

Ysgol Gynradd **Gwyrosydd** Primary School

Working together to unlock our potential



Attendance Policy

2025 - 2026



Our values are more than words – They are the heart of our school.



We care for each other, include everyone and show empathy whilst we work together to make our school a happy and safe place.

Community



We believe in ourselves, aim high and work hard to achieve our goals

Aspiration



We are loyal to our values. We are honest, kind, respectful and always do what is right.

Loyalty



We take responsibility for our actions, our learning and our choices.

We are proud of our work and try to improve everyday.

Ownership



We are resilient; we keep trying, even when things are hard. We learn from mistakes and always aim to be the best that we can be.

Never Give Up

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Gwyrosydd Primary School expects all pupils to arrive and leave school punctually and we emphasise this to parents.

All staff are committed to prioritising the welfare and happiness of our pupils, and everyone has a role in promoting regular attendance among pupils. However, it is important to note that children should not attend school if they are unwell.

Aims

- To foster a climate where regular attendance and punctuality are valued by the school
Primary - teachers, parents and pupils
- To provide a framework, with agreed roles and responsibilities
- To provide support and guidance for parents and pupils
- To develop positive and consistent communication between home and school, including set procedures for attendance information
- To develop a systematic approach for gathering and analysing data
- To improve the overall attendance of pupils at school and reduce unauthorised absence
- To implement a system for rewards and sanctions
- To promote effective partnership with the Education Welfare Service and other agencies

Communication

- Information on punctuality, holiday requests, unauthorised absence and illness is set out in an attendance leaflet that is available to all parents, carers and guardians. This emphasises the importance of being at school on time and notifying Gwyrosydd Primary School if a child is absent for any reason. This should be done before 9am on the first morning of your child's absence. Please ring the school office on 01792 797117 to report your child's absence if there is no answer leave your child's name, class and reason for absence on the answer phone
- The importance of regular attendance is discussed and explained during "Meet the Teacher" sessions held each year. This reiterates that parents and children should arrive at school on time, so that each child can be given the best possible start to the school day. It is also stressed that young children particularly should be collected promptly, as they can become upset if left behind on their own. Parents are asked to share any worries that their child might have in school. Parents need to be aware that even little things can upset children, which means that they might become unhappy and might not want to come to school
- Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Head Teacher, Mrs. Anna Edwards. At this meeting, the importance of regular attendance is always highlighted, together with other school routines and expectations. At this induction meeting, parents are requested to arrange their family holidays within the school holidays, rather than in term time. At Gwyrosydd Primary School, we prefer that family holidays should be taken during school holidays, so that a child's education is not disrupted.

- Parents are reminded in the Newsletter that they should not take their children out of school unnecessarily for holidays or visits. The Family Liaison Officer contacts those parents who frequently take the family holiday in term-time and reminds them of the disruption to their child's education
- At Gwyrosydd Primary School, we follow an established attendance pathway designed to keep parents informed about their child's attendance. As part of this process, parents will receive regular communication regarding their child's attendance. If attendance does not improve, we may request a meeting with parents involving our Family Liaison Officer and the Education Welfare Officer to discuss support strategies.

Holiday Requests

At Gwyrosydd Primary School, parents are asked to complete a Holiday Request form if they wish to take their child out of school for a visit or holiday. Parents are reminded holidays are no longer authorised at Gwyrosydd Primary School, except in exceptional circumstances where authorisation may be granted. If the headteacher does not sanction the absence, any absence by the pupil will be treated as unauthorised. Attendance is closely monitored by FLO and EWO upon arrival back to school

Registers

- All parents should contact Gwyrosydd Primary School if their child will be absent or late. A telephone call is acceptable. At Gwyrosydd Primary School, all registers are electronic and can record reasons for absence electronically
- Class registers are completed in the morning and afternoon at 8:50am and 1:00pm. A pupil will receive a late mark up to 30 minutes after registration. All pupils who are late must report to the office.

Non Attendance

- The school operates a first day absence procedure whereby parents are expected to call the school office by 9:30am to report their child's first and third day absence. Parents may also notify school staff of absences via Class Dojo. If there has been no contact from parents/carers, our Family Liaison Officer and/or Education Welfare Officer may undertake a home visit to ensure the safety of the child
- To authorise absences due to medical appointments, we kindly request medical evidence. At Gwyrosydd Primary School, we encourage parents to arrange medical appointments (if possible) outside of school hours to minimise disruption to their child's education.
- The school's Education Welfare Officer completes an attendance check periodically with the FLO/DSP to monitor any continuous or persistent absence. Percentage summary returns are checked every month and the Family Liaison Officer will liaise with class teachers, support and office staff to monitor low attendance. At the end of the year, each child's attendance is analysed and a copy is given to parents with their child's school report.
- Persistent unauthorised absences may result in a Fixed Penalty Notice being issued

Promoting Good Attendance and Punctuality

- Assemblies
- Rewards for high attendance
- Rewards for most improved attendance

- Lessons on telling the time
- Pupil voice group discussions on feelings, likes and dislikes about school.
- Peer group support – contacting friends who are absent.
- Positive support for those pupils who have been absent for a significant period – planned reintegration.
- Attendance displayed on the school website
- At the end of each academic year, the pupils with 100% attendance receive a certificate and Amazon voucher.

Absence through Illness

- Educational support, including the provision of work and materials is provided for those pupils who are absent from school, with medical conditions for more than 2 weeks. ICT issued if practicable, to access information. The teaching staff/Family Liaison Officer/ALNCO liaise with medical advisors and/or Home Tuition Service, so that, during prolonged absence, pupils receive suitable work for their age and ability group.
- The reintegration of children into school after a long absence through ill health is considered a high priority. The school consults parents about general concerns, medical issues and the timing and pace of return. School staff, EWO and medical professionals meet to discuss the return to school.
- Friends and other pupils are encouraged to help the child settle back in school.
- Extra support is provided (subject to available resources) after an analysis of the child's needs.

Truancy

All staff at Gwyrosydd Primary School believe in the importance of continuity in every child's learning. Staff are also concerned about each child's safety, welfare and happiness.

Although truancy is very rare at Gwyrosydd Primary School, if staff are suspicious that a child might be playing truant, action is taken immediately.

If truancy is suspected, the Head Teacher and the Educational Welfare Officer are notified.

Parents are contacted, either by telephone or a home visit. We encourage parents to bring their child to school, so that the reasons for truancy can be discussed and, we hope, resolved. If school staff are unable to talk to the parent(s), he or she talks to the child to find out if there are any worries or problems in school that might make that child not want to attend. If problems are identified, these are discussed and resolved with the class teacher/member of staff/other pupils.

Penalty notice Statement for School

The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LA's) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absences can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent / carer as a result of a child's regular nonattendance at school/ educational provision.

The school adheres to the code of conduct for penalty notices agreed by our Local Authority, and therefore may request the local authority to issue a penalty notice in certain cases.

Monitoring and Reporting

- The Family Liaison Officer/Office Manager and EWO monitor attendance on a daily/weekly basis.
- A variety of assessment techniques will be used in line with the variety of teaching methods employed.
- The Governing Body meets its statutory duty and reports on attendance as part of the Annual Report to Parents.
- This policy is updated annually or sooner if new legislation permits.

Date 19th November 2025

Headteacher: Anna Edwards

Signature:



Chair of Governors: Donna Saunders Signature:



Review date: November 2028