PADRE PIO CATHOLIC PRIMARY SCHOOL
YSGOL GYNRADD GATHOLIG PADRE PIO

Pupil Attendance Policy

Attendance at Padre Pio Catholic Primary School contributes to our Mission Statement:

'***A Catholic family where we pray and learn in peace with each other. Together we take the message of Jesus to the world'***

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

Rationale

Regular attendance plays a vital part in enabling children to take advantage of the educational opportunities offered to them. Without it the efforts of the best teachers in the best schools will come to nothing and the education process is undermined. Attendance is crucial to the continuity of learning experiences and hence effective learning. It is widely recognised that regular attendance at school is a key factor in raising children's attainment and for improving their future life opportunities. By law, pupils must attend regularly and punctually.

As with all aspects of our work in Padre Pio Primary School, attendance is considered a partnership between parents and the school. The 1944 Education Act states that parents are required to ensure that their children receive efficient full-time education whether by regular school attendance or otherwise. It is therefore the responsibility of everyone at Padre Pio to monitor and support attendance and to investigate problems which lead to non-attendance.

The school expects parental responsibility to extend beyond attendance. Parents should ensure that their children arrive on time, properly attired and in a condition to learn. Also, parents need to instil into their children a respect for education and for those who deliver it and also stress the need to observe the school's code of conduct and contribute to the positive ethos that is desired.

Parents are therefore expected to inform the school of the reason for a child's absence as soon as possible by telephone or in writing.

Registration

The school day begins at 8.55 a.m. and registers will be taken as soon as possible after this time. Children will be marked late if they arrive at school after the registers have been taken. If the arrival at school is after the registers have closed at 9.30, the pupil will receive a 'U'. This equates to an unauthorised absence although we are aware that the pupil is on the school premises in accordance with health and safety. Registration in all classes is completed in a formal way and is used as a learning experience; the responses are often made in Welsh. Registration is the sole responsibility of the class teacher. It is considered important that there is consistency in the marking of registers. A key to codes used to mark absences is available in SIMS.

Absence

There are two categories of absence, authorised and unauthorised. In the first instance, the class teacher must be the arbiter as to whether an absence is authorised or unauthorised.

If the class teacher is unsure as to whether the absence should be deemed to be authorised or unauthorised, then the Headteacher will be asked to decide.

At the start of any period of absence, parents are required to contact the school explaining the reason for the child's absence. Parents are asked to telephone the school to speak with the school clerk or to leave a message on the school voicemail. The class teacher will forward absence notes given to them to the school clerk. The SIMS attendance register will be updated accordingly. If the parent does not contact the school, the school clerk will telephone the parent during the first day of absence to ask the reason for absence. If the parent cannot be contacted, a letter will be sent home asking the parent to explain the reason for absence. If the parent does not respond, the absence will be recorded as unauthorised.

Any illness regarded as a valid reason for a child's absence will be categorised as authorised. Other authorised absences include: medical or dental appointments, speech therapy appointments, family bereavements and holidays that have been authorised because of exceptional circumstances. A temporary exclusion from school will be deemed to be an authorised absence.

Explanations such as shopping, visiting relatives, minding the house, looking after brothers and sisters will be deemed unacceptable and unauthorised.

Whilst school discourages term-time holidays, in line with Welsh Government regulations, headteachers can authorise up to ten school days leave in any school year, upon application by parents, for the purpose of a holiday.

All absence requests should be submitted in advance by completing a school absence request form and returning the form to the school office.

All requests will be considered on a **case-by-case basis**. A number of aspects will be taken into account, including the time of year, length and purpose of the holiday, impact on continuity of learning, timing of tests, circumstances of the family and the wishes of parents/carers, as well as the **overall attendance and attainment of the pupil**.

If parents would like to discuss an application for leave, or feel that there are exceptional circumstances which mean an authorised leave should be considered, they must contact the school at the earliest opportunity.

Promoting good attendance

All children are encouraged to have good attendance. Padre Pio places great importance on creating an environment that welcomes pupils and encourages them to attend. The school will also make every effort to enlist the support of the community, police and neighbours to help in improving its attendance record and in reporting incidents of misbehaviour when children are on their way to and from school. In this way the school is emphasising the importance of good attendance.

