



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

**Attendance Policy**

**Written: A Webb**

**Next Review Planned: June 2026**

**Signed: \_\_\_\_\_ (Policy Owner)**

**Print Name: \_\_\_\_\_**

**Review Date: \_\_\_\_\_**

**Signed: \_\_\_\_\_ (Governor Approval)**

**Print Name: \_\_\_\_\_**

**Approval Date: \_\_\_\_\_**



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**POLICY CHANGE HISTORY**

| <b>Version</b> | <b>Date</b> | <b>Status</b> | <b>Policy Owner</b> | <b>Governor Approval</b> | <b>Comment</b>                              |
|----------------|-------------|---------------|---------------------|--------------------------|---|
| 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                                   |
| 1.5            | 11.05.26    | Approved      | AW                  | RJ                       | Monitoring 95% added                        |
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## **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.

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training Overview

### **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.

**Procedures for registration and child absence- Wellington Community School**

Classroom doors open at 08:40am



Register is taken at 08:45am



Registers close 08:50 (school policy)



Up until 09:15 Late mark (L mark)



After 09:15 children are marked absent (U mark)

**Contact from parent/Carer**

**No contact from Parent/Carer**



Registers put into Arbour and notes made by Admin staff

Registers put into Arbour and notes made by Admin staff



Consider if the child is persistently absent or vulnerable

09:30 First calls made if no contact from parent/carers, **all children**



If yes - inform SLT/DSL/SO immediately

HT/DHT/SLT or SO informed of any child absent with no contact



SLT/DSL/FSW to consider home visit

Continued attempts at contact parents or others on contact list



Home visits commence for all children that cannot be contacted by 11:30



Police / CS alerted if concerns for welfare

CPOMS updated by DSL/SLT

**Procedures for registration and child absence- Marlborough Infant School**

Classroom doors open at 08:40am



Register is taken at 08:50am



Registers close 08:50 (school policy)



Up until 09:15 Late mark (L mark)



After 09:15 children are marked absent (U mark)

**Contact from parent/Carer**



Registers put into Arbour and notes made by Admin staff



Consider if the child is persistently absent or vulnerable



If yes - inform SLT/DSL immediately



SLT/DSL/FSW to consider home visit

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