

# Ysgol Black Lane



## Whole School Attendance Policy

*In partnership with Ysgol Bryn Alyn*



Signed: \_\_\_\_\_ (Head teacher)

Signed: \_\_\_\_\_ (Chair of Governors)

Completed date:   October 2015

Review date:       October 2016

## WHOLE SCHOOL ATTENDANCE POLICY

Ysgol Black Lane is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all.

For a child to reach their full educational achievement a high level of school attendance is essential.

Good attendance is important because:

- Statistics show a direct link between higher achievement and good attendance.
- Regular attendees make better progress, both socially and academically.
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying
- Regular attendees have an easier transfer to secondary school

We expect all children to achieve a minimum of 95% attendance and will consistently work towards a goal of 100% attendance. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

Here at school we will review our systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

This policy will contain within it the procedures that we will use to meet our attendance targets.

### SCHOOL PROCEDURES

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised, unexplained or as an approved educational activity (attendance out of school).

Only the head teacher or a member of staff acting on his/her behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unexplained. If the absence is still unexplained after a 4 week period, this will be changed to unauthorised.

### LATENESS

Morning registration will take place at the start of school at 8.55 a.m. The afternoon registration will be at 12:55pm. Any pupil arriving after this time will be marked late.

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.

Pupils who are consistently late are disrupting not only their own education, but also that of others.

### **FIRST DAY ABSENCE**

If a child is absent, parents/carers should call the school on the first day, stating the reason for the absence. A note should be sent into school on the day the child returns explaining the absence.

If no contact is made by parents/carers explaining the absence on the first day, the school will try to phone or text parents / carers to secure an explanation. Where the school is unable to make contact by phone a letter will be sent. Your child will be given a slip with the details of their absences. The slip will need to be returned to the child's class teacher or the school secretary. Where notes have not been provided and reasons for absence are unknown, a letter will be sent out at half term asking for the reasons for absence. If no reason has been provided the absence will then be recorded as unauthorised.

### **PERSISTENT ABSENCE (DEFINED IN LEGISLATION AS 15% OR MORE ABSENCES)**

Either authorised or unauthorised, a child who is persistently absent is at risk of failing to achieve their full potential within the school environment.

### **FREQUENT ABSENCE**

In cases where a pupil begins to develop a pattern of absences due to medical reasons, the school will try to resolve the problem with the pupil / parents. If this is unsuccessful the school may liaise with the ESW who may then request a school medical.

### **ABSENCE NOTES**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **ATTENDANCE IMPROVEMENT PLANS (AIP)**

Some pupils may be placed on a AIP - they will be monitored weekly by the class teacher and a member of the Senior Leadership Team. Rewards will be given when improvement in attendance is evident. If no improvement is shown then discussions will take place with the Education Social Worker (ESW) for further action.

### **EDUCATIONAL SOCIAL WORKER (ESW)**

The school works closely with the school based ESW. Our main objective is to support pupils and their families in raising attendance. This will give the pupils the best chance of reaching their full potential.

The ESW meets regularly with the Head Teacher to discuss attendance. During these meetings it is decided what action needs to be taken in relation to poor attendance to school. Letters may be sent home and you may be invited into school for a meeting or the ESW may visit you at home.

If you are struggling to get your child to school please contact us so that we can work together to try and resolve the situation and avoid a Fixed Penalty Notice being issued.

## **HOLIDAYS IN TERM TIME**

**Ysgol Black Lane discourages holidays during term time.**

In total there are 175 non-school days a year. This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

Pupils are not granted leave of absence unless there are exceptional circumstances. Any such absences are at the discretion of the Headteacher. Permission for absence must be sought from the Headteacher.

In the rare circumstance when the Headteacher is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school, with a maximum of 10 days term time leave.

However if attendance is below 90% the Headteacher will not authorise Holiday absence, unless there are exceptional circumstances.

## **FIXED PENALTY NOTICES**

The 1996 Education Act requires parents / carers to ensure their children of compulsory school age receive efficient full time education.

The law states that parents / carers whose children of compulsory school age are absent from school without good reason are committing an offence.

