



## **Attendance Policy**

### **Introduction**

At Wendover Online School we believe education is a partnership between the family and the school. We are committed to providing the highest quality of education for your child, and we look to you to support this objective. We recognise that parents / guardians have a legal duty to ensure their children are educated during compulsory school years and will work in partnership with parents to ensure attendance. We expect students to be punctual in attending in attending lessons and poor punctuality will be followed up. We will make the best provision we can for those students who, for whatever reason, are prevented from attending school.

### **Legal requirement**

Under the Education (Pupil Registration) Regulations 1995 the Governing Body are responsible for making sure the school keeps an attendance register that records which students are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. Attendance records are kept for a minimum of 3 years.

Student attendance is recorded for every lesson. Absences are followed up via the school WhatsApp groups with parents within the first five minutes of the lesson start time.

### **Authorised absence**

An absence is classified as authorised when a student has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a pupil has been unwell and the parent sends a message, email or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a student out of school to go shopping during school hours, this will not mean it is an authorised absence.

### **Unauthorised absence**

An absence is classified as unauthorised when a student is away from school without the permission of both the school and a parent or guardian. This means an absence is

unauthorised if a student is away from school without good reason, even with the support of a parent or guardian.

### **Absent students**

When a student is absent unexpectedly, the teacher will record the absence in the register and inform the school admin team via the Wendover Teacher's WhatsApp group. The admin team will endeavour to contact a parent. When the student is absent, the parent should contact the school by WhatsApp, email or telephone before 08:00 (UK time) on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned, e.g. a medical appointment.

If there is any doubt about the whereabouts of a student, the teacher will take immediate action to notify the school admin team via the Wendover Teacher's WhatsApp group and the admin team will contact the parent in order to make sure the child has not suffered an accident.

### **Requests for leave of absence**

We believe that students need to be in school for all lessons so that they can make the most progress possible. Requests for absence must be made in writing via WhatsApp or email and reach the school at least 14 days in advance except in an emergency, when parents are asked to telephone the school before 08:00 (UK time). Requests for exceptional absence, e.g. absence for days other than religious festivals, medical or dental appointments or for illness, should be sent to the Principal at least two weeks in advance.

We always send parents the term dates over a year in advance so that you can arrange your holidays without disrupting your child's education.

### **Long term absence**

When students have an illness that means they will be away from school for over 5 days, the school will do all it can to send material home so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will review the situation on an individual basis in consultation with parents/guardians.

### **Repeated unauthorised absence**

The school will contact the parent or guardian of any student who has an unauthorised absence. If a student has a repeated number of unauthorised absences, the parents will be asked to meet with the school and discuss the issue. If the situation does not improve, the school will then contact the local support services who will visit the home and seek to ensure

that the parents understand the seriousness of the situation. The school reserves the right to consider taking action against any parents who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. Students with a history of absence may not be entered for GCSE and A level exams.

Wendover Online School will comply with the appropriate home country legislation applicable to students learning overseas.

## **Expectations**

All students are required to attend their lessons on time. This may mean logging in a few minutes early to ensure there are no delays in connection. Where connection problems are encountered, school must be informed via the parental WhatsApp group from where the Wendover team will endeavour to aid with finding a solution. Students are expected to be present for the whole of their allotted lesson time.

We recognise that poor attendance may have a negative impact on a student's progress. Every three days missed by a student represents approximately 5% of their contact time in school that term. Procedures have been put in place to monitor progress as follows:

- A student who has been absent for 3 days in any one term will have a discussion with their tutor as to how they can catch up.
- A student who has been absent for 5 days or more in any one term will complete a formal plan on how to catch up work missed with their 121 tutor.
- The Head of Key Stage will discuss absence with parents when a student has been absent for 5 days or more in any one term.

Older students sometimes request study leave during the summer exams. This is a missed opportunity to make the most of the expertise on offer within the school and we therefore expect students to attend for revision lessons in school throughout the examination period in the summer. Permission to be absent from lessons is by exception and must be agreed in advance with the Principal.

## **Attendance register**

Wendover Online School maintains an electronic attendance register which is completed by teachers for each lesson.

The attendance register is completed at the start of each lesson. It must show:

- Present
- More than 5 minutes late
- Authorised absence
- Unauthorised absence

Additional details regarding reasons for absence are maintained by the Wendover admin team and are raised as points of discussion in weekly SLT meetings.

A student may be marked in the attendance register as unable to attend because of exceptional circumstances where IT systems are unavailable, in this event work will be provided for the student to complete ready for the following lesson.

The keeping of attendance data is essential for the care of the students' academic progress and for reporting on it. It is also a welfare matter for the school to know when students are or are not in lessons.

Register entries must be completed by the class teacher at the time of the lesson. These will be reviewed by the admin team. Records will be kept for 3 years.

The school has a legal duty to report certain attendance issues to the authorities (Local Authority England): ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. The school will follow [Children Missing in Education Guidance](#) in the event that a student is no longer attending and has no indicated educational provision.

### **Policy review**

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date of policy: July 2023

Date of review: July 2025