



WELLINGTON COLLEGE

Title of Policy:	Attendance Policy
Policy/Procedure Owner	WHH
Date Last Reviewed:	05/07/2024
Policy Ratified by Governors:	

I. Notes

- a. This policy should be read in conjunction with:
 - i. Child Protection and Safeguarding Policy
 - ii. Registration Policy
 - iii. Children Absent and Missing Education Policy
- b. School attendance is mandatory under the Education Act. It is also part of the College's Terms and Conditions. The College will follow governmental guidance on attendance matters as set out in "*Working together to improve school attendance*" (DfE 2024)
- c. This policy concerns:
 - i. Daily attendance
 - ii. Weekends
 - iii. Holidays

2. Attendance of Day Pupils

- a. Day Pupils must arrive at College in time to register by 08:15 every morning.
- b. On Weekdays, Day Pupils may leave after 16:30 unless they have another, later commitment.
- c. At Weekends and the end of term, Day Pupils follow the same rules for departure as for boarders.

3. Daily Attendance

- a. Pupils are expected to attend College for every day during term time.
- b. If parents wish for pupils to be absent from College, they may apply for special leave (see section 4)
- c. If permission for absence is granted, then the absence will be recorded as "*Authorised Absence*". If the pupil is absent without prior authorisation, or a leave request has been denied, the absence will be recorded as "*Unauthorised Absence*".
- d. It should be noted that attendance at the College is part of the terms and conditions. Persistent instances of unauthorised attendance would constitute a breach of those terms and conditions.
- e. In the instance of an unauthorised absence or a pupil not registering for the AM callover, the steps detailed in the College's Registration Policy will be followed to ascertain the whereabouts of the pupil. The Children Absent and Missing Education Policy may also be relevant in such cases.

4. Attendance Monitoring

- a. During term time, the Director of Organisation will assemble a report on the cumulative attendance of individual pupils. This report will be updated on a weekly basis and shared with the Safeguarding Manager.
- b. The Safeguarding team will use the attendance data to monitor and look for pupils whose attendance is of concern.

5. Policy on Special Leave

- a. There will occasions when it is appropriate for a pupil to be away from Wellington for a particular event. Leave, not usually exceeding 24 hours, will normally be given to pupils to attend events affecting their own family i.e. parents, brothers and sisters, including step-relations. Included will be Marriages, Christenings, Funerals, 21st Birthdays, Investitures and Confirmations.
- b. All applications for leave of any kind should come from the parents and should be requested via the leave-request form on MySchool Portal. Such requests will be handled by the Asst Head Pupils in conjunction with the HM and Second Master as appropriate.
- c. Application for leave should be made three weeks in advance, with the exception of medical or compassionate leave or where a pupil is invited to interview.
- d. Permission for a Leave-out may be given after consultation with the parents for various reasons including:
 - i. Medical
 - ii. Social e.g. family function
 - iii. Recreational, e.g. non-calendared sporting event;
 - iv. Artistic, e.g. theatre visits;
 - v. Academic, e.g. university Open Days; university admissions testing; study leave
 - vi. Compassionate, e.g. funeral, visiting close family member in hospital
- e. Parents are asked to write well in advance of the occasion (unless it is impossible to do so, such as in the instances of leave for compassionate reasons). If the event affects sports fixtures, permission will also be sought from the Director of Sport or Assistant Director of Sport.

6. Weekends at Wellington

- a. The College has a balance to maintain between those parents who want their children home most weekends and those who would prefer them to stay in. We are increasingly flexible. For many pupils a weekend in College represents a welcome period of time that they can use for their own priorities at that particular moment, such as relaxation or independent study.
- b. Weekends effectively fall into three categories:
 - i. **Weekend Leaves and Holidays:** (see section 7). On Weekend Leaves, Exeats and School Holidays, pupils may depart after their last College commitment. Pupils are required to leave College on these weekends apart from on the Weekend Leave in May, when IB pupils may remain in College for exams.
 - ii. **Closed Weekends:** On one weekend in the Academic Year, there is a “closed weekend” where Boarders are required to stay in College on the Saturday night. This is the Remembrance Weekend (usually the first weekend of the second half of Michaelmas Term). Boarders are usually allowed out for lunch after College commitments on such a closed weekend.
 - iii. **Normal Weekends:** On other weekends pupils are allowed home after their last school commitment on Saturday. Parents are reminded that detention on Saturday evening counts as a school commitment.
- c. For those pupils staying in, the College facilities (for example the library, gym, music department and art department) are open to the pupils, although some need prior arrangement.

