



St Martin's School

SCHOOL ATTENDANCE POLICY 2018

Mission statement

St Martin's School is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will provide an environment where all students feel valued and welcomed and are committed to the the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and well-being of all children and young people.

The school will follow the All Wales Child Protection procedures and local protocols in relation to specific and identifiable welfare issues that prevent a child or young student from accessing education, or where there are safeguarding concerns.

For a student to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and this school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government (WG).

The legislation makes provision for a school day which is to be divided into two sessions with a lunch break in the middle and to be available for at least 190 days in any school year.

The school will review its systems for improving attendance on an annual basis.

This policy outlines the procedures that the school will use to work towards meeting its attendance targets.

Promoting attendance

The foundation for good attendance is an active partnership between the school, parents/carers and students where everyone takes responsibility for improving a young persons attendance.

We will ensure that our students are made aware of the importance of good attendance and how this will benefit them; we will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual learners.

The home school agreement contains details of how we work with parents and carers and our expectations of what they will need to do to ensure their child achieves good attendance.

Leave of absence/holidays in term time

Leave of absence during term time is not permitted as parents and carers do not have the automatic right to withdraw their children from school for an annual holiday.

The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents and carers must apply in advance for permission for their child to have leave of absence.

Examples of exceptional circumstances include:

- Parent working abroad for a fixed, medium term period;
- Family are returning to country of origin;
- Parent returning from active tour of duty.

Parents and carers are advised that A Fixed Penalty Notice (FPN) may be issued by the LA when permission for a holiday or leave of absence has not been authorised by the school and exceeds 10 sessions. The Local Authorities Local Code of Conduct has more information on this.

School procedures

Any student who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Head Teacher or a member of staff acting on their behalf can authorise absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (code N) and promptly followed up by the school, as part of its early intervention and safeguarding strategies.

The coding for any absences will be in accordance with the guidance provided by the WG as in Appendix 1.

Lateness

Morning registration will take place at the start of lesson one at 8.30 am. The registers will remain open for a maximum of 30 minutes, in accordance with WG guidance. Any student arriving after this time will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students arriving after the start of school but before the end of the registration period will be coded as late (L).

Afternoon registration will be at 2:00pm and any student arriving after 2.30pm will be marked as having an unauthorised absence (code U) unless there is an acceptable explanation.

Students arriving after the start of afternoon registration period will be coded as late.

Parents and carers are reminded that The LA may issue a FPN for persistent lateness after the close of the register in accordance with the Local Code of Conduct, if in excess of 10 sessions.

First day absence

School will endeavor to ascertain the specific reason for non- attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a telephone call, email, home visit or text. Once the specific information is received to explain the absence, the register will be amended to reflect the appropriate absence code (Appendix 1).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to child protection/safeguarding services or are looked after (LAC). The local children services team may be notified of unexplained absences of more than two days of a student on the child protection register, or one day following the week-end.

Third day absence

On the third day of absence and if school has not received an adequate explanation, a letter will be sent to the parent or carer requesting this information. The absences will remain unauthorised, until an adequate explanation is received.

Absence notes

Notes received from parents explaining absence will be kept for an academic year. If there are attendance concerns about the student, that may require further investigation, then the notes should be retained in line with education retention schedule. Parents and carers are aware that only the Head Teacher or their representative can authorise an absence and that further information such as a letter from a GP or Consultant may be required to support reasons given for absence.

Continuing and frequent absence

Within the school it is the responsibility of the class teacher/ tutor or attendance clerk to be aware of and bring attention to the Head teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible, before a referral is made to the Education Welfare Service (EWS). This may involve inviting the parents or carers and the student into school for a meeting.

For unauthorised absences of 10 sessions or more in a school term (there are two sessions in a day, morning and afternoon), the school can request that the LA issue a FPN in accordance with the Local Code of Conduct.

Persistent absence

Welsh Government defines persistent absence as students whose absence level is more than 15% (85% attendance). These students will be subject to an action plan to support their return to full attendance.

The action plan will include engagement with relevant agencies that can support the student's attendance and could include the schools Education Welfare Officer (EWO).

Absence related to discrimination

As a school, we will monitor and report on discriminatory incidents each term and if the reason for a student's absence is related to this we will take action to deal with the situation.

A welcome back

The school will welcome back all students on return from an absence. This will include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to other students.

Attendance awards

The school will use an awards system to recognise students who have good or improving attendance.

Categorisation of absence

All students who are on role but not present in the school must be recorded within one of these categories.

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid.

Approved educational activity

This covers types of supervised educational activity undertaken off the school site but with the approval of the school and or the LA.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education at another venue
- Education arranged by the Child and Adolescent Mental Health Service (CAMHS)

Dual Registration

Students who attend another school or establishment are dual registered at both venues. The enrolment status within the management information system (MIS) indicates the main place of education and which the subsidiary is.