**The Local Education Authority can issue a Fixed Penalty Notice for unauthorised absence.**

A Fixed Penalty Notice can be issued where a pupil has accrued 10 unauthorised absences in term time or for truancy.

If paid within 28 days, the fine is £60. If paid after 28 days, but within 42 days the penalty will be £120. If the penalty is not paid in full by the 43rd day legal action can result.

**You may need to be aware that, although you may provide a reason for absence, it is the school which decides if the absence is recorded as authorised or unauthorised.**

**If there are any problems please contact the school immediately.**

### **ATTENDANCE AWARDS**

The school will reward pupils who have good or improving attendance. This is done through assemblies, certificates, weekly attendance trophy, badges and pencils.

□ Attendance is monitored by the SLT, ESW and Class Teachers.

*Please remember - we are here to help. If you are struggling to get your child to school please contact us on 01978 757959*

# Percentages Colour Code

**GREEN 100 – 95%**

**AMBER 94.9 – 90%**

**RED below 89.9%**

Letters



Black Lane C.P. School  
Long Lane

Pentre Broughton

Wrexham

LL11 6BT

**Ysgol Lôn Ddu**  
**Black Lane C. P. School**

Headteacher – Paul Givelin  
Deputy Headteacher – Rebecca Fox

E-mail: [mailbox@blacklane-pri.wrexham.sch.uk](mailto:mailbox@blacklane-pri.wrexham.sch.uk)

Ysgol Lôn Ddu  
Lôn Hir

Pentre Broughton

Wrecsam

LL11 6BT

«salutation»

«address\_block»

«date\_of\_printing»

**Re: «forename» «surname» Class: «reg»**

Following a recent review of attendance it has come to my attention that «chosen\_forename» has been late to school on «total\_lates\_both» occasions.

The school doors are locked at **8.55am**, we request that you make every effort to ensure your child arrives on time. It is important for all children to be in school on time to ensure they receive the most from their education and to also minimise disruption to the class

We are working with Vicky Brooke our Education Social Worker to improve attendance and lateness, she will visit the school on a regular basis and will be informed of any child that has persistent lateness or absences from school.

If you wish to discuss this matter further then please do not hesitate to contact me on the number above, otherwise I look forward to an overall improvement in her punctuality.

Yours sincerely

*J.P.Givelin*

Mr Givelin

Headteacher



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Lôn Hir

Pentre Broughton

Wreccsam

LL11 6BT

«address\_block»

**Re: «forename» «surname»**

Unfortunately, despite my previous letter regarding the number of occasions «chosen\_forename» has arrived late at school, there has not been any improvement.

«chosen\_forename» has been late on «total\_lates\_both» occasions on the following dates : -

«dates\_of\_lates\_both».

Could you please contact me to arrange an appointment to discuss this as soon as possible.

Your co-operation in this matter would be gratefully appreciated.

Yours sincerely

*J.P.Givelin*

Mr Givelin

Headteacher



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Lôn Hir

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Wrexham

LL11 6BT

«address\_block»

**Re: «forename» «surname»**

According to our records «forename» has been absent for the periods shown below and we have not received an explanation for «his\_her» absence on the following date/s:

«periods\_of\_absence»

We are legally required to record reasons for absence from school. Please could you complete and return the attached form as soon as possible so that we may update «chosen\_forename»'s attendance record.

Yours sincerely

*J.P.Givelin*

Mr Givelin  
Headteacher

-----  
**Name:** «chosen\_forename» «surname»

**Class:** «reg»

**Date of Absence:** «periods\_of\_absence» **Reason for absence:**

Signed : \_\_\_\_\_ Parent/Guardian



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**Re: «forename» «surname»**

Following a review of attendance our records show that «chosen\_forename»'s attendance currently stands at «percentage\_attendance». As you know regular attendance is vital to «chosen\_forename»'s success in school.

I realise that there are some circumstances which prevent children attending school and that the occasional absence is unavoidable. However school aims to keep absences to a minimum so they will continue to monitor «chosen\_forename»'s attendance closely and I look forward to an improvement in due course.

A copy of «chosen\_forename»'s registration certificate is enclosed. If you have any queries or wish to discuss the matter further please do not hesitate to contact me on the above number.

