



Polisi Presenoldeb a Phrydlondeb

Policy for Attendance and Punctuality

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Regular attendance is key if a child wants to make the most of their school stage. The school emphasises that regular attendance is essential to ensure the child's educational and social development. We will provide an environment where all pupils feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and wellbeing of all children. School attendance is subject to education law and guidance and our school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government.

For a pupil to reach their full educational achievement, a high level of school attendance is essential. Persistent absences mean that there is no continuity in the learning process and, therefore, can lead to underachievement. It is not possible to compensate for lost time in class; the learning experience and social experience. We will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual pupils and assist to overcome any barriers that may be preventing the expected level of attendance. These strategies may be school-based, or may be implemented jointly with other partners to ensure the most appropriate support for the individual and their family.

The school will open its doors at 8.50am, every child is expected to go straight to his/her class where the teachers will wait for them. All children are expected to be in class by 9.00am.

Absence for Sickness

- Parents are expected to provide an explanation **before 9.30am** on the **first day** on which the child is absent. If we do not receive a telephone call or see the parent, then it is noted that your child is absent without permission.
- If you have not contacted before 9.30am, you will get a phone call or a text message reminding you.
- In the event of regular sickness absences then the school will refer the matter to the Education Welfare Office.

Leave with Permission for Doctor / Dentist Appointment

- Applications should be made (using a bespoke form available at the school) so that your child can be given leave to be absent from school for any reason.
- Parents are asked to make efforts to arrange medical appointments outside of school hours.
- Please inform the school as soon as possible **before** the absence.
- It is only the school that can give permission for pupils to be absent – not parents.

Punctuality

The registration period commences at 9am.

- A record is kept of all children who arrive late to the school (after entering a registration period). If this pattern continues then further action will be taken by the school.
- All children arriving between 9.05am and 9.30am will receive a late mark. If your child arrives after 9.30am then they will be identified as absent without permission.
- In order to avoid this, if you arrive after 9.00am, you have to bring your child to the office. On arrival at the office, you are expected to sign on the signing in system with the reason for the lateness.
- We often monitor punctuality, and you will be invited to the school to discuss our concerns in a formal meeting if your child is persistently late.
- This is not applicable to children who are late because of their school buses. In such cases, we will link directly with the Department of Transport to lodge our complaint.

The school closes at 3.15pm. Parents are asked to collect their child **promptly**. After school childcare provision in our 'Clwb Carco' finishes at 5.00pm (Monday to Thursday). Our after-school clubs finish at 4.15pm. It is not acceptable to leave the children in the care of the school at the end of the day.

Absences without Permission

The School and Local Education Authority systems for dealing with persistent absences/lateness are set out below.

- If there is a situation of unacceptable attendance or punctuality (usually attendance under the school target, approximately 96%) a letter will then be sent to parents.
- If there is no improvement over a 4 week period, then a second letter is sent out and parents are invited to attend a meeting at the school.

- If there is no amendment after a further 4 weeks then the matter will be passed to the education authority, and the inclusion officers would work with the parents to try and improve the situation.

Further legal action by the Education authority can be taken according to the seriousness of the situation.

School Holidays

Please note that parents or guardians do not have the automatic right to take pupils for a term holiday. If the School does not give consent for absence and the family decide to take the pupil, the absence will be one without permission.

- You must complete a holiday form, which is available at the school, to ask for permission to take your child on holiday during term time.
- You must ask permission before the holiday. No permission will be granted after the period of absence. We will
- Any leave that has not been granted is marked as a mark without permission being given on our registers.

All leave requests are considered individually by the headteacher in advance.

The head teacher will consider:

- Age of Child
- The child's pattern of attendance and punctuality
- Timing of absence

School Strategies

The school will review the attendance percentages every half term. In accordance with county guidelines, we will inform parents when their child's attendance has fallen under the school's target (including authorised absences).

These percentages are reviewed with further communication with parents and the LEA as necessary.