



Attendance Policy

This policy, which applies to the whole school, inclusive of boarding, is publicly available on the school website and, upon request, a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Owner: Deputy Head Safeguarding

Approving Body: Safeguarding and Wellbeing Committee

Date of last Review: September 2025

Date of next Review: July 2026

Linked Policies, Procedures and Resource Materials:

- Safeguarding and Child Protection Policy
- Missing Student Policy
- SEND Policy
- Disability Policy
- Behaviour, Rewards and Discipline Policy
- Woldingham Handbook
- Parent Contract
- Privacy Notice
- Data Protection Policy
- Data Retention Policy
- Educational Visits Policy

KEY SCHOOL CONTACTS

Senior Attendance Champion (SAC) Taryn Lloyd Deputy Head Safeguarding	Email: lloyd@woldinghamschool.co.uk Telephone number: 01883 654251 Mobile number: 07514 800042
Key staff / contact Natalia Zdravkovic Attendance and Pastoral Officer	Email: absence@woldinghamschool.co.uk Telephone: 01883 654283 Mobile number: 07554 117184
Woldingham School Reception	Email: reception@woldinghamschool.co.uk Telephone: 01883 349431

AIMS

This is the attendance policy of Woldingham School (the **School**).

The School aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, well-being and wider life chances.

Absence is discouraged as it can lead to educational disadvantage and may place students at risk. For the most vulnerable students, regular attendance at school is also an important protective factor.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every student in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and, where possible, improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

SCOPE AND APPLICATION

This policy applies to the whole School including boarders.

The School recognises its duty under UKVI to all students with a school sponsored UKVI student visa, including reporting failed attendance over a period of 10 consecutive days without explanation.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

REGULATORY FRAMEWORK

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- National minimum standards for boarding schools (Department for Education (DfE), September 2022);
- Education and Skills Act 2008;
- Children Act 1989
- Children Act 2004
- Sponsorship Duties (UKVI, May 2025);
- The School Attendance (Student Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

Working together to improve school attendance statutory guidance (DfE, August 2024);

Summary table of responsibilities for school attendance (DfE, August 2024);

Toolkit for schools: communicating with families to support attendance (DfE, August 2024);

Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);

'Is my child too ill for school?' guidance (NHS, April 2024);

Keeping children safe in education (DfE, September 2025);

Children missing education (DfE, August 2024);

Supporting students with medical conditions at school (DfE, August 2017);

Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

Mental health and behaviour in schools (DfE, November 2018);

Mental health issues affecting a student's attendance: guidance for schools (DfE, February 2023);

Support for students where a mental health issue is affecting attendance (DfE, February 2023);

Providing remote education: guidance for schools (DfE, updated August 2024); and

PUBLICATION AND AVAILABILITY

This policy is published on the School website and the parent portal.

This policy will be made available to Parents when students join the School and Parents will be reminded of it via the 'Working Together to Improve Attendance' Leaflet (Appendix 3) at the beginning of the school year and when the policy is updated.

DEFINITIONS AND INTERPRETATION

Where the following words or phrases are used in this policy:

references to **attendance** include references to attendance for all or part of the timetabled school day.

references to the **Proprietor** are references to the board of Governors.

references to a **Parent** means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a student; and
- (c) any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

References to a **student** includes anyone who is receiving an education at the school.

SAC means the School's Senior attendance champion.

RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS

- The Proprietor has overall responsibility for all matters which are the subject of this policy.
- The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated member of the Senior Leadership Team to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required
Monitoring the implementation of the policy	SAC	As required
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as students, staff, Parents) to consider improvements to the School's processes under the policy	SAC	As required
Formal annual review	Proprietor	Annually

THE IMPORTANCE OF GOOD ATTENDANCE

The School recognises the importance of developing good patterns of attendance from the outset to align with our overall safeguarding approach. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;
- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children absent, or missing, from education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

SCHOOL RESPONSIBILITES

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all students and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and Parents.

Where there are challenges to attendance, the School will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

STAFF RESPONSIBILITIES

The SAC

The Proprietor has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;

- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data alongside the Data Manager; and
- (e) to communicate clear messages on the importance of attendance to students and Parents.