Yours sincerely

*J.P.Givelin*

Mr Givelin

Headteacher



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**Re: «forename» «surname»**

The school is closely monitoring pupils who are late and absent. I have recently met with Vicky Brooke, Educational Social Worker regarding the levels of absence in the school.

«chosen\_forename»'s absences have been recorded and are now giving cause for concern. As a school we aim to have an overall attendance figure of 95% and above. «chosen\_forename»'s attendance is currently «percentage\_attendance»%. If «his\_her» attendance figure does not improve the Education Social Worker may arrange a home visit to follow-up the reasons why «he\_she» has not been attending school regularly.

We also ask that you phone the school on the first day of any absence or send a letter in to school, clearly stating the reason your child is late or absent from school.

The school doors are locked at 8.55am, we respectfully request that you make every effort to ensure your child arrives on time and regularly.

If you would like to discuss this further please don't hesitate to contact me.

Yours sincerely

*J.P. Givelin*

Mr Givelin

Headteacher



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Lôn Hir

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«address\_block»

**Re: «forename» «surname»**

Following a review of attendance I am writing to say how pleased we are with «chosen\_forename»'s improved attendance this term.

This will ensure that «he\_she» makes the best progress possible in school and I would like to thank you for your efforts.

Our school is committed to ensuring that all of our pupils get the most out of their education. Pupils who attend school regularly learn more and achieve better results.

Yours sincerely

*J.P.Givelin*

Mr Givelin

Headteacher



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«address\_block»

**Re: «forename» «surname»**

We recently wrote to you regarding «chosen\_forename»'s attendance. Unfortunately, «his\_her» attendance has declined further since my last letter and is currently «percentage\_attendance»%. I would be grateful if you would meet with me in school on ..... to discuss this matter.

I must remind you that unauthorised absences may lead to a Fixed Penalty Notice and due to the number of absences «forename» has due to illness, I am unable to authorise any absence without medical evidence e.g. doctors note, prescription copy.

I would like to support «chosen\_forename» and plan to implement an Attendance Improvement Plan via our Educational Social Worker Service, who will support us with this.

If you fail to attend this meeting our Educational Social Worker, Vicky Brooke will arrange to visit you at home.

If you are unable to make the appointment, please contact me at school to arrange another time for us to meet.

Yours sincerely

*J.P.Givelin*

Mr Givelin

Headteacher

Model School Letter

To

Your Ref/Eich Cyf  
Our Ref/Ein Cyf  
Date/Dyddiad  
Ask for/Gofynner am  
Direct Dial/Rhif Union  
E-mail/E-bost

JG/DE/FPN

Dear

**Re**

**Form %**

I wrote to you informing you that I would only accept written evidence to enable me to authorise absence.

I have not received the required evidence and the absences remain unauthorised.

I must inform you that if there is no significant improvement in attendance I will have to

consider applying to the LEA for a Fixed Penalty Notice of £60.

Yours sincerely

Headteacher

Model School Letter 4 (Application)

To

Your Ref/Eich Cyf  
Our Ref/Ein Cyf  
Date/Dyddiad  
Ask for/Gofynner am  
Direct Dial/Rhif Union  
E-mail/E-bost

JG/DE/FPN

Dear

**Re**

**Form %**

I am writing to you to inform you that I will be applying to the Local Authority to request a Fixed Penalty Notice of £60.

The School staff have written to you and arranged a meeting to discuss the concerns that exist with regard to the unauthorised absence that is recorded on our schools attendance register. These matters remain

unresolved to date and no evidence has been received to enable me to authorise the absences.

