



**Wellington Community Primary School and Marlborough County Infant School
Federation**

Attendance Policy

Written: A Webb

Next Review Planned: May 2026

Signed:_____ (Policy Owner)

Print Name:_____

Review Date:_____

Signed:_____ (Governor Approval)

Print Name:_____

Approval Date:_____



**Wellington Community Primary School and Marlborough County Infant School
Federation**

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.1	06.10.23	Approved	AW	JM	Updated regarding holidays in term time EWO
1.2	28.02.24	Approved	AW	JM	Updated re completing register on Arbor
1.3	07.06.24	Approved	AW	JM	Update for policy to include Home visit
1.4	18.05.25	Approved	AW	RJ	No change

Introduction

Wellington Community Primary School and Marlborough County Infant School Federation supports that regular and full-time attendance is essential if children are to benefit fully from their school career. We also believe that punctuality is of equal importance.

The purpose of this policy, therefore, is to set out ways in which matters of attendance and punctuality should be managed in the schools, in order to ensure that the school and parents work together to achieve and maintain high standards in this area.

In order to achieve this, the Federation will:

- promote a welcoming and positive atmosphere within the schools, where children feel safe and their presence is valued
enable parents to feel their support of this policy is recognised by the schools as a vital contribution towards their child's education, and incorporated in each school prospectus
- create attitudes towards high standards of attendance and punctuality, which pupils should retain throughout life
- ensure that attendance is maintained effectively and absences and lateness are followed up promptly
- meet legal requirements, with particular reference to identifying unauthorised absence
- check registers regularly, to note unexplained absences and identify patterns of absence and lateness
- if absence/punctuality becomes a matter for concern, use strategies devised to raise parental awareness of the importance of attendance and punctuality, so that parents will make more effort to ensure their child attends school punctually and regularly (see next section 'Strategies to promote and maintain high standards of attendance and punctuality')
- involve other agencies when difficulties arise and the school needs extra support or help as appropriate, including the Education Welfare Service (EWS), Education Psychology Service, Family Support, Social Care or the Police
- ensure all staff are aware of school policy and practice and that they deal consistently with absence and punctuality
- ensure information on attendance/punctuality is available for the governors, as required
- ensure good liaison when a change of school occurs
- keep accurate registration documents to include authorised/unauthorised absence.

Attendance targets are agreed with Hampshire County Council. The current targets are held by the Headteacher and shared with governors.

Strategies to promote and maintain high standards of attendance and punctuality

It needs to be remembered that children in education are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming into school. Whilst being encouraged to attend regularly and on time, children will not carry the blame and will not be made to feel unhappy if their parents are not supportive or effective in these areas. Registers will be checked for regular attendance by the designated member of staff. Teachers should also be aware of irregularities in attendance and report any concerns to the Headteacher or relevant senior member of staff. The register is a legal document and may be used as evidence in a court of law.

If a child is absent for a maximum of 1 day without explanation, the school will make telephone contact with the parents. If school are unable to make contact and have concerns, two members of staff will complete a home visit.

If the school identifies patterns of lateness or absence, written contact will be made with parents and an explanation sought.

In relation to the Anti-social Behaviour Act 2003, the school recognises the Local Authority Code of Conduct relating to the issuing of Penalty Notices and has made a recommendation to the FSW that the FSW should issue Penalty Notices on behalf of the schools. The schools can also do this directly themselves.

The school has a positive reward system for those children who have full attendance and rewards classes too. Children receive 100% attendance certificates. The class with the most 100% attendance over a term receive the Attendance Challenge Cup.

Completing the Register

Class teachers complete the register on our MIS system, Arbor. They complete this first thing and straight after lunch.

The Registration should be marked when the pupil is absent or late.

School session times:

Wellington Community Primary School

Morning registration will take place between 8.45 am and 8.50 am.

Afternoon registration will take place between 12.50 pm and 12.55 pm.

Marlborough Infant School

Morning registration will take place between 8.50 am and 8.55 am.

Afternoon registration will take place between 1.00 pm and 1.05 pm.

Lateness

Children arriving after the registration time should be marked as late. If a child has a regular pattern of lateness parents will be contacted and asked to come into school to discuss the matter (see the below flow diagram).

Repeated unexplained lateness, or lateness with no acceptable reason, will be referred to the FSW and Social Services, if appropriate.

In rare circumstances, if the school is aware of the situation, an arrangement allowing some flexibility can be agreed with the Headteacher in liaison with the FSW.

If parents know their child is going to be late for any reason, they should let the school know in advance.

Is the absence authorised/unauthorised?

To ensure an absence is authorised, the following applies:

- A parent/carer should contact the school personally or provide a letter of explanation.
- The ultimate responsibility to authorise an absence rests with the Headteacher.
- In the case of illness the school has the right to request further information.

Holidays taken during the term

The school will not authorise holidays during term time.

All unauthorised absences will be noted on the child's school record and the total of all unauthorised absences will be reported in the Annual Report to Parents.



