



Belong, Believe and Be the Best you can Be

Our Vision for Tre Uchaf Primary School

Everyone belongs to our school family. We encourage all our children to believe in themselves and to be the best they can be! We will nurture, empower and inspire children, value their contributions, and give them every opportunity to shine. We will help them to build confidence, knowledge and a love of learning. Together they will learn today for a better tomorrow!

Aims

We aim to help our pupils to

- Respect themselves, each other, adults and the environment
- Be confident in the basic skills of speaking, reading, writing and mathematics
- Know how to find the information they need
- Gain practical skills which will help them in their lives
- Get along well with each other
- Be honest and kind
- Know about and contribute to their local community
- Celebrate the Welsh culture and to use the Welsh language
- Be safe, fit, happy and healthy
- Understand their own feelings and be confident in saying how they feel
- Enjoy new tasks, new people and new places

A Policy Statement

At Tre Uchaf we value excellent attendance and seek to promote and celebrate this at every opportunity. The school follows all national and local guidance and records of authorised and unauthorised absences are kept of all pupils. The school prospectus and annual reports include information on unauthorised and authorised absences.


The Marking of Registers

- All registers are produced and read using SIMS
- The marking of registers follows the correct procedures
- Class teachers highlight individual absences or patterns of absence that give cause for concern and discuss their concerns with the Head teacher.
- The Education Welfare Officer regularly inspects the absences and late marks. Fortnightly meetings take place between the Head teacher and the EWO to discuss any concerns. If a home visit is felt appropriate, the head teacher completes a referral form requesting an EWO visit to the home.
- Parental notes do not necessarily give automatic authorised absence. When staff feel that the explanation given is inadequate or the pattern or frequency of absence is such that it gives cause for concern, the circumstances are reported to the head teacher and necessary action is taken.

Procedures for Unexplained Absences

- Where there is concern about the frequency of absences school may ask parents for medical proof of the reasons they give for absence before the absence is authorised.
- When no parental explanation for the child's absence is received, the parent will be asked for the reason of absence by text, by phone or by letter.
- Where a child has not arrived in school and no reason has been provided for absence, parents receive a telephone call from the school office manager and attendance officer, Rhian Seager.
- If there is still no response a letter is sent home, first class
- If after two days there has still been no contact the head teacher will refer the family to the EWO
- The head teacher receives a list of absent pupils each morning by looking through SIMS registers online
- The office manager reviews the registers each Friday and asks teachers to update their registers if they have been given reasons for absences

1st day of unexplained absence

Ring – if no response by end of day 

Letter 1 with 1st class stamp



3rd day of unexplained absence
Ring – if no response by mid-morning →
EW1 and contact with EWO

If child returns to school at any point with no explanation **letter 2** requesting explanation

Parental Involvement

- Parents are regularly reminded of the regulations concerning absence from school or lateness, by weekly newsletter, class dojo and in parent meetings.
- If necessary the teacher, in the first instance, will remind the parent of the importance of regular, punctual attendance. This can be done when teachers meet parents at parents' evenings or on a less formal basis at the beginning or end of the school day.

The following advice is given to parents:

- Always inform the school as to the reason for your child's absence – either orally, by letter, telephone call, answerphone message option 1 or class dojo followed by a written explanation.
- If a child is likely to be away from school for more than a few days inform the school of the likely length of absence.
- Where possible, arrange for any medical or similar appointments to be out of school hours or at the end of the school day.
- Avoid, if possible, taking holidays in school time. These will not be authorised. However, if you still intend to take your child on holiday during term time you should inform the school via holiday form so that registers can be updated and safeguarding procedures followed.
- Make sure the child arrives at school at the stated times as a late start can be very unsettling for a child.
- Children arriving late for school should enter through the main door where they will be greeted and taken to class by a member of staff with the minimum of disruption to the class. The child will be recorded late on the register.
- Late children should be accompanied by a parent who should sign them in giving a reason for lateness. *It is not acceptable for children to arrive late and unaccompanied* and if this happens the parent will be telephoned.

- The head teacher will contact the parents of children who have been late for school on many occasions to plan a way forward together
- Parents of children whose attendance falls below 85% will be asked to meet informally with the head teacher and EWO to discuss reasons for the absences and ways in which school can support, if appropriate
- If attendance falls below 80% the EWO will visit the child's home.

The school aims to develop a partnership between parents and school. We appreciate that at some time everyone can be ill or slightly late. It is vital that when a pattern of absence or lateness occurs that the school takes a proactive approach to the problem. It can be the case that there is an underlying cause or difficulty within the family, which the school can help with. In this situation, the school, EWO and parents need to work together to ensure the punctual attendance of the pupil and to offer necessary support if necessary.

Penalty Notices

It is made clear to parents that holidays will not be authorised. In line with Local Authority guidelines, when a holiday and/or other **unauthorised absences amounting to ten sessions in one term** bring attendance down to or below 90% overall, a penalty notice *may be* issued. This notice gives parents fifteen days to provide evidence that the absences should be authorised. Unless they can provide this evidence the parent, or parents, who take day to day care of the child will be required to each pay a £60 fine to the Local Authority.

Encouraging Good Attendance and Punctuality

Class attendance percentages are announced every Friday in a whole school assembly. The best attending class of the previous week is rewarded with an extra play time the following week. We also encourage good attendance by rewarding excellent attendance at the end of each half term. Certificates are given to all very good attendees and other small prizes are given to those achieving full attendance or a significant improvement in attendance.

100% attenders for the whole year are rewarded with a prize.

Occasionally letters are sent home to congratulate families on improved punctuality and attendance.

During Spring term, half way through the year, around the February Half Term, each child receives an attendance report during parent's evening appointment or just after. The purpose of this is to alert parents to their child's overall attendance and to any growing concerns.

In line with our cluster the following wording is used to evaluate varying degrees of concern about attendance.

100%	Excellent!
97-99%	Very good
94-96%	Good
90-93%	Room for improvement
≥ 90%	Cause for concern

In summary, where there is a concern regarding a child's attendance and/or punctuality the following steps are taken:

Procedures for improving attendance/patterns of absence

Autumn term

Attendance sheet (Registration Certificate) given to all parents at parent meetings
 Below 93% to be highlighted
 At end of term pupils still falling below 93% to be sent **letter A** outlining cause for concern

Spring term

For pupils below 90% - discuss with EWO and invite parents to a meeting if appropriate
Letter B or C given to all parents at half term or spring term parent meeting

Summer term

Comments on school report, as follows;

100% Excellent! 97-99% Very good 94-96% Good
 90-93% Room for improvement Less than 90% Cause for concern

EWO involvement will be initiated for any child with an attendance percentage of under 85% at any time, or repeated unauthorised absences

At all times the school aims to play a supportive role to achieve the best possible outcome for the child and the family.

	Name	Signature	Date
Chair of Governors	R Rees	<i>R Rees</i>	May 2025
Head Teacher	L Davies	L Davies	May 2025

Review Date	May 2027
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