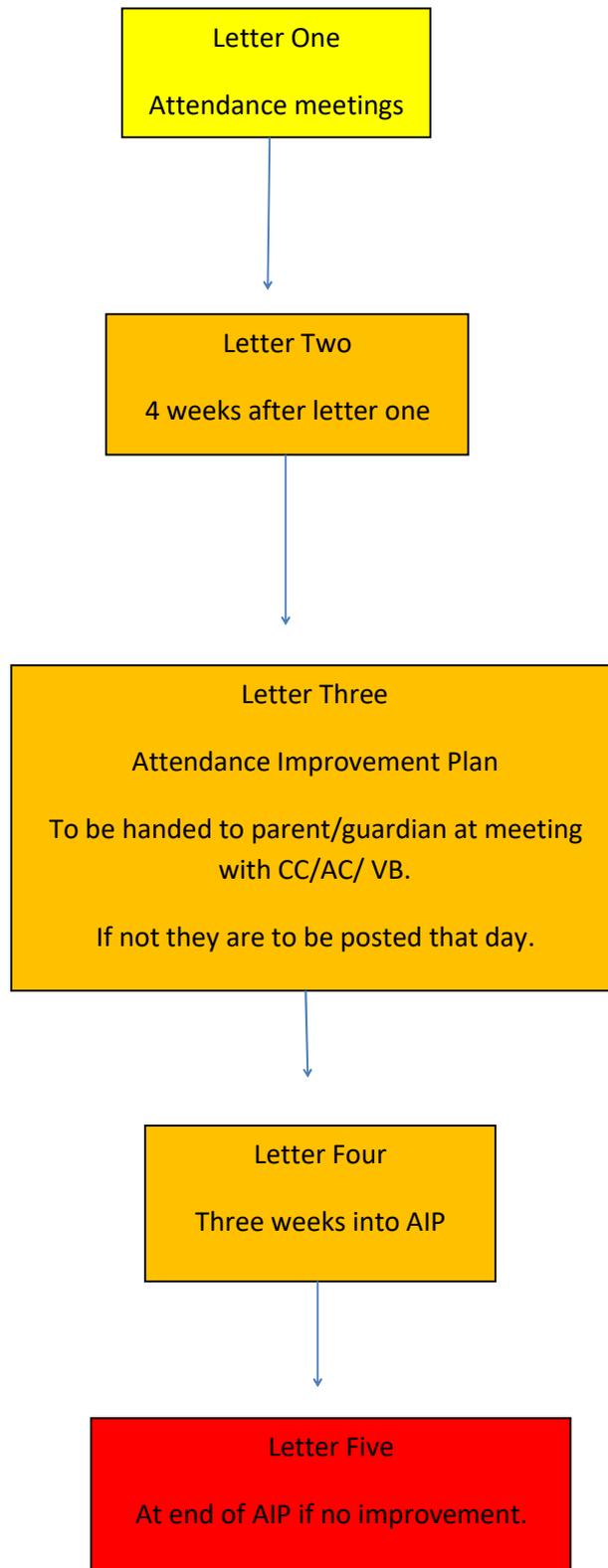
Yours sincerely

Headteacher

Cc: ESW

PM

# Fixed Penalty Procedures Letter Timeline



**Fixed Penalty Notice**

**Fixed Penalty Notice for Unauthorised Absence**

**Headteacher's Application Checklist**

Name of Child:

DOB:

School:

Year Group:

FSM

**To be completed and returned with all relevant document and information.**

**Please complete all sections and tick boxes**

1. Fixed Penalty Notice Application (Document 1) form completed fully and attached to this checklist:

Yes – Please attach copy.

No – If No, please confirm why?

.....

2. Have initial attendance letters from school been completed and sent to the Parent/Carer.

Yes – Please attach copy.

No – If No, please confirm why?

.....

3. Have subsequent reminder letters been sent to the Subject?

Yes – Please attach copy.

No – If No, please confirm why?

.....

4. Have the Parent or Carer been invited to school for an interview to discuss the attendance concerns?

Yes – Please attach copy letter record of this interview

No – If No, why?

.....

Please note a record of the meeting (minutes) will be required and a certificate of attendance.

5. Have school considered a referral to your ESW to implement a 6 week Attendance Improvement Plan (AIP Document 3)

Yes – If Yes, please attach the plan and the outcome.

No – If No, why was this disconnected?

.....

6. Why do you consider that a Fixed Penalty Notice will result in improved attendance?

Signed: .....

## ESW Team Manager Decision

1. All Evidence provided

Yes

No

2. Action

Issue Fixed Penalty Notice

Letter to school decline application

Letter to school to request other information

Date: .....

Signature .....