



## Attendance Policy

Policy Number:	EDW/POL/037	Author/Reviewer:	Sarah Raison
Issue Number:	3	Approver:	Nicola Kelly
Issue Date:	01/09/2025	Service Type:	School - Wales
Next Review Date:	01/09/2026	RADAR Location:	Mynydd Haf School

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Please read this document in conjunction with any specific localised procedures as directed by the head teacher, Sarah Raison.

### 1. Supporting Documents

This policy must be read in conjunction with:

- ALN Code of Practice 2022: Working together to improve school attendance August 2024
- [GDPR and Data Protection Policy](#)
- [Curriculum Policy](#)
- [PSHE Policy](#)
- [Admissions Policy and Procedure](#)
- [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)
- [Keeping Learners Safe 2002 \(Updated March 2022\)](#)
- [Guidance on penalty notices for regular non-attendance at school \(2013\)](#)
- [Covid 19 Appendix](#)

### 2. Introduction

Mynydd Haf School is committed to ensuring that children/young person who are placed in a school have the opportunity to:

- Fully participate in school life
- Enjoy and achieve
- Feel a valued member of the school community

### 3. Aim/Scope

- For all pupils to achieve the national average attendance.
- To ensure that there is a whole school, graduated response to improving punctuality and attendance.



#### **4. Parental Legal Responsibilities Relating to School Attendance**

Under Section 444(1) of the Education Act 1996 (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. Under Section 444(1A) EA 1996, a parent commits a further offence where the circumstances in section 444(1) apply and the parent knows that the child fails to attend regularly at the school and fails to cause the child to attend.

#### **5. Parental Responsibilities Relating to School Attendance**

Parents/Carers must:

- Contact the school before 9 am where possible on the first day of absence to provide a reason for non-attendance.
- Update the school on the third day of non-attendance if the absence is expected to continue.
- Request leave for exceptional circumstances in advance (where possible). The Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher determines the number of school days a child can be away from school if the leave is granted.
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance.

#### **6. School Responsibilities Relating to School Attendance**

The Head teacher is the school attendance leader. As the attendance leader of the school the Head teacher will ensure:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (Wales) Regulations 2010.
- A whole school approach to encourage good attendance.
- Individuals or group attendance targets are set and understood by staff, parents and pupils.
- Senior leaders are responsible to ensuring that the importance of attendance is regularly encouraged and monitored.

#### **7. Registration and Lateness**

The School Attendance Register is a legal document and will be inspected by Estyn and can be called on as evidence in a court of law. It therefore essential that it must be marked



accurately and legibly and contain all relevant information. It is the Head Teacher's responsibility to ensure that the register is marked twice daily.

- Parents should ensure pupils are in school in time for the start of the morning and afternoon registration.

The late arrival of pupils disrupts the smooth running of the school and impacts on the learning of the late child and their peers.

- A pupil arriving between the start of registration and the published register closing time will be marked late, this counts as present.
- A pupil arriving in school after the register has closed should follow school procedures for late arrivals. These pupils will be marked as absent through lateness.
- Where a pupil is arriving persistently late for school, the parent/carer of the pupil may be issued with a £60.00 penalty notice. If the notice remains unpaid after 21 days the penalty increases to £120.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

## **8. Categorisation of Authorised and Unauthorised Absence**

The parent/carer must provide an explanation for any period of absence from school, it is the responsibility of the Head Teacher to decide whether or not the absence will be authorised.

The school will usually authorise absences where a pupil is:

- Unable to attend school due to illness.
- Attending emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays.
- St. David's Neurodevelopmental Centre Therapeutic appointments
- Neville Hall Neurodevelopmental Centre Therapeutic appointments

School will not authorise absence for:

- Shopping
- Birthdays
- Days out
- Looking after brothers/sisters
- Missed taxi

## **9. School Systems for Promoting Regular Attendance**



School will:

- Analyse individual pupil attendance data to identify patterns of absence causing concern, and to recognise and reward improved and/or good attendance.
- Provide a full and diverse curriculum to engage and motivate pupils, including work in PHSE (Personal, Health, Social, and Economic) to promote emotional well-being.
- Work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance.
- Work with other agencies when attendance issues persist.

#### **10. Persons responsible for attendance**

- Head Teacher – attendance leader
- Regional Manager
- Managing Director - Education

#### **11. Training Requirements**

Where appropriate Head Teachers will ensure that familiarisation with this policy is a part of the induction process for all employees.

#### **12. Equality Impact Statement**

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact your line manager. Mynydd Haf School will then actively respond to the enquiry.