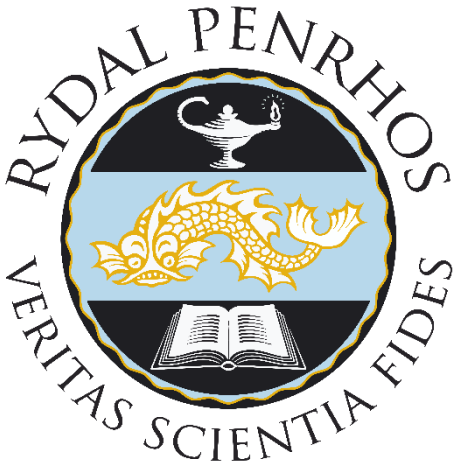

DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,
IN ALL THE WAYS YOU CAN, IN ALL THE PLACES YOU CAN,
AT ALL THE TIMES YOU CAN, TO ALL THE PEOPLE YOU CAN,
AS LONG AS EVER YOU CAN.

Attendance Policy

Document Control	
Policy Owner:	Principal
Date last reviewed:	24 February 2025
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Date of next review:	29 October 2026

RYDAL PENRHOS SCHOOL

Attendance Policy

INTRODUCTION

Rydal Penrhos is committed to fostering a positive, inclusive environment where pupils feel valued, respected, and understand the critical role of excellent attendance. Regular and punctual attendance is essential for pupils to achieve their full potential.

We promote the importance of good attendance and punctuality among both pupils and parents and recognise parents as essential partners in supporting attendance. The school values strong home-school links and prioritises open communication with families to address any concerns related to attendance swiftly and effectively.

STATUTORY DUTY OF PARENTS/GUARDIANS

Under the *Education Act 1996*, parents/carers are legally responsible for ensuring that their child receives a full-time education suitable to their age, ability, and any special educational needs. This education may be provided through regular school attendance, alternative provision, or elective home education.

Parents/carers are accountable for their child's regular and punctual attendance and are encouraged to work closely with the school to support any attendance challenges their child may face.

STATUTORY DUTY OF SCHOOLS

Under the *Education (Pupil Registration) (Wales) Regulations 2010*, schools must register attendance twice daily and accurately classify absences as either 'authorised' or 'unauthorised' based on Welsh Government guidance. Schools cannot authorise absences based solely on parental notification; they must verify absences with appropriate documentation where necessary.

CATEGORISING ABSENCE

Authorised Absence

An absence is classified as authorised when a pupil is absent for a legitimate reason, with suitable notification provided by a parent or carer. Common examples include:

- Sickness
- Unavoidable medical or dental appointments
- Religious observance days
- Exceptional family circumstances (e.g., bereavement)
- Severe weather conditions impacting travel to school

Unauthorised Absence

An absence is classified as unauthorised if it occurs without school permission or for reasons that do not qualify as valid under Welsh Government guidelines. Examples include:

- Shopping
- Haircuts
- Missing the bus
- Sleeping late

Persistent Absenteeism

Welsh Government guidelines now define persistent absenteeism as attendance below 90%. Pupils with persistent absenteeism will be monitored, and parents will be contacted to establish an attendance action plan if needed. The school may involve the Education Welfare Officer (EWO) or other relevant professionals to support improving attendance.

For pupils holding a Child Student Visa under the School's sponsorship, a contact point is defined as Morning Registration. In accordance with UK Visas and Immigration (UKVI) regulations, if a sponsored pupil accrues ten consecutive, unauthorised absences the School is required to notify the Home Office via the UKVI Sponsor Management System within ten working days of the last expected contact point. Such notification may result in the withdrawal of the pupil's visa and the termination of the School's sponsorship.

Medical Evidence for Extended Absences

Parents/carers may be asked to provide medical documentation (e.g., doctor's note, prescription) for prolonged or frequent absences due to illness.

Long-term Absence

For absences longer than five school days due to illness, the school will provide academic materials to support the pupil's continued learning from home.

Leave of Absence during Term Time

Welsh Government legislation specifies that parents do not have an automatic right to withdraw children from school for holidays during term time. Absence for term-time holidays may be granted only under exceptional circumstances at the Principal's discretion, subject to:

- The pupil's attendance and punctuality records
- The timing of requested leave (e.g., national testing periods)
- Continuity of learning
- The reason for the holiday

Applications should be made in writing at least four weeks in advance, and if not authorised, absences will be recorded as unauthorised.

