

# *Ysgol Hendrefelin*



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## Attendance Policy

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### MONITORING AND EVALUATION OF POLICY

<b>Policy Type:</b>	Corporate
<b>Review Cycle:</b>	Annually
<b>Last Review Date:</b>	April 2025

## ATTENDANCE POLICY

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### **Statement from the Governing Body of Ysgol Hendrefelin:**



This policy is a corporate policy and as such has been provided by the Local Authority / Welsh Government.

All relevant departments/personnel, including legal and employee union representatives have been involved in the production and consultation of this document. The content, therefore, has been accepted in its entirety and not altered (apart from personalisation to the school name/detail where appropriate), by the governing body of Ysgol Hendrefelin.

Ysgol Hendrefelin and its Governing body will regularly review this policy in accordance with its agreed review cycle and will accept the latest available version of this policy from NPTCBC's intranet or as advised. The Governing Body of Ysgol Hendrefelin have no control over the review date / version of this policy and have therefore agreed to retain the HR / LA cover when displaying or making available this policy any stakeholder of Ysgol Hendrefelin, to ensure full transparency.

This policy has been accepted in the format it was received with regards to font, text size etc so may look slightly different to Ysgol Hendrefelin's school-based policies.

Unless otherwise stated this policy applies to Ysgol Hendrefelin's residential unit as well as the main school.

Senior Management of Ysgol Hendrefelin will ensure that any necessary training will be provided to staff and refreshed as and when required.

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# ATTENDANCE POLICY

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## **Attendance Policy and Procedures**

Ysgol Hendrefelin are committed to providing a full and effective educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage. As a school, we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible in line with procedures agreed by Neath Port Talbot local authority.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career and establishes a good pattern for later life. We will actively promote, encourage and reward 100 per cent attendance and most improved attendance for all our pupils.

We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

## **Aims**

We aim:

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to acknowledge and reward a successful record of attendance through the school's rewards systems
- to ensure a consistent approach in line with all schools within Neath Port Talbot.

## **Statutory Duty of Schools and Parents**

The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Parents/carers are legally responsible for ensuring that their children attend school. This extends to ensuring that pupils are ready for transport on time, properly attired, and in a condition to learn.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. At Ysgol Hendrefelin an electronic recording system is in place for pupil attendance and only the National Attendance Codes are used. Holidays taken during term time will be marked as an unauthorised absence.

At our school we will make every effort to promote good attendance, giving advice and support where needed.

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## The Educational Welfare Service and School Attendance

The EWS is a part of the Local Authority. Its aim is to ensure that every child has the opportunity to benefit from a full-time education by attending school regularly. The EWS can help and advise parents/carers who may be experiencing difficulties that prevent this. It is the responsibility of parents/carers to ensure that their child attends school regularly and the EWS expects parents/carers to do all that is necessary to make sure this happens. The Attendance Officer in Ysgol Hendrefelin has a very specialised role as he/ she mixes both Home School Support and Education Welfare and is recognised as part of the school staff. The EWO meets with school Deputy Heads and the school's attendance officer regularly to monitor attendance.

## Statutory Attendance

There is a legal requirement to have an AM and a PM registration.

**AM:** Pupils will be registered at the beginning of each morning in:

**Bryncoch** - 8.40am by the teacher. Registration closes at 8.50 am

**Velindre** and **Theodore Rd** 8.45am by the teacher. Registration closes at 9.00am

**PM:** Registration takes place at the beginning of the afternoon in:

**Bryncoch** – 1.15pm and in **Velindre** and **Theodore Rd** -12.30pm by the class teacher.

Teachers have responsibility for marking the registers with appropriate codes.

Registration will be recorded on SIMS for each session. The School Admin Officers will check SIMS at the end of each week and report any missing marks or wrong codes to the school attendance officer and/or SMT, to enable them have teachers to rectify the issue. The EWO and school attendance improvement officer will be notified of any issues regarding non-attendance.

Accurate registration is very important, and registration details can be used as evidence where parents/carers are prosecuted for school attendance offences.

## Reporting Absences

It is the responsibility of the parents/carers to inform the school on the first day of absence, the reason for a pupil's absence. The school will operate a First Day Calling system and the parents/carers of every absent pupil will be contacted by the Teaching Assistant attached to the pupil's class if contact has not been initiated by the parent/carer. In the event of not being able to contact a parent/ carer, the class team will notify the school attendance officer and/ or the school office so they can attempt to contact parents directly.

In any case of absence, parents/carers should contact the school by one of the following methods:

- By phone to the office and leave a message
- Personal contact with office staff at school, where the teacher will be informed and the reason recorded in the absence log.

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- If you are unable to contact the office, a parental note explaining the
- absence must be passed to the class teacher on the first day back at school.
- Absences must not be passed onto the school via Class Dojo.

In the case of long term illness, the school should be notified so that teachers can set work. If it is known that the pupil will be absent for more than 2 weeks, the EWO should be notified.

Where, over the course of an academic year, a pupil has 20 sessions of illness, the school will discuss with parents, to ask them about any issues and, if relevant, to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. Each case will be reviewed by SLT on an individual basis.

### **Truancy**

It is the legal responsibility of parents/carers to ensure their child attends school as required. Parents/carers will be informed by staff if their child has been identified as truanting from the school. Work will be done with pupils to re-engage them. However, persistent cases will be referred to the EWO.

### ***Staff guidance and procedures***

#### **Reporting to Parents**

Annual Report to parents/carers includes summative information on attendance.

