

Attendance and Punctuality – How we monitor at Pondhu Primary School



Registers close each day at 9.15am however a child is late if they arrive after 8.45am.

School will make contact with parent/ carer, if no message has been received by 9.15am, the morning a child is absent to enquire why no reason has been given for the absence.

School will produce a list of all absent pupils each day. (This is checked at least fortnightly by safeguarding governor)

If no reason is provided for absence, the school will write standard letter A.

Attendance and punctuality is formally reviewed every half term by Parent Support Advisor. If attendance is below 95% the PSA will investigate and issue Letter B (if appropriate). If the pupil has been late on more than five occasions that half term Letter D will be issued.

Joint attendance review by Parent Support advisor with the school's Educational Welfare Officer, every term. Families with below 95% attendance or with unauthorised absences may be invited to take up Parent Support Advisor's support.

If attendance levels continue to fall or show no sign of improvement Letter C will be sent inviting parent/carer to a meeting or if lateness has increased letter E will be sent. Further strategy discussion with Educational Welfare Officer may take place.

If a pupil has had ten or more 'Unauthorised' half-day absences (and is of statutory school-age) during the previous one hundred sessions a referral will be made to Educational Welfare Service (except in extenuating circumstances).

Educational Welfare Service will contact family within five working days and arrange a home-visit.

Educational Welfare Service home visit will create an action plan with family, school and any other agencies deemed appropriate.

Starting 10 days after the receipt of the referral, the Educational Welfare Service monitors the pupils attendance for 100 half days. If the pupil takes fewer than 10 days Unauthorised absence during this period, the EWO may close the case. (PSA may re-refer)

If pupil takes more than 10 Unauthorised absences during the 100 half days, the EWO will arrange an internal review with Senior EWO/Principal EWO. Legal action may be decided or alternative support may be offered.

If legal action is decided- 1st warning letter sent within 5 days of review. EWO continues to monitor every 2weeks for 10 weeks.

Final Warning issued. Education Planning Meeting held at School with Senior EWO chairing. Points considered will include; application for an education supervision order, prosecution, issuing a penalty notice, issuing a caution under Police & Criminal Evidence Act.