Ysgol Tŷ Monmouth Policy

Attendance Policy

POLICY STATEMENT

- Ysgol Tŷ Monmouth is committed to providing an education of the highest quality for all its Pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance and punctuality.

- The whole school community – Pupils, Parents /Carers, Team Members and Governance and Oversight– have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

- The policy has been drawn up based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the community know of the policy and have access to it. Article 29 of the UN Convention on the rights of Children states 'I have a right to an education which develops my personality, respect for others' rights and the environment'

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1. Responsibilities

1.1 Policy Aims

1.1.1 This policy aims to:

- encourage excellent attendance
- encourage prompt attendance at school
- ensure that routines are in place for monitoring attendance and for early identification of any concerns and difficulties

1.1.2 We recognise that attendance difficulties are often an indicator of unmet need, anxiety, health needs, neurodiversity, adverse childhood experiences, or other barriers. Attendance concerns will be explored through a child-centred, trauma-informed and solution-focused approach

1.1.3 The school will record attendance in accordance with the Education (Pupil Registration) (Wales) Regulations 2010 and the Welsh Government School Attendance Codes Guidance (2026)

1.2 Parents/Carers

1.2.1 Ring the school on the first morning of all absences with the reason and saying when the child will return – before 9.00am.

1.2.2 Arrange dental and doctor's appointments out of school hours or during school breaks or on Friday afternoon.

1.2.3 Ensure that their child is at school before and returning them after a hospital or other medical appointment if appropriate.

1.2.4 Keep the school updated by telephone or letter if their child has an extended period of absence due to illness.

1.3 Class Teachers

1.3.1 Daily complete the morning register by 9.30am and afternoon register at 1.15pm.

1.3.2 Emphasising with their class the importance of good attendance and punctuality.

1.3.3 Keep an overview of attendance particularly noting any issues regarding poor attendance or punctuality.

1.3.4 Informing the Headteacher of any concerns.

1.3.5 Providing background information for any relevant referrals.

1.3.6 Monitor actions from any meetings which have taken place to correct attendance issues.

1.3.7 Discuss attendance issues at Parent/Carers/Teacher meetings, PEP meetings, CIC Reviews and Annual Reviews.

1.3.8 Provide an environment in which all our Pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

1.3.9 Set a good example by arriving promptly to lessons.

1.4 Administrative Team Members (or where no Admin Team Members exist, the Headteacher)

1.4.1 Process registers on a daily basis.

1.4.2 Record all absences and ensure that Parents/Carers have been contacted if their child is absent from morning registration. All unexplained absence will be followed up on the first day of absence as part of the school's safeguarding procedures.

1.4.3 Contact Parents/Carers when their child's attendance goes below 92%.

1.4.4 Contact Parents/Carers and arrange a meeting with the Headteacher when their child's attendance has fallen below 90%.

1.4.5 Follow up on specific requests from the Headteacher.

1.4.6 Provide reports and background information.

1.4.7 Inform the Headteacher regarding concerns around patterns of behaviour.

1.4.8 Liaise with LA Education Welfare Officer, when necessary.

1.4.9 Make referrals to the Education Welfare Officer for Children in Care when a Pupil's attendance falls below 85% and draw up attendance action plans for all Pupils.

1.4.10 Process and follow up any holiday request forms.

1.5 The Headteacher

1.5.1 Monitor whole school attendance and set challenging attendance targets.

1.5.2 Ensure that the Attendance Policy is followed.

1.5.3 Act as a point of contact for all Team Members where concerns need to be raised of advice sought.

1.5.4 Meet with Parents/Carers when attendance has fallen below 85%.

1.5.5 Liaise with any relevant professionals when necessary.

1.5.6 Discuss with teachers any outcomes of meetings and any relevant actions.

1.5.7 Promote good attendance and punctuality through assemblies/school newsletter.

1.5.8 Report attendance statistics as part of the termly report to the Governance and Oversight Team.

1.5.9 Ensure that weekly attendance data is submitted, as appropriate to the Local Authority, as appropriate .

1.5.10 Ensure that the whereabouts of any Pupils who have not been accounted for by the close of registration is determined

2. Procedure

2.1 Persistent Low Attenders

2.1.1 Any reduced or reintegration timetable will be formally agreed with Parents/Carers, reviewed regularly and supported by a documented plan to facilitate a return to full-time education at the earliest opportunity.

2.1.2 This should be reviewed weekly and where no improvement is taking place, further meetings and reviews should be called to consider next steps.

2.2 Absences

2.2.1 Pupil absences will be authorised in the following circumstances:

- where the school is satisfied that the child is too ill to attend
- where the Pupil has a medical appointment, although Parents/Carers should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand
- where there is an unavoidable cause for the absence, which is beyond the family's control, (e.g. extreme weather conditions)
- a Pupil is to participate in an approved performance for which a licence has been granted by the Local Authority
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the Pupil's / Pupil's Parents/Carers belong; in other exceptional circumstances (e.g. a family bereavement) and for a very limited period

2.2.2 Except in the circumstances described previously, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation has been given by the Parents/Carers
- the school is not satisfied with the explanation
- the Pupil or Parents are staying at home to mind the house
- the Pupil or Parents are shopping during school hours
- the Pupil is absent for unexceptional reasons, (e.g. a birthday)
- the Pupil is absent from school on a family holiday without prior permission
- the Pupil has been stopped during a truancy and is unable (or the Parent/Carer is unable) to give a satisfactory reason for the absence

2.2.3 Where a Pupil is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.2.4 The provider of any alternative offsite education will contact Ysgol Tŷ Monmouth by 09.30am to inform them of the attendance or absence of any Ysgol Tŷ Monmouth Pupils that are attending their provision.