#### **Targets**

The school has a legal duty to publish its absence figures to parents and to promote attendance. This information can be found in the Governors Report to Parents. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

Pupils are set individual attendance targets based on their previous and current attendance. Targets are realistic, achievable and based on individual needs. Teachers and the attendance officer monitor these targets throughout the school year. Rewards for improving attendance and achieving targets are given at the end of the school year.

#### **Penalty Notices**

Ysgol Hendrefelin follows the Neath & Port Talbot Code of conduct for Penalty Notices as set out in the document 'Code of Conduct for Penalty Notices: irregular attendance at school /alternative education provision'.

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## Distribution of Data

The office staff in conjunction with the school attendance improvement officer, will produce for the Headteacher:

- a) any concerns regarding absence
- b) report on any issues regarding transport
- c) all pupils with below 80% attendance
- d) the % attendance figures for all pupils half termly.

The Headteacher will report attendance data to the Governors termly and targets annually.

## Absence from School

### Authorisation of absences from school:

Teacher to record on registration system using appropriate code. Only National Attendance Codes to be used.

## Registration Codes

### Registration Codes

/	Present (AM) \ Present (PM)
B	Off Site Education
C	Other Authorised Circumstances
D	Dual Registered i.e Present at another school or PRU
E	Excluded (No alternative provision made)
G	Family holiday (Not agreed)
I	Illness
J	Interview
L	Late (Before the registers closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other code)
P	Approved Sporting Activity R Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers closed)
V	Educational Visit or Trip
W	Work experience
Y	Transport withdrawn/ not available/ appealed

### Follow up procedures for lateness to school in the morning:

Class teacher or Teaching Assistant will contact parents.

### Follow up procedures for absence to school

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Where there is no improvement of attendance, the school attendance officer will liaise with the family to offer support. If attendance does not improve, SLT or the attendance officer will follow LA procedures (letter 1/ letter 2/ attendance meeting) before referring the pupil to the EWS, and the school's partner LA EWO, who may make a home visit.

### **Roles and Responsibilities**

**Role of Governing Body:** Reviews policy, receives termly report via Head's Report to Governors. A Governor will have specific responsibility for attendance.

**Head/Deputy Head:** Oversees and implements policy. To co-ordinate and monitor the above. Responsible for Pupil & School Attendance Data and meeting the Local and National Attendance Targets. To co-ordinate / monitor attendance of vulnerable groups.

**Office Staff:** informs relevant staff of attendance and punctuality data within the framework of this policy, first day contacts.

**Teachers:** To keep an accurate register and follow up absences and lateness within the systems and procedures of this policy.

**Attendance Improvement Officer:** Identifies attendance issues & patterns of absenteeism in conjunction with class staff and the EWO. Liaises with families to offer support in order to improve attendance. Produces and analyses data which highlight attendance and support the Head/ Deputy Head in meeting school, LA and national targets.

**Education Welfare Officer:** Implements LA procedures in enforcing attendance. Assists the key stage co-ordinators with advising pupils and parents/carers of the legal consequences of failing to meet these obligations. The EWO for our school will be fully informed of all absences giving cause for concern and will have full access to the electronic registration system and will liaise with SMT to decide on the best possible course of action.

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Letter 1



# Ysgol Hendrefelin

Headteacher: Mr. L. Lewis

Deputy Head Bryncoch Site: Mr. R. Duford

Deputy Head Velindre & Theodore Road Site: Mr. N Lloyd

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Date XXXXXXXXX

Dear **Parent /Carer**

As a school we are concerned about **(Pupil Name's)** attendance which is currently .....%. Unfortunately, this falls below our school's expectations. As you will be aware, poor attendance at school can lead to a decrease in an individual's well-being and lower academic achievement. As a school we would like to support you in ensuring that your child's attendance improves.

An improvement in attendance will mean that your child is receiving the appropriate well-being interventions and learning experiences which gives them a greater chance of reaching their potential and achieving success.

On the days when your child may be feeling unwell, please ensure that you contact the school on the number below to inform us of the absence and if you have any medical evidence to support that absence then please show it at the school.

We know that you value **(Pupil Name)'s** education and will work with us as a school to improve **(his/her)** attendance. If you wish to discuss this further, please do not hesitate to contact us.

Yours sincerely,

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**BRYNCOCH SITE:** Main Road, Bryncoch, Neath SA10 7TY  
(SENC)

**THEODORE ROAD SITE:** Theodore Road, Port Talbot SA13 1SP  
**VELINDRE SITE:** Reginald Street, Port Talbot SA13 1YY

Tele: 01639 642786 (Main School)/ 639336

Tele: 01639 642786

Tele: 01639 642786

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Neath Port Talbot County Borough Council  
Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot



# Ysgol Hendrefelin

Headteacher: Mr. L. Lewis

Deputy Head Bryncoch Site: Mr. R. Duford

Deputy Head Velindre & Theodore Road Site: Mr. N Lloyd

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Date XXXXXXXXX

Dear **Parent/ Carer Name**,

Staff at Ysgol Hendrefelin are concerned about **NAME's** attendance which currently stands at **0%**.

Good attendance is essential in order to maximise your child's education, both for their wellbeing and academic progress. Both the school and Local Authority has a strict policy on attendance and, as such, the school is required to monitor **NAME** closely over the next two weeks. If there is no improvement in **NAME's** attendance, we will have no option but to arrange for you to attend a meeting at the school.

If there are specific issues preventing your child from attending school regularly and you would like to discuss these further, please do not hesitate to contact the school. We look forward to working with you and your child to help improve their attendance.

Yours sincerely,

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## Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	19/04/2024	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)
Date Reviewed	08/04/2025	Mr R. Blank (Chair of Governors)	Mr L. Lewis (Headteacher)



**Neath Port Talbot County Borough Council**  
**Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot**