Staff with specific responsibilities for attendance

The staff identified in the key contacts of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from students on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with the student to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for students who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with students and Parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

The School ensures that all teaching and business staff know the importance of good attendance and are consistent in their communication with students and Parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

SCHOOL ARRANGEMENTS

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendix 1.

Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
- undertaking frequent individual level analysis to identify students who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Proprietor to support its work.

STUDENT RESPONSIBILITIES

School attendance is important to student attainment, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Students should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules, including signing out if leaving during the school day;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with Parents;
 - reporting to other agencies such as children's social care

If students are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, the School encourages them to speak to their tutor or Head of Year in the first instance. They may also speak to any member of staff including those staff identified in the key contacts above. Students are entitled to expect this information to be managed sensitively.

ADDITIONAL NEEDS

The School recognises some students may find it harder than others to attend School, and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

It will also work with Parents , and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a students education, health and care plan is accessed.

Where a student has an education, health and care plan the School will communicate with the local authority where the student's attendance falls or the School become aware of barriers to attendance that relate to the student's needs.

Suitable strategies and support will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with Parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a student is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the student will have to miss 15 consecutive or cumulative school days or more for illness or the student's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

PARENT AND CARER RESPONSIBILITIES

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means students 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.

The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development. The 'Working Together to Improve Attendance' leaflet (Appendix 3) supports this by providing clarity on the short and long term consequences of poor attendance.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

TRAINING

Staff: The School ensures that, where applicable, regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to students who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

The School maintains written records of all staff training.

INFORMATION SHARING

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate, the schools will attend regular targeting support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New student and deletion returns (the School Roll);
- Attendance return;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific student information on request to the Secretary of State.

Where appropriate, the School is expected to inform a student's social worker and / or youth offending team worker if there are unexplained absences.

RECORD KEEPING AND CONFIDENTIALITY

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published a privacy notice on its website which explain how the School will use personal data.

APPENDIX 1 – ATTENDANCE REGISTRATION PROCEDURE AND RESPONSIBILITIES

This procedure is to support the Attendance Policy and ensure that all the School's statutory and safeguarding requirements around taking, monitoring and follow-up of student attendance are met.

The Deputy Head team, the SAC and the DSL are the authority for this process and must give their approval for any changes to the process.

OUTLINE OF THE ATTENDANCE SESSIONS

During a normal school day, the following statutory attendance sessions require the students to be registered:

The member of staff taking the register must make every reasonable effort to adhere to the timings as set out below.

AM registration - 8.30 – 8.55am	PM registration – 2.05 - 2.30pm
Must be completed by 8.35am (within 5 minutes of the start of the period)	Must be completed by 2.10pm (within 5 minutes of the start of the period)
8.30-8.35am: <ul style="list-style-type: none">• Mark ONLY students present using /• Students not present by 8.35am mark as N After 8.35am: <ul style="list-style-type: none">• If student arrives late, change N to L• Do not mark as present (as they are late)	2.05-2.10pm: <ul style="list-style-type: none">• Mark ONLY students present using \• Students not present – mark as N After 2.10pm: <ul style="list-style-type: none">• Send alert on iSAMS for absent students who have attended the previous session.• If student arrives late, change N to L• Do not mark as present (as they are late)

PERIODS 1-4 and 6

Within the first 5 minutes of the period, teachers take registers on iSAMS using same codes as above. The teacher must send alert on iSAMS if the student has not arrived after 5 minutes of the start of the period.

RESPONSIBILITIES

PARENTS/CARERS

The School communicates with parents at the start of each academic year via the Attendance Leaflet (Appendix 3) about the role that they play in their child's attendance and why it is important.

Day Students - Parents are responsible for ensuring that their child arrives at school before 8.30am

Boarding Students - Parents are responsible for ensuring their child returns to their boarding accommodation in line with exeat arrangements and by the following times:

Year Group	Time
7 - 11	7pm on Sunday or 8:30am on Monday
6 th Form	9pm on Sunday or 8:30am on Monday

Reporting absence

If a student is to be absent from School for any reason, the parent / carer should contact the Head of Year and/or the Attendance Officer by email / telephone as stated in the attendance leaflet by 8.30am on first morning of absence;

Where a student is ill, the School should be notified of the nature of the illness.