An example would be a student registered at school A but attending Community tuition, another EOTAS provision or PRU.

- School A – record S (subsidiary establishment , dual registration)
- Other education provider – record M (main place of education, dual registration)

The school or provision where the child is expected to attend is responsible for accurately recording the student's attendance and chasing up non-attendance.

School will liaise with the other education provider on a daily basis in order to identify students who are absent for the session and mark the register accordingly.

Retention of records

Computer registers will be preserved as electronic back-ups.

We will retain attendance records of students for three years.

Attendance targets

Each year the school and governing body, will set absence targets

A system for analysing performance towards the targets will be established and the Head Teacher or senior school manager will be responsible for overseeing this work. The school and Governing body will make use of the attendance data available from the SEWC and the LA when setting its targets.

Our school targets are:

School targets for Attendance, Exclusions and Local School Targets

Enter the targets (for pupils in Year 7 to Year 11 only) into the blank boxes below

	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20
Attendance (%)	94.3	94.8	95.3
Unauthorised Absence (%)	3	2.8	2.6
Authorised Absence (%)	2.7	2.4	2.1
Number of permanent exclusions	5	4	3
Number of fixed-term exclusion incidents	80	70	60
Total number of fixed-term exclusion days	180	160	140

Plan

The school will include tasks within its School Improvement plan to show how the school will set about achieving its attendance targets.

Appendix 1: The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age students	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible

Appendix 2: Legislation and guidance

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude and
- (b) to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent means natural parents and includes any person who has parental responsibility or has day to day care of the child.

Section 444 1, 1(a) and (ZA) contains the details of when an offence is committed if a child fails to attend school or alternative provision arranged by the Local Authority.

The Education (Penalty Notices) (Wales) Regulations 2013 set out the framework for the operation of the Fixed Penalty Notice scheme.

The Equalities Act 2010 (Statutory Duties) (Wales) Regulations 2011

Registers and admission.

- The Education (student Registration) (Wales) Regulations 2010
- The Education (School Day and School Year) (Wales) (Amendment) Regulations 2006

Attendance targets

- The Education (School Performance and Unauthorised Absence Targets) (Wales) (Amendment) Regulations 2006.

Guidance documents relating to attendance

- All Wales Child Protection Procedures
- Keeping Learners safe
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and student Support.
- South East Wales Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes

Appendix 3: Callio Seven Step Attendance Strategy

To promote and improve levels of school attendance the school will be using the Callio Seven Step Attendance Strategy

The seven steps are as follows:

1. Send initial letter and Callio chart to inform parents about the strategy (see Parent Initial Letter)
2. Update parents about their child's attendance and position within the Callio colour banding frame on a half termly basis (see Parent Letters)
3. Display Callio posters in prominent positions within the school so that they are visible to parents and students.
4. Use the Callio banding system to display student attendance on a weekly basis.
5. Use the Callio banding system to praise good attendance.
6. Use the Callio banding to inform school escalation procedures.
7. Display a copy of the Callio banding frame on your school web site.

The following page shows the initial letter sent to parents to remind all parents of the importance of school attendance.



St Martin's School

Ysgol Martin Sant

Hillside, Caerphilly CF83 1UW

Tel. *Ffôn*: 029 20 858050

Fax. *Ffacs* 029 20 858051

E-mail *E-bost*: STMCA@CAERPHILLY.GOV.UK

Website *Safle wê*

<http://www.stmartins.caerphilly.sch.uk>

Dear Parent/Carer

As a new school year begins we want to remind all parents of the importance of school attendance and our commitment to students. We ask all parents to set the highest of expectations for attendance for the term and year ahead.

Our target for your child is a minimum of 95% attendance this year!

We have attached a table and chart which illustrates the relationship between attendance and achievement at school. A copy of which is also on our website.

The rewards for good attendance are clear. students are more likely to enjoy school, achieve better results and increased life chances.

We will be updating you about your child's attendance on a half-termly basis.

