

The Abbey

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 Abbey Programme is published at the beginning of each term in order to give parents as much notice as possible of events.

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

2. Procedure for Attendance

Attendance is compulsory:

- (a) During the working day Monday to Friday 8.40 am to 3.50 pm.
- (b) For all team practices, rehearsals, etc, which with due notice take place after 4.10 pm.
- (c) At all school representative sports fixtures where selected including reserves.
- (d) On all occasions where a commitment undertaken by a pupil, e.g. a play, a concert, a school trip, involves pre-arranged attendance out of normal school hours.
- (e) At special events published in The Abbey Programme, or with due notice.

3. Procedures for Absence

Absence from school is normally acceptable only for medical reasons, in which case parents are asked to notify the Abbey Office on the first day of absence, (01394) 382673, by 9.15 am. Attendance at Games is excused only by the presentation of a note signed by a parent or with Matron's permission.

All requests for leave of absence should be addressed to The Master of The Abbey well in advance. These requests should be made only in exceptional circumstances, e.g. 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.

On occasions pupils will be expected to attend school on Saturdays and Sundays for various reasons.

We ask that pupils are punctual in arriving at school and any late arrivals must report to the Abbey Office in order to be registered.

4. Registration

Pupils will be registered twice a day. Class teachers will register their pupils in the classroom at 8.40 am and at 1.50 pm. Only pupils who are present are to be registered and pupils must be registered in person. A teacher **must not accept** the word of one pupil substantiating the presence of another. Teachers must use the symbols as identified in the registers. After registration registers are to be taken immediately to the Abbey Office. Teachers responsible for organizing clubs and activities at registration times must complete their own register for the

pupils present and send it directly to the Abbey Office. If pupils are going on a school trip a register must be completed before departure and sent to the Abbey Office. Registration plays a vital part in the school approach to Health and Safety and therefore it is vital that this process is accurate and punctual.

Author: NJG

Date: April 2009

Review Frequency: Annually

Review Date: April 2010

Checked by M R Streat 10/10/09