



## **Y Daith Pupil Referral Unit**

### **Attendance Protocol**

**Date ratified: 07/07/15**



## Y Daith Attendance Policy

The Law states that “..... *the parent of every child of compulsory school age shall cause him/her to receive full-time education suitable to his/her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise ... ..*”

Attendance can be challenging for PRUs. Many of the pupils who attend the PRU are disaffected with school after having negative experiences in mainstream education. The parents of PRU pupils have often had difficult experiences at school themselves. There are also socio-economic factors which do not make ‘going to school’ a priority for many of the young people who are placed at the PRU. In order to drive up attendance therefore, we;

- Maintain close links with the Education Welfare Service and other relevant agencies to assist in regular and improved attendance at the PRU.
- Reinforce the ethos that regular and punctual attendance is essential to a pupil’s education.
- Use positive encouragement for pupils to strive to increase their attendance.
- Recognise good and improved attendance.
- Expect Parents/Carers to inform the PRU of any scheduled absence for medical and specialist appointments.

### **Practice**

Registers are legal documents and it is essential that they are completed accurately every day using codes allocated by the Welsh Government (WG) and as advised by the Education Welfare Service (EWS), as necessary.

Attendance must be recorded on SIMS at the commencement of each morning and afternoon. The morning register closes at 9.15am and the afternoon register closes

at 1.30pm. A pupil arriving after this time will be registered as U (Late after registers closed).

PUPILS WHO ARE NOT ON THE PREMISIES BUT ARE TAKING PART IN AN APPROVED EDUCATIONAL ACTIVITY SHOULD BE SHOWN AS PRESENT. THE NATURE OF THE ACTIVITY SHOULD BE STATED. (SEE SYMBOL BOX)

/	PRESENT (AM)	P	APPROVED SPORTING ACTIVITY
\	PRESENT (PM)	R	RELIGIOUS OBSERVANCE
B	EDUCATED OFF SITE	S	STUDY LEAVE
C	OTHER AUTHORISED CIRCUMSTANCE	T	TRAVELLER ABSENCE
D	DUAL REGISTRATION (ATTENDING OTHER ESTABLISHMENT)	U	LATE (AFTER REGISTERS CLOSED)
E	EXCLUDED (NO ALTERNATIVE PROVISION MADE)	V	EDUCATIONAL VISIT OR TRIP
F	EXTENDED FAMILY HOLIDAY (AGREED)	W	WORK EXPERIENCE
G	FAMILY HOLIDAY (NOT AGREED OR IN DAYS IN EXCESS)	X	NON-COMPULSORY SCHOOL AGE ABS
M	MEDICAL/DENTAL	Z	PUPILS NOT ON ROLL YET
N	NO REASON YET PROVIDED FOR ABSENCE	-	ALL SHOULD ATTEND/NO MARK RECORDED
O	UNAUTHORISED ABS (NOT COVERED BY OTHER CODE)	#	SCHOOL CLOSED TO ALL PUPILS

For each pupil who is absent a statement is required to indicate whether or not the absence is authorised. If the reason for the absence is not known when the register is taken the absence should be recorded as an 'N'. This is amended when a reason is known or within ten school days.

- An absence is authorised when:

- (a) a note is sent into school by the parent or guardian before or immediately following the absence **and** the Teacher-in-Charge is in agreement with the reason given; all notes are kept in the pupil's file
- (b) a parent or guardian telephones school to advise of the reason for absence **and** the Teacher-in-Charge is in agreement with the reason given.

- The PRU uses a policy of 'First day calling' and as such parents/carers will be contacted by telephone within half an hour of the pupil's absence if the PRU has not yet been contacted by the parent/carer.
- The PRU **does not** authorise absence from school for family holidays.
- The school administrator will collate and record all attendance returns using SIMS. The administrator is responsible to the Teacher-in-Charge for providing accurate and up to date attendance and absence records and returns as and when required.

### **Monitoring**

When a pattern of absence becomes evident the Teacher-in-Charge will take action which may include:

- Contacting parents by letter with copies of such letters being retained on the pupil's file;
- Requesting medical evidence when a pupil is off sick or has a medical appointment.
- The Education Welfare Service being informed and requested to visit the family. Where the Education Welfare Service is involved, the PRU will follow up and continue to monitor the situation. If legal action is taken, the PRU will make available all relevant records and information. When the Education Welfare Service is involved no illness is authorised without medical evidence.

### **Special Occasions**

The Teacher-in-Charge has the discretion to authorise absence for extenuating circumstances.

The Teacher-in-Charge responds sensitively to requests for authorised absence within the confines of the 'C' code. Parents should not expect, or be led to expect, that as a right, we will agree to absences.

### **Days of Religious Observance**

Section 199 of the Education Act 1993 allows for authorised absence for participation in a day set aside exclusively for religious observance. We will honour this obligation.

### **Traveller Children**

Section 199 of the Education Act 1993 protects Traveller parents from conviction if they can demonstrate that they are engaged in an occupation that requires travel from place to place. We will encourage our traveller children to attend school as frequently as possible whilst adopting a sympathetic and sensitive approach to the lifestyle and cultural traditions of their family.

### **Extended opportunities/alternative curriculum**

Where a pupil attends a training provider as part of their programme at the PRU, it is expected that a training provider inform the PRU of pupil absence by 10.00am on the day of absence.

Parents/carers are expected to contact the training provider and the school on the morning of an absence.

### **Excluded Pupils**

Where a pupil has been temporarily excluded from the PRU, the absence should be recorded as authorised.

Where a pupil is permanently excluded the absence will be recorded as authorised until the conclusion of any review or appeal process. If permanent exclusion is confirmed, the name will be removed from the school roll immediately.

### **The Education Welfare Service**

The Local Authority (L.A.) is charged in law with enforcing school attendance. The L.A. can in cases of irregular attendance, apply to the courts for an education supervision order or a prosecution. Education Welfare Officers (EWO) are employed by the L.A. to help it carry out its statutory responsibilities. The Education Welfare Service (EWS) will be contacted when required to discuss attendance issues. The EWO currently visits the PRU on a fortnightly basis or on request of the Teacher-in-Charge. Pupil attendance is discussed at these meetings and issues of non-

attendance highlighted. The EWO communicates feedback reports on absentees via e-mail.

### **Promoting Good Attendance**

Good attendance is promoted and encouraged at the PRU by use of the following strategies:

- Half-termly certificates and prizes for best attendance and most improved attendance.
- Use of the 'Callio' system in order to communicate attendance with the parents/carers on a half-termly basis and promote the importance of attendance linked to outcomes.
- The use of attendance displays to raise awareness.

### **A phased response to attendance**

- 1<sup>st</sup> day response phone call or text message
- Referral to EWO after three days of no contact
- EWO home visit
- Parental meeting
- Review of pupil programme
- Praise cards for pupils whose attendance improves dramatically
- Attendance displays to show progress
- Half-termly certificates and prizes for best and most improved attendance
- Use of Fixed Penalty Notice (FPN) as appropriate
- Legal action by EWS as appropriate.

## **Appendices**

Appendix 1 – Attendance procedure flowchart

Appendix 2 – Callio Seven Stages

Appendix 3 – Example Callio Letter

Appendix 4 – Callio Poster

Appendix 5 – Fixed Penalty Notice (FPN) Code of Conduct

**Appendix 1**

