



# Priory Church In Wales (Aided) Primary School

*'Celebrating Creativity, Imagination  
and Belief'*



## ATTENDANCE POLICY

Adopted by Headteacher and Governing Body

Date November 2019

Signed

Headteacher

(Mrs L McCrohon)

Signed

Chair of Governors (Mrs Helen Covington)

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years **attend school on a regular basis AND on time.**

## **ATTENDANCE REGISTERS**

- The attendance register must be completed at the beginning of the morning and afternoon.
- Registers are to be kept open for 30 minutes.
- Where an absence is difficult to identify as being authorised or unauthorised a provisional mark is to be entered until clarification has been obtained.
- At the end of each term the total of attendance, total of authorised absence, total of unauthorised absence and total absences have to be entered for each child.

## **Classification of 'Authorised Absences'**

- 1 Receiving part-time education other than at school.
- 2 Family bereavement /attendance at a funeral.
- 3 Other circumstances to be identified by the school.
- 4 Exclusion for a fixed or indefinite period.
- 5 Illness or medical / dental appointments.
- 6 Approved activity (sporting, musical, public performance).
- 7 Day of religious observance on the religious body to which the parents belong.
- 8 Absence due to inclement weather / delayed transport.
- 9 Educational Visit.

Please follow the school's marking code for recording absences on Teacher's Centre

Regular school attendance is essential for the efficient education of all pupils.

*“Every parent of every child of compulsory school age has a duty to ensure that the child receives an efficient full-time education.”*

It is our responsibility to keep Attendance Registers which must be marked at the beginning of each school session and distinguish between authorised and unauthorised absence.

*"The presence or absence of every pupil must be recorded in ink at the commencement of each morning and afternoon session. For each pupil who is absent it is necessary to indicate whether the absence was authorised or unauthorised."  
(Welsh Office Circular 45/91).*

Where it is not possible to record at the beginning of each session whether or not a pupil's absence is authorised, that information must be recorded as soon as it is practicable to do so.

Parents must notify the school and explain absences by letter, by telephone or verbally.

The detailed instructions for recording absences should be kept inside the registers.

All absences are to be carefully monitored for evidence of:-

- high levels of absence ( unauthorised)
- high levels of absence (authorised - despite covering letters)
- frequent or regular patterns of absences (authorised or unauthorised).

If evidence of the above is observed, then the Headteacher must be notified. These absences can be examined and investigated further if necessary.

In the event of an absence and no contact from the parents or guardian is recorded, the school will contact the home on the 1<sup>st</sup> and 3<sup>rd</sup> day of absence.

Where a pupil's attendance falls below 90%, the school will send out a letter to the parents inviting them to discuss the matter with the Head Teacher. If attendance does not improve and the parents do not attend the meeting organised by the school, the Education Welfare Officer is contacted who in turn contacts the parents. This visit is followed up by a letter. Other agencies may also become involved - Social Services, Child Psychologist, etc.

It is our duty to ensure that we do everything possible to affect regular attendance from every pupil.

The school follows the Procedures for Non – Attendance as outlined by the ERW Region, in their Attendance Pathways Document.