



Review Date	Sept2025
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## ATTENDANCE POLICY

The school recognises its duty to inform the local authority of any student who fails to attend school early 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 2016).

The school recognises its duty to immediately inform the KUL of any T4 visa sponsored student who does not attend the school for 10 consecutive days without explanation and the school P(c)6 (u)-0.7 (t)-6

### AIMS

The aim of the Attendance Policy is to ensure that all students at Woolingham School benefit fully from its educational provision. Unauthorised absence is an educational disadvantage and may place children at risk. Students have a responsibility for their attendance and recognise how their presence impacts the school community. High achievement is linked closely with high attendance, wellbeing, promotes friendships, social interaction, and wider life opportunities.

### 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 absence

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

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 cohorts or individual students who may require support with their attendance. Appropriate strategies will then be put in place.

## BOARDERS

The boarding house is the centre of our daughter's life at Woldingham School. All students are cared for by a House