We celebrate good attendance throughout our school by:

- awarding a trophy to the class with the best attendance for the previous week at the weekly whole school assembly;
- awarding a trophy to the class with the best punctuality for the previous week at the weekly whole school assembly;

- using an attendance board to show the children which class has won the attendance award each week (children can easily see how their class performance compares to other classes);
- promoting our 'magic number' (school attendance target) in class, in assemblies and on the attendance board;
- holding an end of term attendance reward assembly to give prizes to the class with the best attendance and the class with the best punctuality;
- holding an end of year attendance reward assembly to reward children with 100% attendance and reward children with significantly improved attendance.

Education Welfare Officer (EWO)

An EWO is attached to Padre Pio Primary School and visits the school at regular intervals to inspect class registers and to discuss any problems regarding attendance or lateness. As well as addressing concerns regarding lateness or absence, the EWO may be asked to act as a liaison officer between school and home and social services. Padre Pio Primary School regards the role of the EWO as being vital in terms of social liaison. The EWO may also be required to send a letter home regarding lateness or absence.

Lateness

As well as monitoring absence in Padre Pio School we are also concerned that pupils develop a routine of punctuality. Registration takes place at 8.55 a.m. and after lunch. Children arriving after registration closes will be officially marked as late unless there are extenuating circumstances, e.g. a medical appointment. The Headteacher will speak to parents or send a letter home asking them to make sure that their children arrive in school punctually. If there is little or no response, the Headteacher will ask the EWO to investigate.

Truancy

All staff at Padre Pio School are concerned with each child's safety, welfare and happiness. Although to date truancy has been an unheard-of occurrence, action must be taken at once if there is any concern that a child might be truanting. If truancy is suspected the Headteacher must be informed immediately. The Headteacher will then contact the parents by telephone or make a home visit and also inform the EWO. Parents will also be asked to bring their child to school for discussion to ascertain the reasons for truanting with a view to resolving the problem. If discussion with parents is not possible the class teacher and Headteacher will talk to the child to ascertain whether or not school-related issues concern the child and are the source of the problem. If so, appropriate action will be taken.

Monitoring and collating details

The school clerk monitors attendance registers daily, contacting parents for reasons for absence and compiling attendance data on individual pupils as well as class and whole school data.

Reporting

Attendance and punctuality are reported in the weekly school newsletter, in school reports and to the Education Welfare Service. Individual pupil attendance will be recorded on end of term reports. Overall attendance information will also be recorded in the Governors' Annual Report to Parents and School Prospectus. The school identifies an annual target for attendance each year and endeavours to meet this.

Governors

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The schools attendance figures are presented to the Governing Body on a termly basis.

Fixed Penalty Notices (Local Code of Conduct Fixed Penalty Notices June 2014)
Targeted intervention plays a vital role in resolving issues of poor school attendance, however where this fails to have the desired effect there are a number of sanctions available to Local Authorities (LAs) to try and secure improvements.

Fixed Penalty Notices are one of the sanctions available for this offence and offer a means of suitable and effective intervention for improving levels of unauthorised absences, before they become entrenched and persistent absences.
Fixed Penalty Notices will be used where parental co-operation with this process is either absent or deemed to be insufficient to resolve the problem. They will be used as a means to support parents to meet their legal responsibilities and only where there is a reasonable expectation that their use will secure improved school attendance.

Padre Pio School will follow the protocols and procedures detailed in the TCBC Fixed Penalty Notice Policy & Guidance 2026 which has been written in accordance with the South East Wales Consortium Local Code of Conduct Fixed Penalty Notices 2014.

Monitoring and Review	
Policy	Pupil Attendance Policy
Created on	September 2008
Last updated on	November 2026
Approved by	Full Governing Body
Approved on	November 2026
Adopted by Full Governing Body on	November 2026
Scheduled review date	November 2027
Head teacher’s signature and date	
Chair of Governor’s signature and date	