

**Woodbridge School**  
**PUPIL ATTENDANCE AND ABSENCE**

**1 Policy Statement**

Woodbridge School expects pupils to attend its main school activities and any additional activities it deems compulsory from time to time. The School publishes to parents a list of important dates for the following term at the beginning of each holiday, in order to give as much notice as possible of events. The School Calendar is published at the beginning of each term.

The School maintains pupil admission and attendance registers in accordance with The Education (Pupil Registration) (England) Regulations 2006.

**2 Procedures**

2.1 Attendance

Attendance is compulsory:

- During the working day Monday to Friday 0840 to 1610 for the Senior School.
- All team practices, rehearsals, etc, which, with due notice, take place after 1610.
- At all School representative sports fixtures where selected, including reserves, touch judges and scorers (team lists will be published 36 hours in advance).
- On all occasions where a commitment undertaken by a pupil, eg a play, a concert, a School trip, involves pre-arranged attendance out of normal School hours.
- At special events published in the Calendar, or with due notice.
- On Saturday mornings for School detention, or if it is deemed necessary if pupils have to catch up or improve their work.
- At extra study periods or other detentions notified by Housemasters/Mistresses.

2.2 Procedures for absence

- Absence from School is normally acceptable only for medical reasons in which case you are required to notify the School Office **on the first day of absence (01394 615000) by 0915** and to send a written note on the pupil's return. Attendance at games is excused only on the presentation of a note,

signed by a parent or School Matron, to the member of staff concerned: this must be presented by the end of morning break.

- **All requests for leave of absence should be addressed to the Senior Master/Mistress, well in advance.** These requests should be made only in exceptional circumstances, eg a family wedding, county sport fixtures, etc. We do sincerely ask families not to make plans for holidays, excursions or routine medical/dental appointments which clash with School commitments.
- Although we operate a five-day teaching week, this is done on the understanding that all pupils will be fully committed to the life of the School. This can often include attendance on Saturdays for sport or some other reason and the Senior Master/Mistress will be unsympathetic to requests for absence on these days unless there are exceptional circumstances.
- Senior School pupils arriving late in the morning must register at Reception. We ask that lateness is minimised although we are well aware that trains and School buses are late from time to time.

### 2.3 Procedure for the pupil registration

Morning:

- The Tutor (or tutor substitute) is to record on e1, or via a paper register delivered to the tray outside the Common room, the presence or absence of his/her pupils by 0900 each morning. The School Office will follow up any registers not taken and will call parents to find out the reasons behind unexplained absences, with priority given to pupils in Years 7 to 11.
- Pupils must be registered in person. A Tutor **must not accept** the word of one pupil substantiating the presence of another. If the Tutor knows for sure the reason for absence he/she should enter the appropriate code. If not, the code should be left blank for the School office to complete.

Afternoon (Monday to Thursday):

- Teachers and private study supervisors of pupils in Years 7 to 11 in session 8 are all required to complete a paper slip noting those pupils absent from their role. The slips are collected during the Session by a member of the office staff and delivered to the School Office for input onto e1.

Afternoon (Friday):

- Each activity leader within the Seckford Scheme (excluding CCF) is responsible for taking a register at some time during the afternoon and

sending a list of absentees to the Head of Seckford Scheme before the end of School. Absences are cross-referenced against the morning register and discrepancies followed up. Sanctions are imposed as appropriate.

- CCF: Heads of Section take roll calls, and cross-reference absences against the morning register and follow up discrepancies. Sanctions are imposed as appropriate.

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