7. Policy on permission for a pupil to leave Wellington at the weekend

- a. No pupil is allowed to leave College at a weekend until after their last College commitment.
- b. No boarder is allowed to leave College without parental permission, unless on a school trip
- c. Each week, parents are required to fill in a secure weekend arrangements form informing the HM of the arrangements for the forthcoming weekend.
- d. The weekend form is available for parents to complete and amend via the Weekend Form on My School Portal which is available at this link: <https://wellington.myschoolportal.co.uk/login>. Forms are usually made available for up to two weekends ahead. All parents and guardians have a password protected login.
- e. Parents are asked to complete this by Thursday night. The form is emailed out directly by the Assistant to the Director of Organisation. The returns are collated centrally by the Director of Organisation and are archived on the College's systems.
- f. Matrons are responsible for chasing up any missing forms, which they can do at any time via the weekend system.
- g. Permission is not granted until the HM is happy with all the details.
- h. If a pupil is planning to go anywhere other than to their own home, the HM must receive explicit written permission for this (via the weekend form or by direct email contact) from the parents and from the host parents before agreeing to the request. The HM must have the address and phone number of the host family.
- i. If a pupil is planning to travel by any means other than with their own parents, then the HM must have received details and parental permission for this, via the Weekend Form or direct contact. College rules will apply whilst travelling on public transport.
- j. If it is apparent that there will be no supervision for a pupil at the destination by someone over the age of 23, then no permission will be granted, unless this person (aged over 18) is the pupil's relative and parental permission has been granted. If, in exceptional circumstances, a pupil needs to stay with someone under the age of 23 over a weekend, special permission must be granted by the Deputy Head, Pastoral. This permission must have been sought at least 48 hours in advance.
- k. No boarder can visit a day or day boarder's home at any stage unless prior permission has been received from both sets of parents as above.
- l. If a pupil is not returning to College after an away fixture, this must have been communicated by parents directly via the weekend form.
- m. For overseas pupils, the guardian can give permission on behalf of the parent if necessary. Guardians are encouraged to make themselves known to HMs.
- n. On days with Away Fixtures the Director of Organisation makes available to all coaches a list of pupils with permissions to leave from Day Fixtures.
- o. Late permission can be given by a member of staff in charge of an away team for a parent to take their own child after an away fixture but the HM must be informed.
- p. Pupils in the Lower Sixth and Upper Sixth can go to Reading / Guildford on a Sunday from College if they have both parental permission and HM permission. They must inform HMs of their precise travel arrangements, have the HMs phone number in case they are delayed, and report back in person at the agreed time. HMs retain the right to refuse to give permission for such trips. No pupil is allowed to Reading / Guildford on a Saturday.

- q. On a leave out weekend, Sixth form pupils may visit London with parental permission.

8. Holidays, Exeats and Long Leave Weekends

- a. There are three main holidays in the year: the Christmas Holiday, the Easter Holiday and the Summer Holiday. Pupils are required to depart College during the holidays except when they are invited to an event organised by the College.
- b. There is an Exeat (half-term break) each term when College is closed and pupils are required to go to parents, relatives, friends or guardians.
- c. Pupils are required to leave College for Long Leave weekends and holidays (see section 5). An exception may be made for IB pupils in the Upper Sixth who wish to stay in College during the Long Leave Weekend in the Summer Term. This exception is made in the case of any IB Exams which may fall on the Bank Holiday Monday.
- d. Term dates are published on the College's Website at least a year in advance to give parents sufficient time to make plans that do not clash with term time.
- e. All pupils are expected to return to College on time and are not expected to leave before the term ends. Requests to leave early or return late, should be made in accordance with the section on Special Leave (see section 4).
- f. Applications for special permission to leave early or to return late should be made by the parents in good time, in writing, to the pupil's HM. The Second Master will then approve them if they are deemed appropriate.
- g. All arrangements for a pupil's travel to or from Wellington must be made by the parents or guardian. HMs should be informed of flight numbers and details when pupils are travelling to or from school.
- h. In cases where pupils need to stay an additional night in College in order to catch a flight the following day, Duty Houses are made available, one for boys and one for girls. HMs will be asked to inform the SLT PA about the names of pupils in this category.
- i. The College also offers a minibus service to enable pupils living overseas to be delivered to Heathrow Airport at the beginning of Exeats and Vacations. The relevant member of College Staff will contact Houses to ascertain names of pupils who may need this service.