

Polisi Presenoldeb/ Attendance Policy

Ysgol Bancyfelin, Ysgol
Llangain ac Ysgol
Llansteffan



At Ysgol Bancyfelin, Llangain and Llansteffan we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell, (see "All Wales Infection Prevention and Control Guidance for Education Settings" guidelines for how long pupils should be absent from school). We are happy schools and children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning experiences school places great emphasis on this in its communication with parents.

Communication

This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

Before the child starts school, the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being collected on time is also stressed, especially for young children who can be very upset if they are the only ones left.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Parents are asked to try to arrange their family holidays within the school holidays, rather than in term time, so that their child's education is not disrupted. If absence to go on holiday is requested, parents are asked to fill in a holiday request form.

Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. This can be done by telephoning or e-mailing the school on the first morning of absence. All information is used to inform teachers when filling in the on-line registers. If no notification is received about a child's absence, the school then contacts the parent/guardian.

Concerns

If a child is regularly late for school or is often absent, then the Headteacher contacts the parent concerned to have an informal discussion about this. If Parents do not engage in discussions and try to resolve attendance issues, these discussions can then move onto a more formal level, by means of a letter or a meeting, which can lead to a referral to the Welfare Service.

Truancy

All the staff at the school are concerned about children's regular attendance and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Headteacher is notified, who then contacts the parents, either by phone, or by home visiting if possible, and the Educational Welfare Officer. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out of their worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.