Arrangements for reporting subsequent absence

Parents are responsible for keeping the school informed of ongoing absences. The expectation is that parents will communicate daily with their child's Head of Year and/or the Attendance Officer until the student returns to school.

FORM TUTORS

- **Take registers** – ensure registration on ISAMS is completed within the first 5 minutes of the AM registration period at the start of the day.
- Only use the ISAMS Yes if the student is present, otherwise use No. This corresponds to the statutory **I** (AM registration) and **** (PM registration) code if present and **N** code if not present.
- If the student arrives after the register has been taken, change the N to L. Do not mark as present as they are late.
- **Maintain awareness** - Regularly remind the students of the reasons and importance of being prompt for registration and all periods and to ensure any absences are correctly reported.
- **Parent Communication** – as required by the Attendance Officer or Head of Year, be the main point of contact with parent/guardians regarding attendance.

TEACHERS AND BOARDING STAFF

- **Take registers** – ensure registration on ISAMS is completed within the first 5 minutes of a lesson. Boarding Staff must follow the same timings to account for students on study periods.
 - Only use the ISAMS Yes if the student is present, otherwise use No. This corresponds to the statutory **I** or **** present codes as appropriate or the **N** code if not present.
 - For periods 2-6: If a student is not present the previous registration session must be checked.
- If the student was present in the previous session use the ALERT function in ISAMS, the Attendance Officer will then follow-up the absence.
- **Supper and Weekend registers** – Boarding staff to ensure that all students complete the registration finger scan at supper every evening and at lunch over the weekends. Boarding staff to alert the Duty SLT contact immediately they are aware of any missing students.

- **Assist Locating of Students** – be aware of the urgency of missing students and be ready to respond promptly to the Attendance Officer, Year staff or Duty SLT (as appropriate) when they are locating missing students.

ATTENDANCE OFFICER

- **On the Day Absences** – check for and enter all advanced notifications of students being out of school on ISAMS by **08:30**. Checking as necessary that the relevant permissions have been obtained and responding to the parent/guardian acknowledging the absence report.
- Ensure also that all changes or cancellations of previously notified absences are updated as appropriate.
- A brief descriptive reason must be added to each absence as this is visible on the parent portal.
- **Check AM Registers** – By **08:55**, all registers have been checked for blanks or **N** codes. **For statutory compliance - All registers must be 100% complete with no blanks.**
 - If a whole form register has not been completed the tutor must be spoken to, email or phone message are not appropriate, immediately after the end of the AM registration session. Any tutors failing to complete their registers must be recorded.
 - A list of all blank and **N** codes should be compiled ready for checking against P1 registration and to provide a log of absences for analysis and to identify possible behaviour patterns.
- **Check P1 Registers** – By **09:15**, all P1 registers have been checked for blanks or **N** codes.
 - If a student has a blank or **N** code for AM registration and present for P1 then the code in AM registration must be updated to **L**.
 - Any students unaccounted for after the P1 registration check must be located. The Attendance Officer must either visit the class where the student should be or arrange for another member of staff to perform the check. Once located the register codes must be updated to **L** if onsite or other appropriate code according to reason for absence and a note added.
 - After **09:55**, the Attendance Officer should send emails to all staff asking for sightings of the missing students. Once located the register code must be updated to **U** and a note added.
 - At **10:15**, the parents of any missing day students and the boarding team for any missing boarders must be spoken to. Once located the register code must be updated to **U** or an appropriate code if an absence is identified and a note added.
 - At **11:00**, the DSL team must be informed of any student still unaccounted for.
- **Respond to Alerts** – After any lesson registration alerts may be generated by teachers and year staff if students are absent when previously marked present.
 - Any alerts must be followed-up immediately to ensure the student is located. The Attendance Officer must check with the Health Centre and any extra-curricular activities eg LAMDA, and then either visit the class where the student should be or arrange for another member of staff to perform the check. Once located the register codes must be updated to reflect the reason and a note added.

- If the student cannot be located then the Attendance Officer should send emails to all relevant pastoral staff asking for sightings of the missing students. Once located the register code must be updated.
- If the student remains unaccounted for after the next lesson or session registration then the parents of any missing day students and the year staff for any missing boarders must be contacted by phone or email. Once located the register code must be updated with an appropriate code and a note added.
- If the student remain unaccounted for by the start of the next lesson/session after the alert has been raised then the DSL team must be informed.
- **Check P5 Registers** – By **14:15**, all P5 registers have been checked for blanks or **N** codes.
 - Any students unaccounted for after the P5 registration check must be located. The Attendance Officer must either visit the class where the student should be or arrange for another member of staff to perform the check and contact relevant pastoral staff. Once located the register codes must be updated to **L** and a note added.
 - At **14:30**, the parents of any missing day students and the boarding teams for any missing boarders must be spoken to. Once located the register code must be updated to an appropriate code if an absence is identified and a note added.
 - At **15:10**, the DSL team must be informed of any student still unaccounted for.
- **Out of School Report** – as soon as the days registration data is completed the Out of School report for that day must be sent to Tutors and Heads of Year. This must be completed by the end of the school day.
- **Support** – provide advice and guidance on the Attendance process to all staff.

DSL TEAM

- **Safeguarding** – Follow the Missing Students Policy and manage all communications with parents, staff and external bodies as required.

HEADS OF YEAR

- **Point of Escalation** – Assist the Attendance Officer as required to locate students, allocating other members of staff as required, and respond to requests for help regarding attendance matters.
- **Parent Communication** – on review of half-termly attendance report, advise which students require attendance letters to be sent to parents as per Appendix 5.
- **UKVI** – report any periods of absence (unaccounted for) longer than 10 consecutive days to the school's Authorising Officer.

DATA MANAGER

- **Reporting** – to produce half-termly attendance reports for the Heads of Year and other statutory and school attendance reports as required. Ensure attendance data can be viewed by parents/guardians via the on-line portals.
- **Trend Analysis** – provide support to allow analysis of attendance data as appropriate.
- **Attendance Tracker** – to maintain the live spreadsheet regularly

ADMISSIONS TEAM

- **Termly Children Missing Education Reporting** – submit reports as required by the relevant authority to satisfy the current CME regulations.

AUTHORISED ABSENCES

Authorised absence means that the School has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head of Year, who may seek authorisation from the Head if the period of absence is lengthy.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

Apart from illness or where there are additional needs, no student should be away from School without prior permission from the Head of Year.

Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when Head of Year and the Attendance officer should be informed. If a leave of absence is granted, it is for the Head of Year, and, in some circumstances, the Head, to determine the length of the time the student is permitted to be away from School. Parents are informed that any absence from school, even where authorised, still impacts their child's attendance data. See the attendance leaflet – Appendix 3.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents belong. Parents are expected to make a request for this type of leave of absence in advance.

Whether an absence is authorised or unauthorised is at the discretion of the Head.

REPORTING DUTIES

The School is legally required to share information from its registers with the local authority. As a minimum this includes:

- **New Student and Deletion returns:** notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times¹.
- **Attendance returns:** providing the local authority with the names and addresses of all students of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U – See Appendix 5).
- **Sickness returns:** providing the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has Reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

In the event that a student holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the student misses ten consecutive expected contact points. Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Missing Child policy and Safeguarding and Child Protection policy if any absence of a student from the School gives rise to a concern about their welfare. This includes referring any concerns about a student to local children's social care services and instigating a police welfare check where necessary.

APPENDIX 2 - ADMISSION REGISTER

Admission register

In accordance with the requirements of the School Attendance (Student Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended and in the case of boarding schools whether each student of compulsory school age is a boarder or day student.

A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.

Where the School notifies the local authority that the student's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the student;
- the address of the student;
- the full name and address of any parent the student normally lives with;
- at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
- the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- name of the student's other or future school and student's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.



WORKING TOGETHER TO IMPROVE ATTENDANCE

In August 2024, the Department for Education (DfE) updated its 2022 guidance *Working Together to Improve School Attendance*. This leaflet provides parents with a summary of that guidance and how it applies at Woldingham School.

WHY ATTENDANCE MATTERS

Attending school full time is a legal requirement. When parents choose to register their child at school, they also take on the legal duty to ensure their child attends regularly. This means that your daughter must be present every day the school is open, except in a small number of approved circumstances (e.g. illness or advance permission for an absence).

Regular attendance is vital. National data shows that students with the highest attendance achieve the best academic outcomes. Good attendance also supports wellbeing, builds friendships, and broadens future opportunities. For our most vulnerable students, consistent attendance is also a key protective factor.

At Woldingham, we are committed to promoting excellent attendance so that every student can thrive and reach her full potential in all aspects of school life.

To emphasise the importance of attendance, all schools must now have a Senior Attendance Champion, who is a member of the leadership team. At Woldingham, this is the Deputy Head Safeguarding who will promote and support good attendance for all students.

HOW PARENTS AND GUARDIANS CAN HELP

- ✓ Talk to your daughter about why school attendance is important.
- ✓ Ensure she arrives on time - even a few minutes late each day adds up to significant lost learning.
- ✓ Only keep her home if she is genuinely unwell.
- ✓ Encourage participation in the wider curriculum (school trips, Sports Day, House Festival).
- ✓ Avoid booking family holidays in term time.
- ✓ Schedule non-urgent appointments outside of school hours.
- ✓ Engage with staff early and openly if you have concerns about your daughter's ability to attend.



REPORTING AND REQUESTING ABSENCE

If your daughter is unable to attend, please email absence@woldinghamschool.co.uk and cc her year team, (e.g. Year10@woldinghamschool.co.uk) before 8.25am each day she is absent, including a reason. Absences without a reason will be recorded as unauthorised. Providing a reason does not automatically mean the absence will be authorised; this decision rests with the school. For boarders, the boarding or health centre staff will email the absence line and inform parents/guardians.

Requests for leave of absence may be made for specific occasions (e.g. family wedding, funeral, high-level sporting commitment). Requests must follow the Student Handbook (available on the Parent Portal) and our Attendance Policy (on the school website). Please submit requests in good time to your daughter's Head of Year, who may need to seek authorisation from the Head. This includes requests for early departure or late return at the end of term.

Please note that even authorised absences affect your daughter's attendance record.

We understand that some students face extenuating circumstances such as long-term medical needs or school refusal. In these cases, we will work closely with families to support both academic progress and pastoral care, while promoting a successful return to school.

TERM DATES

Term dates are published at least a year in advance on our website and the Parent Portal. Early departures or late returns outside these dates are recorded as unauthorised absences.

HOW ATTENDANCE IS RECORDED

2025-2026	Days missed	Sessions* missed
100%	0	0
Below 95%	8.5 +	17 +
Below 92%	13.5 +	27 +
Below 90%	16.5 +	33 +

* One session = statutory morning or afternoon registration (10 per week)..

ATTENDANCE NOTICES

- Parents are notified termly if a student's attendance drops to 95%, 92%, or 90%, or if there is an unauthorised holiday.
- Notices are issued even where reasons are understood and fully supported, in line with DfE guidance.
- At 90% or below a student is defined as persistently absent. Parents may be invited to a meeting to discuss how best to support their daughter's needs and improve attendance.
- For overseas students on a student visa who miss 10 consecutive contact points, we must inform UKVI.

WORKING WITH THE LOCAL AUTHORITY

We are legally required to share your daughter's attendance data with the Local Authority on a regular basis. Additionally, we must inform them when any student reaches 15 days absence in the academic year, consecutively or cumulatively, as a result of sickness. This equates to three weeks' absence from school for illness. Any student with an unexplained or unauthorised absence for a period of 10 school days must also be shared.



APPENDIX 4 – REGISTRATION CODES

Code	iSAMS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age student subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
G	Holiday not granted by the school	Leave of absence not granted and the student is absent for the purpose of a holiday
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment
N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity

Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend- non-compulsory school age student	Not required to attend-non-compulsory school age student
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as student is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Student not on roll	Prospective student not on admission requester
#	Planned whole school closure	Planned whole school closure

APPENDIX 5 – ATTENDANCE LETTERS TO PARENTS PROCESS

The Attendance monitoring is supported by regular communication with parents via the tutors, Heads of Year and other staff as appropriate. Formal letters are also issued when attendance drops below certain thresholds as well as when it is identified that the student's attendance has improved.

The Heads of Year receive attendance reports at the end of Autumn term and then at the end of each half term, during Spring and Summer, showing students that are below 95%, 92% and 90% attendance over the reported period.

Letters are sent on a first, second and third notification basis regardless of which threshold of attendance the student falls below. The template of the letters are fixed. Any changes to the format, other than student name and attendance percentage, must be agreed with a member of the Deputy Head team and the DSL.

Improvement in attendance letters are sent when a student shows an improvement in attendance according to the thresholds.

Once a final list is provided by the Head of Year, the Attendance and Pastoral Officer is responsible for sending the appropriate letters via ISAMS.

First Attendance Notification

<<--Date-->>

<<--PARENT-txtLabelSalutation-->> <<--PARENT-txtAddress1-->> <<--PARENT-txtAddress2-->> <<--PARENT-txtAddress3-->> <<--PARENT-txtTown-->> <<--PARENT-txtCounty-->> <<--PARENT-txtCountry-->> <<--PARENT-txtPostcode-->>

Dear <<--PARENT-txtLetterSalutation-->>|

Re: {{pupil.txtforename}} {{pupil.txtsurname}} - {{pupil.txtform}}

In August 2024, the Department for Education (DfE) updated their guidance entitled 'working together to improve school attendance'. This guidance sets out the expectations for schools in order to maintain high levels of school attendance.

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.

We are writing to let you know that {{pupil.txtforename}}'s attendance so far this Academic Year has dropped below 95%.

{{pupil.txtforename}}'s attendance is: {{registration.intpercentageampmpresentthisyear}}.

We appreciate that there can be a number of circumstances in which {{pupil.txtforename}} has not been able to attend such as due to illness or an agreed authorised absence from the school, we will still continue to monitor {{pupil.txtforename}}'s attendance to ensure it does not continue to fall.

We also understand that for a small minority of students there are extenuating circumstances leading to prolonged absence, which may lead to an attendance figure well below the thresholds of 95%, 92% or 90% (as outlined in our attendance policy). In these instances, key staff will already be aware and supporting families; however we are still required to notify you of {{pupil.txtforename}} attendance data.

If {{pupil.txtforename}}'s attendance continues to decrease, or remains below the expected attendance thresholds next term, we will write to you again to discuss what further support we can put in place to ensure {{pupil.txtforename}} attends school regularly.

We want to work collaboratively with you to achieve the best possible outcome for your daughter during her time at Woldingham; regular school attendance is the foundation of positive outcomes for young people with statistics showing that those with the highest attendance have the highest attainment. Therefore, please do not hesitate to contact us should you have any concerns or want to discuss {{pupil.txtforename}}'s attendance in further detail.

Yours sincerely,

{{signature}}

Attendance Officer

Improved Attendance Now Above Threshold Notification

<<--Date-->>

|

<<--PARENT-txtLabelSalutation-->> <<--PARENT-txtAddress1-->> <<--PARENT-txtAddress2-->> <<--PARENT-txtAddress3-->> <<--PARENT-txtTown-->> <<--PARENT-txtCounty-->> <<--PARENT-txtCountry-->> <<--PARENT-txtPostcode-->>

Dear <<--PARENT-txtLetterSalutation-->>

Re: {{pupil.txtforename}} {{pupil.txtsurname}} - {{pupil.txtform}}

We are delighted to inform you that {{pupil.txtforename}}'s attendance has improved and is now above the expected threshold for good attendance.

{{pupil.txtforename}}'s attendance is currently: {{registration.intpercentageampmpresentthisyear}}.

This is a great achievement and reflects her commitment, as well as the support provided at home, to ensure she is able to attend school regularly. We would like to congratulate {{pupil.txtforename}} on her progress and encourage her to keep building on this positive momentum.

Regular attendance underpins success at school, and we know that maintaining this consistency will help {{pupil.txtforename}} not only continue to thrive in her studies, but also personally and in the wider school community.

Thank you again for your partnership in supporting your daughter's education. We look forward to seeing {{pupil.txtforename}} continue to succeed as the academic year progresses.

Yours sincerely,

{{signature}}
Deputy Head Safeguarding