

Ffynone House School



Attendance Policy

Approved by:	H Khaleel	Date: 12/01/2022
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Attendance Policy

Aim

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the school.

Duties and Responsibilities

Parents

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

Pupils

Pupils are responsible for making sure that their own attendance is of the highest possible standard. All pupils must report to reception if they are late to ensure the accuracy of the register.

Staff

The School Office Staff are responsible for telephoning parents on the first day of any unexplained absence, recording the response, and letting form tutors know the outcome.

Form tutors will liaise with the School Receptionist and the Deputy Head regarding any attendance concerns they may have.

The form tutor is responsible for marking and weekly auditing of the attendance register in line with the guidance given by the Welsh Government. Form tutors should be a good role model for students, praising students for arriving on time and taking prompt action where students are late or absent without explanation.

Encouraging and Supporting Good Attendance

High pupil attendance is an important objective for all staff and is supported in the following ways:

- The need for good attendance is highlighted in assemblies, form periods and by all subject teachers.
- Parents are educated and informed of the importance in maintaining high levels of attendance
- Members of Staff are made aware of annual returns to ensure any attendance problems are resolved.
- Regular poor attendance is investigated by a member of the Senior Leadership Team.

Equally importantly, parents should regard good attendance and punctuality as essential for their child's progress. To this end, parents should:

- Ensure that their child attends school unless there is a very good reason for not doing so.
- Ensure that their child is punctual and arrives at school no later than 8.40 a.m.
- Contact the school as early on the first morning of their child's absence.
- Phone or email to explain their child's absence.
- Ensure that their children know that if they are ill during the school day, any request to be collected must go through the school office.

Recording attendance

- Pupils must not be marked present if they were not in school during registration.
- If a pupil leaves the school premises after registration they are still counted as present for statistical purposes. However, they must sign out in reception.
- Form tutors ensure that all absences are explained with a note to their form teacher or parents informing reception by phone or email. Notes in homework diaries regarding absence should be photocopied or copies of dental / medical appointment cards taken and then teachers make a note with the explanation of the absence on Engage. When parents phone or email in the morning notes are kept on engage explaining the absence.
- Pupil's attendance record is included in their end-of-year report to parents.

Authorised Absence

School will authorise absence for:

- Illness
- Medical or dental appointments, where it is not possible for the appointment to take place outside of school hours
- Days exclusively set apart for religious observance by the religious body to which the parents belong
- Study leave
- Accessing lessons at home on Teams, with prior approval

The Headteacher will only authorise other leave of absence in exceptional circumstances and will determine the length of time that the child can be away from school.

Monitoring attendance

A member of the senior leadership team will:

- Monitor attendance closely and address poor or irregular attendance
- Investigate any unexplained absences as part of their wider safeguarding duties.

To prevent children missing education, the school will:

- Enter pupils on the admission register at the beginning of the first day on which they will attend Ffynone House School
- Monitor pupils' attendance with twice daily registration
- Inform the local authority within 5 days, when a pupil leaves the school