



Craig Y Parc

Attendance Policy



Introduction

It is a government legal requirement that all children attend school for 190 days. It is also a government requirement that we monitor attendance and apply the legal requirement.

Craig y Parc School recognises that good attendance is central to raising standards therefore, students need to attend school regularly to fulfil their potential and to benefit from learning opportunities.

Principles

Craig y Parc school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by students will be recognised appropriately. All students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Schools have a legal duty to refer any absence of 10 days or more where they have been unable to contact the parent/care provider or have general concerns about the absence to the Education Authority.

Schools are required to take an attendance register twice a day, and this shows whether the student is present, attending an approved educational activity off-site, or absent

Craig y Parc School will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Maintain regular and accurate records of morning and afternoon attendance, and monitor punctuality.
- Contact parents when a student fails to attend school and when no message has been received to explain the absence.

We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day;
- Ensure that they contact the school of any absence.

If you wish to speak with the class teacher, please ensure you call the school between the following times:

8.30am – 8.55am

3.45pm – 4.15pm

- Notify the school immediately of any changes to emergency contact details.

Registers, Punctuality and Lateness

All students should come into school at 9.00am.

Students will be collected by a member of their class team and taken into school where the register will be taken by 9.15 am; the register will then be closed at 9.30am, this is a legal requirement. After 9.30 am, late arrivals will be registered as attending late.

Class teachers will report persistent absences to the headteacher, who will take further action if necessary. Where a student arrives at school via local authority transport, the school will notify both the parent and the local authority.

Craig y Parc will follow up on any unexplained absences on the first day of absence to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken if required
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it into the school's attendance data.

The absence and attendance codes are national codes that enable the school to record and monitor attendance and absence in a consistent manner, thereby complying with regulations. (see appendix 1 from All Wales Attendance Framework 2011) [all-wales-attendance-framework.pdf](#)

Unauthorised absences

If a student is absent from school and the school has not been notified of the absence, we will contact parents via telephone or send a text message between 9.30 – 10.00am on the day of absence.

Unauthorised absence includes:

- Parents keeping children off school unnecessarily
- Absences which have never been adequately explained

Authorised absences

From time to time, children need to be absent from school for a good reason, such as illness or other unavoidable causes, or for other reasons, such as medical appointments. School should always be informed of such absences.

Non-school attendance in Term Time

The Education Regulations (Wales) 2010, [The Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from schools for a holiday. Only in exceptional circumstances may the amount of leave granted exceed more than ten school days in any twelve months. Welsh Government guidance clearly states that the reference to exceptional circumstance means that the parent must make a strong case for taking the child away for more than two weeks a year.

Parents should contact the school headteacher to find out how to make a request for permission to attend a holiday during school term times.

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Review date: May 2021 C.Spring (Headteacher)

Reviewed: September 2023 C.Spring (Headteacher)

Review date: September 2024

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