



ATTENDANCE AT WOLDINGHAM

In August 2024, the Department for Education (DfE) updated its 2022 guidance entitled 'working together to improve school attendance'. This leaflet reflects this latest guidance.

WHY IS ATTENDANCE IMPORTANT?

Attendance in full time education is a legal requirement. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

It is important that students attend school regularly as statistics show that students with the highest attendance also have the highest attainment. Attendance also boosts wellbeing, promotes friendships, social interaction, and wider life choices.

For the most vulnerable students, regular attendance at school is also an important protective factor.

At Woldingham School we are committed to promoting high levels of school attendance to ensure our students can thrive and reach their full potential in all aspects of their lives.

PARENTS AND GUARDIANS CAN HELP BY:

- ✓ Telling your daughter why you think school attendance is important
- ✓ Ensure they arrive on time so the day begins in a calm manner - even a few minutes late each day can add up quickly to lost learning
- ✓ Only keep your daughter out of school if she is genuinely unwell
- ✓ Promote days which are part of the wider curriculum and personal development including school trips, Sports Day and House Festival
- ✓ Avoid booking family holidays in term time
- ✓ Schedule non urgent appointments outside of the school day
- ✓ Engage with staff at school early and openly if you have concerns about your daughter's ability to attend due to individual circumstances.

HOW TO REPORT AND REQUEST ABSENCE

If your daughter is unable to attend school, on each day she is absent, please email **absence@woldinghamschool.co.uk** and cc in the year team (e.g. **Year10@woldinghamschool.co.uk**) before 8.25am including a reason for absence. Absences without a reason will be logged as unauthorised. Providing a reason for absence does not automatically mean the absence will be authorised; this decision lies with the 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.

A leave of absence may be granted for specific occasions (for instance events such as a family wedding or funeral, or participation in sport at a high level). Any requests should be made in line with the information in the Student Handbook, which is on the parent portal, and our attendance policy, which is on the school website. Please ensure any requests are made in good time and go to the Head of Year, who may need to seek authorisation from the Head. This includes requests to depart early or return late for the end of term. Please note that despite an authorised absence, any absence from school still impacts your daughter's attendance data.

We appreciate there may be extenuating circumstances which impact a student's absence from school, including a long-term medical issue or school refusal. We work closely with families to support students both academically and pastorally during any period of absence, promote a return to school and improve attendance.

TERM DATES

Our term dates are published at least a year in advance and can be found on our website and the parent portal. We expect all families to adhere to these. Students choosing to depart term early or return late for the start of term will be marked as unauthorised absence.

HOW ATTENDANCE IS RECORDED

2024-2025	Days missed	Sessions* missed
100%	0	0
Below 95%	8.5 +	17 +
Below 92%	13.5 +	27 +
Below 90%	16.5 +	33 +

* A session is a statutory registration period; morning or afternoon.
There are 10 sessions each week.

ATTENDANCE NOTICES

We notify parents about attendance via letter on a termly basis; these will be issued when a student reaches 95%, 92% and 90% attendance or is absent due to an unauthorised holiday. Attendance notices will be issued even when we are aware of the reasons for absence and where we fully support these, in order to comply with DfE guidance. We value our partnership with parents and want to ensure each student is well supported during their time at Woldingham. Therefore, where the 90% threshold is met, parents may be invited to a meeting to discuss the best way to support their daughter's pastoral needs and achieve regular school attendance.

For overseas students with a student visa we have to notify instances to UKVI when a student has 10 consecutive days of unexplained absence.

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