Yours sincerely

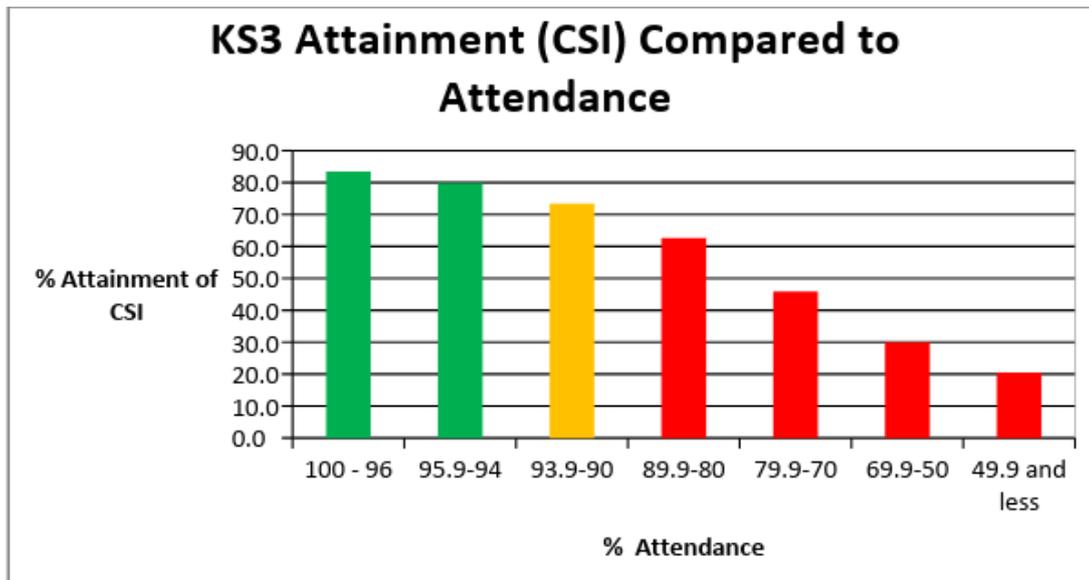
Mr L Jarvis
Head Teacher

Callio

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

Every lesson counts, every school day counts!

The relationship between doing well at school and good attendance is clear.

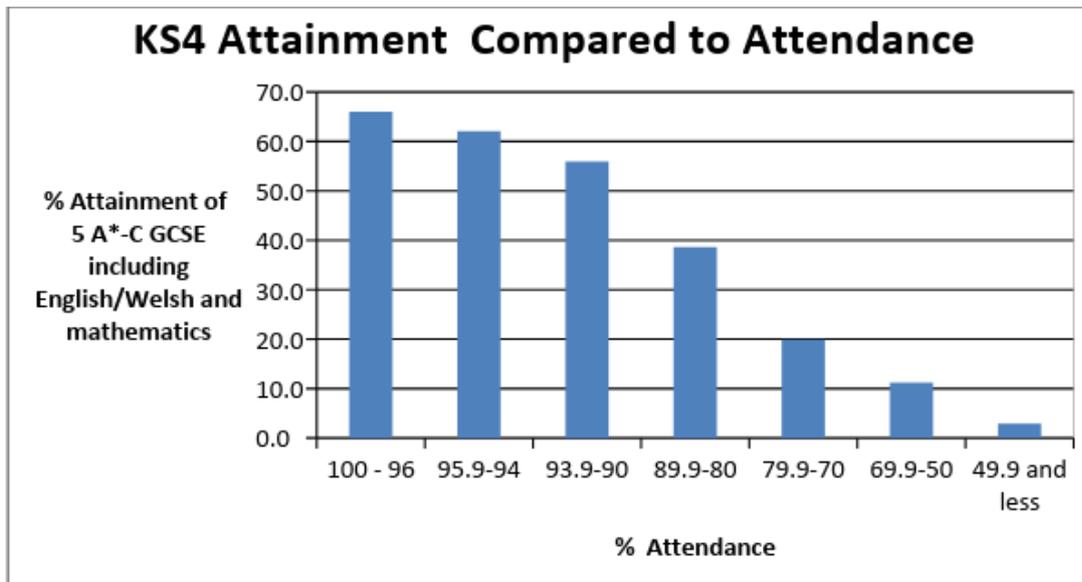


The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.

Callio

Every lesson counts, every school day counts!

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Light Green	96%	Missing about 8 days of school.
	95%	Missing about 2 weeks of school.
	94%	Missing up to 2 weeks and 2 days of School. It will be difficult to catch up on the lost learning from 35 lessons.
Amber	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to loose. Time to 'callio'.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.



The relationship between doing well at school and good attendance is clear.



St Martin's School

Ysgol Martin Sant

Hillside, Caerphilly CF83 1UW

Tel. *Ffôn*: 029 20 858050

Fax. *Ffacs* 029 20 858051

E-mail *E-bost*: STMCA@CAERPHILLY.GOV.UK

Website *Safle wê*

<http://www.stmartins.caerphilly.sch.uk>

ADVISORY WARNING LETTER FOR SCHOOLS

Dear (Parent name)

Name of student:

Date of birth:

Date:

I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least 10 sessions (5 school days) of unauthorised absence.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered student at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under Section 444 of the Education Act 1996, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school/provision will be monitoring your child's attendance for 15 school days from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority, however should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely

Mr L Jarvis

Head Teacher