



Attendance every day matters!

Attendance Monitoring at Ysgol Bryn Gwalia 2023-24

Ysgol Bryn Gwalia has a good level of overall attendance, which we aim to maintain. An overall level of 95% + attendance with minimal unauthorised attendance is the target.

Article 28 of the UNCRC states that all children have the right to education and Ysgol Bryn Gwalia's attendance policy sets out the school's commitment to ensuring that adults ensure that children can access this right.

Management of attendance

- Absence of all pupils will be recorded and investigated. Absences must be covered by an absence note or by verbal message to school
- Parents are required to apply for holiday requests, however school ask parents to consider the national test dates to give their child the best opportunity to succeed.
- If patterns of attendance are unsatisfactory, the Education Welfare Officer (EWO) will be contacted and an action plan put in place to support the child's attendance.
- Attendance is discussed in the schools multi agency meetings with professionals and appropriate course of actions are taken.
- Regular monitoring of attendance on SIMS is undertaken by the Home School Liaison Co-ordinator and children based on their attendance levels are categorised as follows;



Danger Zone ~ inadequate attendance ~ 92% or less = **Red**

At Risk Zone ~ attendance that requires improvement ~ between 93% and 96% = **Amber**

Safety Zone ~ good attendance ~ 97 - 100% or more = **Green**
Letters are sent home

Parents are made aware of which zone their child's attendance falls into and support is given to families within the red and amber zone. Support ranges from supporting parents to implement bed time and morning routines with the HSLO, to referring families to the EWO for further targeted support.





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Ysgol Bryn Gwalia's attendance procedures

Parents must ring the school office by 8.30 am or leave a message to report the reason for your child's absence

Attendance Office will send a text message asking you to contact the school office to advise us of the reason you're your child's absence

Stage 1 (93% and 96%) Pupil's attendance is 96% or below. Attendance Letter 1 sent by attendance lead to parent/carer and support is offered. Learners attendance percentage is shared with parent/guardian. School to monitor attendance for 4 weeks. if no improvement, an attendance meeting will be arranged within school to discuss steps to move forward.

Stage 2 Attendance letter 2 sent by attendance lead to parent/carer and a meeting is held to discuss barriers to attendance and support is offered via referrals to outside agencies such as Early Help Hub and parenting support agencies such as HomeStart. This meeting will inform an action plan to support the learners attendance.

Stage 3 Attendance letter 3 sent by attendance lead to parent/carer informing parent of the learner's current attendance percentage and a referral sent to EWO service. EWO and school work together to support the family to employ strategies and support to improve attendance. If no improvement is made a warning letter from the Chief Officer is issued. This could lead to a fixed penalty fine issued.

