issues are not resolved with the parent/carer Fixed Penalty Notices may be considered appropriate.

The protocols and procedures in relation to Fixed Penalty Notices:

### Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, Fixed Penalty Notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice.

### Fixed Penalty Notices may be considered appropriate when

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrive at school, ie after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.

This policy was updated **September 2016** by Mr T Nunn  
Accepted by Full Governing Body 22 September 2016  
To be reviewed July 2017