



Attendance Policy

Introduction

1. Willington sees successful education as a partnership between the family and the School (for the purposes of this policy ‘School’ refers to EYFS as well as Years 1-8) and is committed to providing the highest quality of education possible. In order to do so, it is expected that pupils will, ordinarily, attend School for the duration of each School day and for certain specified School events which occur outside the normal School day. There will be occasions when pupils cannot attend School and this policy details the procedures to be followed on such occasions.
2. The School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013 and 2016. In order to comply with its statutory obligations, Willington expects the full support of all parents in implementing this policy.

Pupils Arrival and Departure Times

	Gates open	Gates Close	School ends	Pick up from	Gates Close
Reception	8.00 a.m. (J)	8.20 a.m.	3.20 p.m.	Junior Playground gate	3.30 p.m.
Year 1	8.00 a.m. (J)	8.20 a.m.	3.30 p.m.	Junior Playground gate	3.40 p.m.
Year 2	8.00 a.m. (J)	8.20 a.m.	3.35 p.m.	Junior Playground gate	3.45 p.m.
Year 3	8.00 a.m. (J)	8.20 a.m.	3.40 p.m.	Senior gate (Small)	3.50 p.m.
Year 4	8.00 a.m. (S)	8.20 a.m.	4.00 p.m.	Senior gate (Small)	4.15 p.m.
Years 5-6	8.00 a.m. (S)	8.20 a.m.	4.00 p.m.	Junior Playground gate	4.15 p.m.
Years 7-8	8.00 a.m. (S)	8.20 a.m.	4.00 p.m.	Senior gate (Large)	4.15 p.m.

3. Pupils are expected to arrive for morning registration no later than 8.20 am, morning registration closes at 8.30 am and afternoon registration is taken immediately after lunch break.

Pupil Illness or Unplanned Absence

4. Full attendance for all pupils during term time is required. However, in the interest of all the children in the School, children who are unwell should be kept at home. This includes symptoms such as headache, tummy ache, sickness or diarrhoea. Young children’s health can deteriorate rapidly and keeping them at home reduces any risk of infection to other children or adults. We reserve the right to refuse admittance to any child that we consider not well enough to attend School or who may pose a risk to others. Children should not return to School until 48 hours after their last bout of vomiting or diarrhoea. Please refer to the Parent Handbook for more information regarding Exclusion Periods for Infectious Diseases.
5. Other than for “mechanical” injuries, such as broken bones etc, a pupil who is well enough to come to School is expected to take part in all School activities, including Swimming and Games.
6. If a pupil is ill or unable to attend school for any other reason and the School has not been previously notified, parents should email the School Office registers@willingtonschool.co.uk and the child’s form teacher by 8.20 am at the latest. If a pupil has been marked ‘N’ on the register at the close of registration because no reason for the absence has been given, it is the responsibility of Matron to make contact with parents, as a matter of priority, to establish a reason for the absence.

7. If a pupil continues to be ill and unable to attend school, parents should email the Office and their child’s Form Teacher by 8.20 each morning that they is away, to confirm the pupil will be absent for that day.

Pupil Planned Absence



8. Willington School values the strong relationship it has with parents and the support they afford in ensuring their children are in attendance throughout the school day. There are, however, occasions when a pupil may need to be absent for all or part of the school day. If a parent needs to take a child out of school for a pre-arranged medical appointment, the pupil's Form Teacher and the School Office registers@willingtonschool.co.uk need to be notified by email in advance.

9. In other exceptional circumstance, if you need to take your child out of school for a specific reason (e.g. funeral, religious observance etc.) please send an email to the School Office, in advance, requesting that this absence is authorised by the Headmaster. Please note that authorisation is not guaranteed.

Unauthorised Absence

10. It is required that all parents will notify the School of any absence in accordance with this policy in order that the School can safeguard the welfare of all pupils. Any unauthorised absences will be dealt with according to legal guidelines.

Duty to Report Absence to the Local Education Authority (LEA)

11. The LEA has a legal responsibility to identify children of compulsory school age who are not in education and the School is obliged to provide this information to the LEA.

12. Schools are required to report the unauthorised absences of a pupil of compulsory school age to their LEA who could serve a Penalty Notice or take legal action.

Punctuality and Late Arrival

13. Registration is at 8.20 am. If your child is late then they need to sign in at the School Office on arrival. The pupil will be marked as 'Late' in the register. The law requires pupils to attend school regularly and this includes arriving on time each day.

14. When a pupil arrives late to school, there are many consequences:

- a. He misses out on essential instructions given at the beginning of lessons – in fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year
- b. Pupils can feel awkward and embarrassed entering a classroom when others are already settled
- c. When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson

15. Registers are routinely monitored and if a pattern of late arrival is evident then parents will be contacted and asked to address the issue. If this persists then parents will be invited into the School so that strategies can be implemented to ensure the pupils' punctual arrival.

16. Parents have a duty to ensure their child's regular attendance at school and failure to do so, including persistent lateness, is an offence under Section 444(1) of the Education Act 1996. The School has a duty to report persistent offenders to the LEA who could serve a Penalty Notice or take legal action.

Review period: Annual

Reviewed by: Deputy Head