

Ysgol Gymunedol Bancffosfelen Community School
ATTENDANCE POLICY

Parents or guardians of pupils of compulsory age have a legal duty to ensure that their children receive efficient full-time education by attendance at school or otherwise. (Education Act 1996)

Aim: The school is committed to a positive policy of encouraging pupils to attend school regularly. The school; will work with parents and pupils to ensure this aim.

Taking the Register: Pupils of compulsory school age must have their attendance registered twice per day. The register must be updated twice daily at the start of the morning and afternoon sessions. The register must record whether the pupil is present, absent or attending an approved educational facility/activity.

The school admin officer will collect the registers on a weekly basis (if possible) to record attendance on the electronic system (Integris).

The Headteacher will:

- Monitor attendance regularly
- Notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence
- Liaise with the LEA over persistent absentees
- Liaise with the LEA and police when they wish to exercise their powers to enforce truants to return to school
- Make an annual report with statistics to the Governing Body

Pupils are required to:

- Attend regularly unless they are ill or have an unauthorised absence
- If possible inform the school of their absence on the first day of non-attendance
- Bring an explanatory note on the day of return to school
- Discuss with the class teacher, the Deputy Headteacher or the Headteacher of any planned absences well in advance e.g. family holiday

Holiday Leave:

Parents can be given leave of up to 10 days by the school to take a child on holiday. The application must be made by the parent (or person with parental responsibility) with whom the child normally resides.

The Headteacher will not give leave automatically but will take into account the following:

- The age of the child
- The time of the year proposed
- The nature of the holiday

- Pupil's attendance

If the pupil goes on holiday which has not been approved by the school it counts as unauthorised absence.

The Headteacher will review the working of the policy with the Governing Body on an annual basis.