

Sponsor	DHA/DHO
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Governors' Review Committee	EdWelf



ATTENDANCE POLICY

INTRODUCTION

Woldingham aims to ensure that all students attend school regularly so that they are able to take full advantage of the educational opportunities available. 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 2022).

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. 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.

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

PROCEDURES

Procedures for the daily registration of students and for following-up instances of non-attendance are set out in Appendix 1 – Attendance Process

The Deputy Head Operations and Co-curricular will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. (S)he will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a student is clearly unwell, staff will discuss with parents/carers the need and reasons for their daughter's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

It is the responsibility of tutors to conduct student 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 girls, and we look to parents to support this objective.

All students are required to be in school by 8.30 am. Registration closes at 8.55am. Arrivals after this time will be marked as unauthorised absence and coded as U, unless a valid reason has been provided in advance. The school day ends at 4.00 pm, although many day girls remain later for study, supper or extra-curricular activities. Day girls 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. Sixth Form students who do not have a lesson period 6 on Fridays are allowed to leave at 3pm.

Parents are asked to obtain prior permission from the Head of Year if their daughter needs to be out of school, for any reason other than medical/hospital appointments.

Requests for absence must be made in accordance with the instructions provided in the Key Information booklet and in the Student Handbook, both available on the parent portal. We will always telephone home on the first day of an unexplained absence to check on the student's welfare.

If a student is unwell and unable to come to school, parents/guardians are requested to email the school by 8.25am using: absence@woldinghamschool.co.uk, giving a reason for absence and a date when the child is expected to return to school. Parents/guardians should continue to email every morning before 8.25am on each day of absence unless otherwise agreed.

If a student arrives after 8.55am, 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.

Parents, guardians or carers of students who have patterns of lateness or poor attendance, will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to school to discuss attendance and identify any support that can be offered to remove barriers to attendance.

If a student misses 10% or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence can disadvantage a student by creating gaps in her learning. Research shows these gaps affect attainment when attendance falls below 95%, and as such, the school monitors all absences thoroughly. If a student's attendance level is falling towards 90% the Head of Year will contact parents, guardians or carers to arrange a meeting to discuss strategies to improve attendance.

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

The school will send regular reminders to parents about absence procedures and include them in key publications, on the parent portal and school website. Tutors and year staff will discuss the importance of attendance and absence in tutor time, assemblies and in Thrive sessions.

BOARDERS

The boarding house is at the centre of the lives of boarders at Woldingham. All boarders are cared for by a Housemistress who, along with her team, is responsible for their care during the term, including ensuring that boarding students 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 girls 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 a legal document and must be marked clearly and accurately. No student should mark a register.

The following codes should be used to indicate absence:

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	X	COVID19 Non-attendance
M	Medical/dental appointment	Y	Unable to attend due to exceptional circumstances
N	No reason yet provided	Z	Student not yet on roll

This policy is also linked to:

Missing Pupil Policy, Safeguarding Children – Child Protection Policy, Admissions Policy, Counter Bullying Policy, Rewards and Sanctions Policy

Appendix 1

Attendance Process – AM DAILY Tasks

1. 8.30am - Attendance Officer to record any 'Out of School' details as per parent emails/phone calls and reason for absence recorded on iSAMs. Replies made to emails to acknowledge receipt.
2. By 8.45am - AM registers taken – **all registers should be 100%, no blanks**, N codes if not there and no reason yet. Registration closes at 8.55am, students arriving after this time will be marked as U.
3. 8.55am - Attendance Officer to email Tutor if any students marked as N. If a register has not been taken, Attendance Officer to email Tutor and HOY. List to also be collated and emailed to CBA to add to analysis reports for repeat occurrence patterns.
4. 9.05am- Attendance Officer to check Period 1 registers and update AM register with U if student is now present if no valid reason has been given. If student is absent period 1, Attendance Officer to request member of staff to go to the classrooms to check if student is present.
5. At 10.15am, Attendance Officer to contact parents (day students only) and update registers as necessary. If unable to get through on the phone, email is sent.
6. Follow up with housemistresses if any boarders not accounted for.
7. Once all have been called, if no responses by 11am then safeguarding/escalation process initiated (HOYs & Safeguarding Team alerted).
8. Before any AM registration marks are overwritten if student is in but was not there, list collated to email to tutors & HOYs by end of the day as possible registration truancy for follow-up behaviour actions.

Attendance Process – PM DAILY Tasks

1. PM registration via thumb print in Marden Dining room. Any girls eating lunch in the Health Centre will either be directed to register in Dining room first or Health Centre staff to register. If a member of staff has ordered pack lunches for a club, they must register students on iSAMs. A log to be kept of any thumb prints not recognised by member of staff on duty and details sent to Attendance Officer to update register.
2. Attendance Officer to check for missing PM registration marks as soon as lunch has finished (and before it is overwritten) and to collate list which is then emailed to HOYs to follow up on reasons of absence/safeguarding. Note: Attendance Officer to not email if known reasons (e.g. clubs).
3. 2.15pm-Attendance Officer to check period 5 registers for any students missing PM registration. Teachers of any missing period 5 registers to be contacted and list to be collated and emailed to CBA to add to analysis reports for repeat occurrence patterns.
4. Attendance Officer to make sure before they leave that there are no gaps in the AM/PM registers.
5. Attendance Officer to email all HOYs/tutors/housemistresses the out of school list for the day before leaving.

Attendance Process – Weekly Tasks

1. Friday- weekly attendance report to be sent to HOYs for analysis and follow up where necessary.
2. From January - % attendance reports to be sent to HOYs.
 - 95% Attendance – HOY to seek further information from Tutor and/or parent and monitor.
 - 92% Attendance – HOY to contact parent (where poor attendance is related to a medical concern, discretion will be used). The letter below can be sent where appropriate.
 - 90% Attendance – HOY to send letter to parents: