



WETHERBY

SENIOR

SCHOOL

ATTENDANCE POLICY

Primary person responsible for this policy: Christine Pheiffer

Job title: Deputy Head Pastoral

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Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers.



Rationale

This Attendance Policy has been drawn up to clarify expectations of pupils at Wetherby Senior School in line with its vision and aims. This is because attendance and punctuality are critical to achieving academic potential and excellent progress. We expect pupils to aim for 100% attendance and punctuality. An exemplary record of attendance demonstrates that the pupil is dedicated, well-motivated, organised and responsible. Good attendance also plays an important part when applying to higher education establishments or employment. We do not wish to be punitive but rather to encourage pupils to be responsible as part of our high-quality pastoral care. In addition, we hope that cultivating good habits at school equips pupils to make the most of their lives and contribute positively to the lives of others.



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1 Expectations

It is an expectation that all boys maintain a cumulative rate of attendance at 95% or above unless there are serious mitigating circumstances.

The school day commences at 08.25 and finishes at 17.15. On some days, boys leave earlier e.g. after Monday lectures for Sixth Form, after assembly on Fridays. Pupils attend tutor time each morning from 08.25 until 08.35. The School opens daily at 08.00 and boys are advised to arrive at this time in order to be on time and prepare for the day ahead. Pupils are expected to attend all lessons punctually. Every effort must be made to make medical/dental appointments out of school hours; if this is absolutely unavoidable, then parents should contact Tutors so that the absence can be authorised.

Parental responsibility includes the legal obligation to ensure that your child receives a full time education in the UK and the government expects schools to promote good attendance and reduce absence, including persistent absence (Education Act 1996).

If a pupil is attending school irregularly (ie. less than 85%), the school should notify the local authority education welfare or school attendance service for support and advice. The local authority has a range of powers to enforce school attendance.

The Attendance Policy should be read alongside other documents including the Rules and Regulations of the School and the Behaviour for Learning Policy, which can be found on the portal or made available upon request.

<https://egiportal.alphaplusgroup.co.uk/school/wss/Pages/all-documents.a>

2 Absence



Parents contact School by email on absence@wetherbysenior.co.uk by 08.00 to report a boy's absence. The email should explain the reason for the absence so that it can be authorised by the School. An email is also sent on each subsequent day of absence.

Upon return to School, the boy is expected to catch up promptly on any work missed by checking Firefly and speaking to his teachers.

It is expected that wherever possible, medical, dental and other appointments are not made during School hours. Where this is unavoidable, Parents should inform Tutors in advance so that these absences can be authorised.

Holidays during term time will not be authorised, except in rare and exceptional circumstances. In this instance, the Headmaster's written permission should be sought.

Equally, Sixth Formers may not attend university Open Days during term time and attend these events either at weekends or during the school holidays. If a boy feels that he has a specific and legitimate reason to override this policy, he must apply to the Head of Sixth Form for permission.

Sixth form boys only may go off-site during the lunch break only. They sign in and out at the Reception in Bulstrode. This privilege may be forfeited if attendance, punctuality, behaviour or performance is a concern.

3. Monitoring

It is a legal requirement for the School to maintain registers so that we know who is in School at any given time. Staff must complete registers at AM registration, at the start of all lessons and at the start of all activities, in accordance with the procedure laid out in the Registration Policy. APG codes for completing SIMS registers are in Appendix C

4. Punctuality

It is our priority that pupils have good punctuality and we want to support them in developing good habits for later life. The boys are encouraged to take responsibility for their own punctuality, especially as they progress through the School.

Poor punctuality is recorded with attendance in grade cards and reports.



Lateness to a Lesson

Poor punctuality to lessons is addressed by subject staff, who use a common sense approach to lateness due to the transition between buildings. If a boy is late without good reason, it is recorded on the lesson register on SIMS with an L and the class teacher may set a sanction or issue a red note. The class teacher also enters the number of minutes late on SIMS for tracking purposes. If a boy is repeatedly late to a lesson, the member of staff also informs the boy's Head of Section. The Head of Section speaks to the boy and may decide to set a sanction or add the boy onto the Behaviour Ladder.

The School has a no-bells policy. Therefore, Staff are vigilant in ensuring that they keep strictly to the lesson timings below. If a lesson has overrun, then Staff email the teacher of the next lesson, so they are aware of possible late arrivals.

Registration	8.25 – 8.35	
Period 1	8.40 – 9.40	
Period 2	9.45 – 10.45	
Break	10.45 – 11.00	
Period 3	11.00 – 12.00	
Period 4	12.05 – 13.05	Lesson ends at 12.55 for Years 7 & 8 and for Year 9 on Fridays only
Lunch	13.05 – 14.05	
Period 5	14.05 – 15.05	
Period 6	15.10 – 16.10	
Period 7	16.15 – 17.15	

Lateness before School

Stage 1

Tutors take the registers at 08.25 and they remain open until 08.35. If a boy is not present at Registration, Tutors leave the box blank and it defaults to N. If a boy arrives whilst the register is still open (eg. after the register has been taken but before the end of registration), the Tutor uses their discretion with regards to lateness and can either sign him as present (/) or late (L). If a boy arrives after 08.30, he signs the Late Book at the reception of either building. Staff on Reception mark the boy in as having missed registration (L) and under “comments” on the SIMS register they note the arrival time. The boy will then go to his lesson where he will be marked as late (L) if he arrives after the lesson has started and Staff will note the number of minutes late.

The Tutor monitors punctuality and discusses with the pupil the reason for lateness, possible strategies to remedy the situation and targets to improve it. The Tutor can also issue a conduct note for lateness.



It is recognised that given the central London location of the School, pupils may be late for reasons beyond their control. Tutors evaluate when there has been such a valid reason for lateness and amend the SIMS register accordingly.

Stage 2

The Tutor reports repeated lateness to the Head of Section when it becomes a cause for concern and contacts Parents using the template email (Appendix A).

Stage 3

If poor punctuality continues to persist, the Tutor invites the Parents into school for a meeting with the Head of Section and the boy involved. The aim of this meeting is for all parties to work together to find a practical solution.

5. Attendance

Whilst punctuality and attendance at School is a parental responsibility, we work with home to encourage good attendance. Attendance is evaluated at the end of every half term.

Stage 1

If a pupil's attendance falls below 95% after the first half term in the Autumn term, Tutors meet with the pupil to discuss the situation. Support and guidance is offered and the necessity of good attendance is reinforced. The Tutor contacts the parents using the attached template (Appendix B). Discretion is used in the case of illness and long-term conditions and the template can be adapted accordingly.

Stage 2

If attendance does not improve without good reason, over the next half term, the Head of Section and Tutor meet with the boy to formalise targets for improvement. The Tutor invites the parents into School for a meeting with either the Head of Section or the Deputy Head (Pastoral & Wellbeing) also present. At this meeting, the School seeks to work with home to develop effective strategies and set realistic targets.

Stage 3

Following this meeting, if attendance continues to fall, the School will contact the LA for advice. An average attendance of 85% will trigger a referral.



If there is a lack of cooperation and/or dedication to academic study, the Headmaster may intervene, and the boy may sacrifice his place at the School.

6. Off Games

The School also tracks those who are well enough to be in school but not well enough to attend Games.

If a boy is in school but will not be attending Games, his parent/guardian contacts absence@wetherbysenior.co.uk before 8.00am on the day when games is timetabled and **on every subsequent day when he will not be attending Games**. A scanned copy of a medical appointment or doctor's note may also be sent to the same email address.

Whilst parents/guardians may decide to use the off-games time for medical appointments, it is noted that authorised absences are included in overall attendance data.

The absences are collated into a list by reception. If tutors or teaching staff receive emails directly from parents/guardians, these are forwarded to reception to be added to the list. Once collated, the list is sent to the Director of Sport, who keeps a record for the year.

Boys who are in school, but not attending games, must wear regular uniform and not sports kit.

Boys who are off-games report to the library at Hannah House at 2.05pm where they are registered by staff. Unauthorised boys who have not followed the stages above and are therefore not on the register, receive a games department detention. All boys, including those who would ordinarily be dismissed earlier, complete silent work in the library under supervision until 16.10pm.

If a boy is in school but cannot participate in his Friday activity, he must wear regular uniform and attend the activity, sitting out and completing silent work. Parents/guardians use the same email address absence@wetherbysenior.co.uk to inform school before 8.00am on Fridays. These names are collated by reception and sent to the Head of Co-curricular.

7. Contactless recognition

The School also tracks the boy's movements between buildings using a contactless recognition system. Boys are issued rubber wristbands at the start of each academic year that correlate to their individual admission number. It is the boy's responsibility to have these



wristbands on their person at all times during the school day. As boys transition between buildings, the contactless system picks up their exit and entry into the building. An alert is generated if a boy has not made entry to one of the buildings after a set period of time. At this point, the missing child policy is actioned. Boys will be required to replace their wristbands and a pay a fee of X if they lose their wristband. A weekly report will be generated to check that boys are using the wristbands appropriately.

Appendix A

Dear Mr/Mrs/Ms X

Punctuality is critical to achieving academic potential. The cumulative effect of lateness, impacts on progress and we encourage all of our pupils to take responsibility to arrive in School and to lessons on time.

Unfortunately, X has arrived late to School/lessons (*delete as appropriate*) (*insert data*). He has therefore met with me to discuss the reasons for this lateness. We have also explored together strategies and set targets to address this issue. (*Optional - He has also received a conduct note for punctuality.*)

I would be very grateful if you could now discuss this matter with him at home and encourage X in improving his punctuality.

Kind regards

Jane Smith

Appendix B



Dear Mr/Mrs/Ms X

Attendance at school is critical to achieving academic potential and it is our expectation that all boys maintain a cumulative rate of attendance at 95% or above unless there are serious mitigating circumstances.

Unfortunately, X's current rate of attendance falls short of expectation at (*insert data*).

He has therefore met with me to discuss the reasons for his low attendance and I would be very grateful if you could now discuss this matter with him at home and encourage X in improving his attendance.

Kind regards

Jane Smith



Appendix C

APG Attendance Codes

Apply new screenshot in September

Please ensure that these codes are adhered to.

This is for consistency across the group when running reports.

Maintain Codes				
Save Undo Print				
Reg Codes	Description	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	Present	In for whole session	Basic
\	Present (PM)	Present	In for whole session	Basic
B	Educated off site	Authorised Absence	Out for whole session	Basic
C	Other authorised circumstances	Authorised Absence	Out for whole session	Basic
D	Undefined	Attendance not required	Out for whole session	Basic
E	Excluded	Authorised Absence	Out for whole session	Basic
G	Undefined	Authorised Absence	Out for whole session	Basic
H	Annual family holiday (agreed)	Authorised Absence	Out for whole session	Basic
I	Interview	Authorised Absence	Out for whole session	Basic
L	Late (before reg closed)	Present	Late for session	Basic
M	Medical / Dental	Authorised Absence	Out for whole session	Basic
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session	Basic
O	Unauthorised circumstances	Unauthorised Absence	Out for whole session	Basic
P	Approved sporting activity	Approved Educational Activity	Out for whole session	Basic
R	Religious observance	Authorised Absence	Out for whole session	Basic
S	Study leave	Authorised Absence	Out for whole session	Basic
T	Traveller absence	Authorised Absence	Out for whole session	Basic
V	Educational visit	Approved Educational Activity	Out for whole session	Basic
W	Work experience	Approved Educational Activity	Out for whole session	Basic
#	Planned whole or partial school closure	Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional c...	Attendance not required	Out for whole session	Basic
X	Non-compulsory school age absence	Attendance not required	Out for whole session	Basic
Z	Pupil not on roll	Attendance not required	Out for whole session	Basic
-	All should attend / No mark recorded	No mark	No mark for session	Basic
@	Late (after reg closed)	Unauthorised Absence	Late for session	Basic



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