



## **ATTENDANCE POLICY**

### **Introduction**

Every child has a basic right to be educated. Children can only benefit from the learning opportunities planned by the school if they are present. Absence is a barrier to learning; students who are frequently absent are at an increased risk of disaffection. The school has a duty to encourage good attendance with the cooperation of parents.

The school has a legal duty to identify whether a student who is not on site is absent. Absence will be classified as authorised or unauthorised according to the guidance given in Welsh Office circulars.

Ysgol Y Grango seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

As part of our belief in social inclusion, the school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with students, their families and other agencies to ensure each child attends school regularly and punctually.

The school's guidance and rewards systems acknowledge the efforts of students to improve their attendance and challenges the behaviour of those students and parents who give low priority to attendance and punctuality.

This policy has been developed with reference to the Wrexham Education Dept 'Guidance on School Attendance' Sept 2000 and The Welsh Assembly Governments National Behaviour and Attendance Review 'Interim Report'.

### **Aims**

#### **1. Improve the overall percentage of students at school.**

- Apply this policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Monitor progress in attendance with reference to Welsh Assembly Government benchmarking data
- Use a wide variety of teaching and learning styles in lessons to address all students' learning needs

## **2. Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.**

- Include information in the staff handbook and prospectus
- Include attendance in reports to parents and governors
- Provide teachers with regular statistical updates
- Discuss attendance issues in line manager meetings and ESW/Guidance Leader meetings
- Include attendance in the rewards system.

## **3. Maintain agreed roles and responsibilities to promote consistency in registration and attendance processes.**

- Maintain electronic lesson by lesson registration
- Use support staff in conjunction with Progress leaders to monitor and follow up attendance issues.
- Ensure clearly defined registration procedures and monitor punctuality.
- Respond swiftly to lateness (in respect of both students and parents).
- Define clearly the roles and responsibilities of all staff with regard to attendance as per WCBC 'Guidance on School Attendance' Sept 2000.
- Timetable Progress Leaders to meet with Education Social Worker
- Review attendance regularly.

## **4. Further develop positive and consistent communication between home and school.**

- Maintain first day absence contact (This may be through a target group initially and may be via an automated system).
- Develop the use of computer generated letters.
- Promote expectation of absence letters/phone calls from parents.
- Provide information in a user-friendly way (may include languages other than English, and non-written).
- Encourage all parents into school.

## **5. Promote effective partnerships with other services and agencies.**

- Designated key staff for liaison with Education Social Work Service and other agencies.
- Gather and record relevant information to assist completion of Education Social Work Service.
- Include agencies in meetings where appropriate and as a matter of course. ( Eg Team Around the Child meetings, IBP, IEP, PSP meetings etc)

## **6. Ensure appropriate reintegration plans following significant periods of absence.**

- Be sensitive to the individual needs and circumstances of returning students.
- Reintegration following prolonged absence or exclusion will normally be via the Student Support Unit during which time access to other services may be arranged.
- Inform all staff about the reintegration process.
- Include parents and student in reintegration plan as well as the Educational Social Worker and other agencies where appropriate.

## **Responsibility and Accountability**

ESW – Mrs Emma Evans

The ESW will work with Progress Leaders to identify students where attendance is "causing concern" and work with students and parents/carers to improve attendance. In severe cases where there is no improvement, the LEA may take court action against parents/carers.

The Headteacher will report on school attendance at the meeting of the full Governing Body each term.

## **Monitoring and Evaluation**

The Governing Body will monitor and evaluate this policy annually in discussion with the Headteacher.

The LEA will also monitor whole school attendance and the effectiveness of this policy through their annual evaluation and target setting visits.