



Issue Date	Dec 2023
Next Review Date	Sept 2025

## **ATTENDANCE POLICY**

### **INTRODUCTION**

The school aims to ensure that all students attend school regularly so that they are able to take full advantage of the educational opportunities available. The benefits of high attendance are regularly promoted and unauthorised absence is discouraged as it leads to educational disadvantage and may place students at risk.

The school recognises its duty to inform the local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 consecutive contact points. The school will also inform the local authority if a child is going to be removed from the school register for any of the circumstances stated in Part 1 of KCSIE (September 2023).

The school recognises its duty to immediately inform the UKVI of any T4 visa sponsored student who fails to attend the school for 10 consecutive days without explanation and the school's permission.

The school is required by law to maintain two separate registers of its students:

- An Admissions register, known as the "School Roll", and
- An Attendance register

### **AIMS**

The aim of the Attendance Policy is to ensure that all students at Woldingham School are able to benefit fully from its educational provision. Unauthorised absence is discouraged as it leads to educational disadvantage and may place children at risk. Students are encouraged to accept responsibility for their attendance and recognise how their presence contributes positively to the school community. High achievement is linked closely with high attendance. Attendance also boosts wellbeing, promotes friendships, social interaction, and wider life choices.

### **OBJECTIVES**

To set out procedures for the daily registration of all students.

To ensure that procedures are in place to follow up all instances of non-attendance at daily registration and to take action, where appropriate.

To ensure that all students make every effort to attend school regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.

To ensure that Tutors take full responsibility for recording and monitoring attendance at school and, with Heads of Year, ensure that instances of unpunctuality and non-attendance are followed-up.

To ensure that parents are kept fully informed of instances of students' non-attendance and, if necessary, are reminded of their responsibility to ensure that their daughters attend school regularly.

## **PROCEDURES**

Procedures for the daily registration of students and for following-up instances of non-attendance are set out in the Staff Handbook.

It is the responsibility of tutors to conduct this registration and to ensure that all students are fully aware of the procedures and to ensure that regulations are complied with. The Attendance Officer and year staff also take responsibility for monitoring and follow-up with students.

At Woldingham School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for the students, and we look to parents to support this objective.

All students are required to be in school by 8.30 am. The school day ends at 4.00 pm, although many Day students remain later for study, supper or extra-curricular activities. Day students are normally expected to leave by 6.40 pm.

Students are not allowed to leave the site during the school day unless they are accompanied by a member of staff on a trip or a visit to a sporting fixture, and parents will have been notified of the dates in advance.

Parents are asked to obtain prior permission if their daughter needs to be out of school, for any reason other than medical/hospital appointments. Any requests need to be made in good time and go to the Head of Year, who may need to seek authorisation from the Senior Deputy Head.

Requests for absence must be made in accordance with the instructions provided in the Key Information booklet and in the Parent Area of the School website. We will always telephone the home on the first day of an unexplained absence in order to make sure that the girl has not suffered an accident.

If a student is unwell and unable to come to school, parents are requested to email: [absence@woldinghamschool.co.uk](mailto:absence@woldinghamschool.co.uk) before 8.25am and copy in the Head of Year giving a reason for absence and a date when the child is expected to return to school. If a boarder is ill and not able to attend lessons, boarding or health centre staff will email the absence line and will contact her parents and/or guardian.

If a student is late for school, for whatever reason, she must go directly to Main House Reception to register her arrival on site. She must register at Reception before going to lessons.

We always send parents the term dates a year in advance in order that they can arrange their holidays without disrupting their daughter's education. It is the Governors' policy usually not to allow holiday to be taken during term.

Attendance and absence data is regularly monitored and analysed to help identify any cohorts or individual students who may require support with their attendance. Appropriate strategies will then be out in place.

## **BOARDERS**

The boarding house is the centre of your daughter's life at Woldingham School. All students are cared for by a Housemistress and along with her team, she will be responsible for the boarders during term, including ensuring that girls are safely occupied outside normal school hours. We expect each student to live with her parents or her guardian when she is away from school on exeat and half term during term time. We expect to receive permission from parents if students wish to stay with anyone other than them, and such cases would usually be covered in the parental permission form.

## **ATTENDANCE AND PUNCTUALITY**

Registers are legal document and must be marked clearly and accurately. No student should mark a register.

The following symbols should be used to indicate authorised absence in each absence circle upon receipt of authorisation:

B	Receiving education offsite	O	Absent without authorisation
C	Authorised absence	P	Approved sporting activity
D	Dual registration	R	Religious observance
E	Excluded for a fixed or indefinite time	S	Study Leave
G	Family holiday (unauthorised)	T	Traveller absence
H	Authorised Family Holiday	U	Late, after reg has closed
I	Illness	V	Educational Visit
J	Attending interview	W	Work Experience
L	Late before reg closed	Y	Unable to attend due to exceptional circumstances
M	Medical/dental	Z	Student not yet on roll
N	No reason yet provided	#	Planned school closure

This policy links is also linked to:

Missing Pupil Policy and Safeguarding Children – Child Protection Policy