

Ysgol Mynydd Isa

Vision	Core Values (Standards)
Learning together-succeeding together	> Moving forward e.g. encouraging resilience through challenge
Mission	> Respect e.g. valuing self, others and the community
Believing in all	> Caring e.g. nurturing self esteem in a safe environment > Happy e.g. taking on every challenge with a smile > Together e.g. supporting all in an inclusive learning community

Attendance Policy

Approved On:	Spring 2018
Next Review:	Spring 2022
Signed:	A.Davies

YSGOL MYNYDD ISA

School Attendance

Principles

Good attendance is extremely beneficial to a child's education, well being and social development.

Poor attendance and/or lateness is closely linked to children falling behind in their academic achievement and this in turn can impact on self esteem and confidence.

Aims of the policy

- To ensure that all pupils of compulsory school age attend school on a regular and full-time basis.
- To ensure that good lines of communication are in place so that parents can contact school to report their child's absence.
- To resolve any problems regarding pupils' attendance as soon as possible
- To resolve issues in partnership with parents and child. However, if problems cannot be resolved in this voluntary basis, problems will be referred to the Educational Social Worker. If still unresolved, the LEA may seek a solution through the courts.
- To reward good attendance
- To set targets to maintain and if required to further improve attendance levels. These to be included in the School Development Plan.

Procedures

The school applies the following procedures in deciding how to deal with individual absences.

Illness and other legitimate reasons	<ul style="list-style-type: none">• If a child is unfit for school, parents should contact the school on the <i>first</i> day of absence.• Absences will not be authorised without parental confirmation.• In exceptional circumstances, further evidence of a child's illness, such as a doctor's note, may be requested.• Other reasons for absence must be discussed with the school each time; parental confirmation will not necessarily be accepted as providing valid reasons. It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may; however, be granted in an emergency (e.g. bereavement) or for medical appointments which take place during school time.• The school determines how to classify absences not parents.• Excluded pupils-where a pupil has been temporarily excluded, he/she remains on the school roll. If a pupil is excluded permanently his/her absence is treated as authorised until
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	after review. Once the exclusion is confirmed he or she is taken off the school roll.
First day contact	<ul style="list-style-type: none"> We are obliged to formally account for all pupil absences. We require parents to notify us before 9:30 am to explain their child's absence. If this is not done we will attempt to contact parents as soon as possible.
Holidays	<ul style="list-style-type: none"> Family holidays should be taken during the school holidays. Holidays take during certain months of the year are particularly disruptive e.g. September/October impact adversely on a child settling in, Holidays in April/May impact on important National Tests. All holiday leave in term time is at the discretion of the Head. Provided the request is made in <i>advance</i> in writing, leave for up to 10 days per school year may be granted, provided the child's attendance record is otherwise acceptable. See definition below: Except for exceptional circumstances, leave will be refused where the child's attendance is below 90%. Requests for leave beyond 10 days a year will only be granted in exceptional circumstances on a case-by-case basis.
Lateness	<ul style="list-style-type: none"> Children must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Late arrival after registration without good reason is counted as unauthorised absence. Lateness is determined based on whether the child is not here during the registration period (10 minutes). Children arriving in school after this time have to report to the main entrance.
Who monitors attendance and lateness?	
Class teachers	<ul style="list-style-type: none"> Are often in the best position to address emerging concerns immediately through regular contact with parents
SMT/HT	<ul style="list-style-type: none"> All attendances below 90% will be analysed by the Head teacher (to look for patterns of absences as well as amount of absences) to determine whether any action is needed and also the type of action. Staff should also raise any concerns with the Head teacher at the earliest opportunity.
Education Social Worker	<ul style="list-style-type: none"> The ESW visits the school regularly checking on attendance figures and following up any concerns the school may have regarding poor attendees or pupil welfare. Attendance below 80% will be referred to the ESW unless a valid reason exists e.g. serious long-term sickness to pupil. (This may necessitate the need for the involvement of a home school tutor.

Rewarding good attendance	Nearly all of our pupils have very good attendance and are punctual. This does not go unnoticed and is very much appreciated. <ul style="list-style-type: none">• On a termly basis, Individual pupils will be rewarded by a certificate for gaining 100% attendance. This will also be recognized in school newsletters, tweets etc.• Class attendance will also be recognized by a specific mention in newsletters etc.
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We believe the above strategy is effective in maintaining good pupil attendance.