



WELLINGTON
COLLEGE
PREP

Academic Year 2025 - 2026

Document Control

Title of Policy: **Attendance Policy**

Policy / Procedure Owner: Rebecca Ross

Date Last Reviewed: October 2025

Ratified by Governors: n/a

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 obligatory under the Education Act. It is also part of the School's Terms and Conditions.
- c. This policy concerns:
 - i. Daily attendance
 - ii. Weekend
 - iii. Holidays

2. Attendance of Pupils

- a. Day Pupils and Boarders must arrive at School (boarders exit the boarding house) and go to their classrooms in time to register by 08:20 every morning and not before 8.00am as there is not sufficient supervision and school does not open before this.
- b. Often parents may need to drop their child before 08:00 and to help with this pupils can be added to breakfast from 07:30 by emailing Reception. There is a small charge for this.
- c. From Mondays to Thursdays Years 3-4 Day Pupils leave at 16:30 and on a Friday they leave at the conclusion of their match arrangements (details can be found on SOCS) When there is no fixture on a Friday afternoon pick up is at 16:00. Years 5-6 Day Pupils leave at 17:30 on Mondays, Tuesdays and Thursdays and 17:00 on Fridays. On a Wednesday they leave at the conclusion of their match arrangements. If there is no fixture, pick up is at 16:00 for Years 5 & 6 and 16:15 for Years 7 & 8. Years 7-8 Day Pupils leave at 18:00 on Mondays, Tuesdays and Thursdays and 17:30 on a Friday. On a Wednesday they leave at the conclusion of their match or training arrangements.
- d. Saturday school is mandatory for all pupils in Years 5-8 (day and boarder pupils) and is optional for Years 3 & 4.
- e. Saturday pick up times are at the conclusion of fixtures, training (including section sport) or other organised school activities such as theatre trips or Golden Eagle. Where there are no fixtures then pupils are to be collected at the following times.
Years 3 & 4 – 12:15, Years 5 & 6 – 12:30, Years 7 & 8 12:45.
- f. At weekends and the end of term, Day Pupils follow the same rules for departure as for boarders.

3. Daily Attendance

- a. All pupils are expected to attend school for every day during term time.
- b. If parents wish for pupils to be absent from school, 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 authorised

absence, it will be recorded as “*Unauthorised Absence*”.

- d. It should be noted that attendance at the school 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 attendance, the steps detailed in the School’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. Short term absence request e.g. Doctor’s appointment

- a. There will be times during the school day that pupils will need to be out of school for various routine appointments such as
 - 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. senior school Open Days and any senior school testing.
 - vi. Compassionate, e.g. funeral, visiting close family member in hospital
- b. If short term absence is required, and we appreciate that at times these are somewhat last-minute requests, parents are asked to email their child’s form tutor and copy in WCP Reception.
- c. Illness – If your child is unwell and unable to attend school the same process is followed as point (b) but by 0800hrs.

5. Attendance Monitoring

- a. In accordance with the government guidance “Working together to improve school attendance”, the school will share it’s attendance data with Bracknell Forest council.
- b. During term time, the Attendance Officer will assemble a report on the cumulative attendance of individual pupils. This report will be updated on a bi-weekly basis and shared with the Senior Deputy Head and Designated Safeguarding lead.
- c. The Safeguarding team will use the attendance data to monitor and look for pupils whose attendance is on concern. For up-to-date data trends see Annexe 1.

6. Policy on Special Leave

- a. There will be occasions when it is appropriate for a pupil to be away from Wellington College Prep 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. Reasons for absence may include for example Marriages, Christenings, Funerals and Confirmations.
- b. All applications for Special Leave from school should come from the parent/guardian and be addressed to the Senior Deputy Head.
- 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 as this will go through the child's tutor.

- d. 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.
- e. Holidays and early departure for holidays is not permitted during term time.
- f. Parents must note that school holidays are substantial in length and published in ample time so any request for early departure at the end of term or late return at the start of term will be denied.

