



Family Holidays during term time

Essentially, parents/guardians should not take pupils on annual holiday during term time. The LA and school policy is to actively discourage these absences and any requests will be unauthorised.

A copy of the Ceredigion 'CODE OF CONDUCT FOR PENALTY NOTICES for irregular attendance at school' and the school Attendance Policy is available at reception or on the school website.

Leave of absence due to special circumstances **may** be granted by the Headteacher, when an application is made in advance by the parent/guardian with parental responsibility and/or with whom the child normally Resides.



Each request will be considered carefully and those not granted will be **UNAUTHORISED**

Any absences longer than 4 weeks will result in the child being removed from the school register.

Rewards and Recognition for good attendance

Individual Incentive and Rewards

Individual Incentives:

- Gold, silver and bronze attendance stickers,
- Termly certificate for each pupil achieving full attendance,
- £5 book token for each pupil with an annual full attendance .



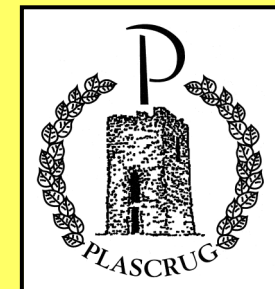
Class Based Incentives

- Weekly star chart displayed in the corridor for all classes who achieve **95%** attendance,
- Trophy for the best class each week,
- Fun activity day during the last week of term for the class or classes who reach or exceed target - pupils' choice of activities.



YSGOL GYMUNEDOL
Plascrug
COMMUNITY SCHOOL

Procedures for Improving Pupil Attendance



2014-15

Information For Parents / Guardians

Introduction

Regular school attendance is essential if pupils are to make the most of the educational opportunities available to them.

Irregular attendance seriously

- disrupts continuity of learning,
- undermines educational progress
- leads to underachievement and low attainment.



The school will strive to monitor and support pupils to maintain regular school attendance.

Senior Management and all teaching staff will work to raise the level of awareness and commitment to learning among the pupils.

They will promote a positive and welcoming environment in which pupils are keen to attend.



Improving School Attendance

The school has a responsibility to encourage high levels of attendance. Parental cooperation is of paramount importance in order to reach the Governing Body Target of **95%** attendance.

This is in line with Welsh Assembly Government (WAG) and Ceredigion LA/ERW recommendations.

Attendance Registers

It is a legal requirement that pupils are registered twice a day, at the start of the morning and afternoon sessions.

The school is responsible for keeping an accurate register of pupils. The register will be taken between 9.00 and 9:05a.m and will close at 9:30am.

Parents /Guardians are expected to inform the school of any absences before 9:30am.



Authorised absence is where the school has either given approval in advance for the pupil to be absent from school, or where an explanation has been accepted by the school on the day of absence

It is only the school, **and not parents / guardians**, that can authorise an absence. Schools **MUST** consider whether the reason for absence is reasonable before doing so.

ANY ABSENCE NOT AUTHORISED BY THE SCHOOL WILL BE RECORDED AS AN UNAUTHORISED ABSENCE.

Procedures

- **First Day Response:** this begins at 9:30 following close of registration. When the register records that a child is absent and the school has not been informed, parents / guardians will be contacted by phone.

Class teachers will highlight poor attendance and any discernible pattern of non-attendance and in turn will inform the Headteacher.

- Every child's attendance will be monitored and information received from parents will be recorded and retained.
- A letter will be sent to parents who regularly fail to provide a satisfactory explanation of absence by phone or in writing.
- When a child's attendance falls to 90% or below, a second letter will be sent to parents outlining the School's concerns.
- If attendance remains poor or deteriorates, a further letter will be sent informing parents / guardians of the possibility of a meeting with the Headteacher and LA Inclusion Officer to discuss the child's attendance.
- When attendance remains an issue, and falls to 85% or below, a meeting will be called between the parents /guardian, the Head teacher and the LA inclusion Officer. A medical certificate will be needed to authorise any illness once the attendance falls below 85%.
- When the above procedure does not result in a satisfactory outcome, the Headteacher will make a 'Referral for investigation' to the Education Inclusion Service.