2.2.5 If no contact is received by 09:30am contact will be made by the school to the provider to establish the Pupil's attendance. Where a persistent pattern on non-contact is identified a review meeting will be held with the provider.

2.3 Term Time Holidays

2.3.1 Ysgol Tŷ Monmouth will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is not a right. An application must be made in writing using the appropriate form with appropriate evidence, in advance of the intended holiday.

2.4 Encouraging Good Attendance and Punctuality

2.4.1 Good or improved attendance and punctuality will be commended through assemblies as well as personalised rewards.

2.5 Attendance Monitoring

2.5.1 The Headteacher will monitor attendance patterns across the school and ensure that appropriate support and intervention are implemented where concerns are identified. Attendance will be reviewed regularly to identify emerging trends, persistent absence, punctuality concerns and any barriers affecting a Pupil's ability to engage fully in education.

2.5.2 Attendance data will be reviewed for all Pupils and for identified vulnerable groups, including Pupils with Additional Learning Needs (ALN), Children Looked After, young carers and Pupils experiencing emotional wellbeing or mental health difficulties. Where concerns are identified, the school will work collaboratively with Parents/Carers and relevant professionals to implement appropriate support and intervention.

2.5.3 The school recognises that attendance difficulties may arise from a range of factors, including physical health needs, emotional wellbeing, mental health needs, neurodiversity, trauma and family circumstances. Attendance concerns will be considered in a child-centred and trauma-informed manner, with a focus on understanding and addressing barriers to engagement.

2.5.4 Where a Pupil's attendance causes concern, the school may implement an attendance action plan and convene meetings with Parents/Carers and relevant professionals to identify strategies and support arrangements. Progress against agreed actions will be reviewed regularly.

2.5.5 When a reduced or reintegration timetable is considered necessary, it will be implemented only following discussion and agreement with Parents/Carers and, where appropriate, the Pupil. Any reduced timetable will be supported by a documented plan, clear review arrangements and an intended pathway back to full-time education at the earliest appropriate opportunity.

2.5.6 Attendance trends, persistent absence, interventions and areas of concern will be reported termly to the Governance and Oversight Team to support effective monitoring and challenge

2.6 Attendance and Wellbeing

2.6.1 We recognise that attendance difficulties may arise from physical health needs, emotional wellbeing, mental health needs, trauma, neurodiversity, Additional Learning Needs (ALN), family circumstances or other vulnerabilities. The school will work collaboratively with Pupils, Parents/Carers and relevant professionals to understand barriers to attendance and implement appropriate support at the earliest opportunity. Attendance concerns will be approached in a child-centred and trauma-informed manner

2.7 Reduced and Reintegration Timetables

2.7.1 Where a reduced or reintegration timetable is considered necessary, it will be implemented only following discussion and agreement with Parents/Carers and, where appropriate, the Pupil. Any reduced timetable will be supported by a documented plan outlining intended outcomes, review arrangements and strategies to support a return to full-time education. Progress will be reviewed regularly, and the arrangement will remain in place for the shortest time necessary

3. Appendix 1 - Codes

Code	Meaning	Category
/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site (not dual registration)	Approved Educational Activity
B1	Online learning provided by local authority	Approved Educational Activity
B2	Online learning provided by school	Approved Educational Activity
J	Interview	Approved Educational Activity
P1	Approved sporting activity	Approved Educational Activity
P2	Approved performance	Approved Educational Activity
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
C1	Other authorised circumstances	Authorised Absence
C2	Absence due to a paid performance	Authorised Absence
C3	Flexi-schooled pupil	Authorised Absence
C4	Part-time timetable	Authorised Absence
F	Agreed extended family holiday	Authorised Absence
H	Agreed family holiday	Authorised Absence
I1	Physical illness	Authorised Absence
I2	Non-physical illness / Wellbeing	Authorised Absence
M	Medical or dental appointment	Authorised Absence
S	Study leave	Authorised Absence
E	Excluded, no alternative provision	Authorised Absence
R	Religious observance	Authorised Absence
T	Traveller absence	Authorised Absence
N	No reason provided yet	Unauthorised Absence
O	Other unauthorised absence	Unauthorised Absence
G	Family holiday not agreed	Unauthorised Absence
U	Late after register closed	Unauthorised Absence
D1	Dual registered at another setting	Not Required to Attend
X	Untimetabled sessions	Not Required to Attend
Y1	Partial closure	Not Required to Attend
Y2	Whole-school closure	Not Required to Attend
Z	Pupil not on roll yet	Not Required to Attend
#	School closed to all pupils	Not Required to Attend