7. Weekends at Wellington College Prep

- a. The school has a balance to maintain between those parents who want their son or daughter home most weekends and those who would prefer them to stay in.
- b. Weekends effectively fall into two categories:
 - i. **Exeat weekends and Holidays:** (see section 7). On Weekend Leaves, half terms and School Holidays, pupils may depart after their last school commitment. Pupils are required to leave school on these weekends.
 - ii. **Normal Weekends:** On other weekends pupils are allowed home after their last school commitment on Saturday. Parents are advised to keep up to date with school events via the online calendar on the website, and by checking SOCS for fixtures. These are both live sites and can change last minute.

8. Policy on permission for a pupil to leave Wellington College Prep at the weekend

- a. No pupil is allowed to leave Wellington College Prep at a weekend until after their last school commitment.
- b. No boarder is allowed to leave school without parental permission, unless on a school trip
- c. Parents of weekly boarders are required to inform the Head of Boarding a week before if the child will be staying in on a weekend. As the expectation is that full boarders will be staying in, and their parents do not need to email unless they want an alternative arrangement.
- d. It is not granted until the Head of Boarding is happy with all the details.
- e. If a pupil is planning to go anywhere other than to their own home, the Head of Boarding must receive explicit written permission for this by direct email contact from the parents and from the host parents before agreeing to the request. The Head of Boarding must have the address and phone number of the host family.
- f. If a pupil is planning to travel by any means other than with their own parents, then the Head of Boarding must have received details and parental permission for this, via direct contact.
- g. 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.

- h. 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.
- i. **If a pupil is not returning to Wellington College Prep after an away fixture, this must have been communicated by parents directly to the sports department or team coach. If you wish for your son/daughter to travel home with another parent this must be received via email in good time of the fixture, regardless of how well you know the other family staff are not permitted to release a child into another parents care without permission.**
- j. For overseas pupils, the guardian can give permission on behalf of the parent if necessary. Guardians are encouraged to make themselves known to the Head of Boarding
- k. On days with away fixtures the Head of Boarding makes available to the teacher in charge the name of any pupil with permissions to leave directly from away fixtures.
- l. 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 Head of Boarding must be informed.

9. Holidays and Exeat 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 school during the holidays except when they are invited to an event organised by the school.
- b. There is a half-term break each term when the school is closed, and pupils are required to go to parents, relatives, friends or guardians.
- c. Pupils are required to leave school for Exeat weekends and holidays (see section 5).
- d. Term dates are published on the school'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 school 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 Senior Deputy Head.

- g. All arrangements for a pupil's travel to or from Wellington College Prep must be made by the parents or guardian.

Annexe 1

Bracknell Forest data – FAQs

Q. What is good attendance?

A. 100-95% Less than 10 absences per year.

Q. What is poor attendance?

A. Anything below 95% attendance is worrying, as your child is missing key learning opportunities and therefore, has less chance of success.

Q. What will happen if my child's attendance falls below 95%?

A. Schools monitor pupil attendance every half term and if a child's attendance is falling below 95%, a letter will be sent home in the first instance. You will then be invited to an attendance meeting with the Attendance Officer and your child's tutor.

Q. Isn't my child entitled to 10 days holiday or odd days off for long weekends?

A. No, the school will only authorise absence in exceptional circumstances.

Q. What is meant by 'genuine medical reasons to be absent'?

A. Diarrhoea, sickness, childhood ailments eg. measles, chicken pox, extremely high temperature etc. are genuine illnesses. Children should not stay at home if they have minor coughs, tummy aches or headaches. If your child is too poorly to remain at school, the school's Matron will contact you to come and collect your child. Where possible, you should provide the school with medical evidence to support the absence.

Q. My child has attendance data that is below 100% but they have been in school.

A. If your child is late then this affects their attendance data and they will be marked with a late which can be deemed an absence.

RR 1st September 2024 with minor amendments

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