Examples of potential exceptional circumstances include:

- Serving armed forces personnel on leave
- Serious family trauma
- Attending a family wedding or funeral
- Other cases deemed exceptional by the Principal

Punctuality and Lateness

Punctuality is essential to minimise disruption and ensure full engagement in school activities. Pupils arriving after 0830 hours must sign in at Reception. Late arrivals may be marked as unauthorised unless there is a legitimate reason. Repeated lateness may result in intervention from the school.

RIGHTS, ROLES, AND RESPONSIBILITIES

School Responsibilities

The school will:

- Promote a culture that values regular and punctual attendance.
- Train staff on accurate attendance registration and follow-up protocols.
- Engage parents early if there is a concern about attendance.
- Support pupils in re-integrating after extended absences.
- Review the attendance policy annually and keep parents informed.

Form Tutors

Tutors will monitor attendance and refer any concerns to the Vice Principal Pastoral.

Governors

The Governors will monitor attendance rates and review the policy annually to ensure adherence to Welsh Government standards.

Parents/Carers

Parents should:

- Familiarise themselves with the Attendance Policy.
- Ensure their child attends school regularly and punctually.
- Notify the school by 9:30 am on the first day of absence and provide any requested documentation.
- Avoid scheduling holidays during term time unless authorised by the Principal.

Pupils

Pupils are expected to:

- Attend school punctually and regularly.
- Aim for 100% attendance.
- Sign in at Reception if arriving after registration.

REGISTRATION AND ABSENCE PROCEDURES

1. Registration begins at 0830 hours daily.
2. Parents must notify the school by 0930 hours of any absences and continue to update the school.
3. Unexplained absences will result in the school contacting parents. After three days, a letter will be sent to invite parents to discuss an attendance action plan.
4. After ten days of unexplained absence, the EWO will be contacted.
5. A re-integration plan will be put in place for absences of more than two weeks.

SUPPORT SERVICES

Support services such as the School Counsellor, CAMHS, Conwy Children and Families Services, and the local EWO are available to assist families facing attendance challenges.

MONITORING AND REVIEW

The Senior Leadership Team and Designated Safeguarding Governors will review this policy regularly and make any interim updates as necessary. Attendance procedures will be communicated to families through the school's website, handbooks, and newsletters, with training provided to all staff members.

APPENDIX I

Overview of Strategies and Interventions to Tackle Persistent Absence

Attendance Level	Judgement (in Terms of Potential Impact on Reaching Potential)	Examples of Actions by the School
Attendance at 96% +	Excellent	Attendance monitored.
91% - 95%	Needs monitoring and improvement	Communication with pupils and parents via *email/phone call home/letter of concern to parents. Possible investigation and intervention depending upon reasons.
90% – 86%	Unacceptable.	Intervention – Formal School Action - *Letters home to parents; Investigate patterns and trends; Consider an attendance report and support plan; Consider involvement of external agencies, EWO etc.
85% and under	Major cause for concern	Formal School Action Plus Investigation, exploration and intervention by school in liaison with external agencies; Consider strategies and sanctions to improve examples include referral to CAMHS, Educational Psychologist, EWO etc.

*See draft letter template, Appendix II.

APPENDIX II

Letter to Parents Regarding Absence Concerns

Letter template to be adapted as required:

Dear …

I have been monitoring attendance for X and I am concerned by the high level of absence recorded this term. His/her attendance to date is …

The school's policy is to monitor pupils who fall below 95% attendance over a period of time.

If attendance falls below 90% it will be investigated and the school would normally expect to contact parents, formally, to express concern as this could have serious implications on their academic programme and progress.

For pupils who fall below 85% attendance, the school is required to inform the Local Education Welfare Officer.

Your child's attendance falls into the second category and I write to inform you that next term's attendance will be closely monitored. If there is a decline to below 85% without apparent cause (e.g. planned and authorised holiday) I will request that you to provide a medical note, provided by a healthcare professional, to explain the level of absence. It may be necessary to involve agencies who can work with us to provide support to improve X's attendance.

I am sorry to write with this news but X's welfare is of paramount concern and I hope to ensure his/her academic and emotional welfare is safeguarded by responding to levels of absence appropriately.

Please do not hesitate to contact me should you wish to discuss the matter further.

Yours sincerely