

Supervision of Pupils

Policy Lead: CEF	Creation Date: 25/09/2015	Revision due: Dec 2023
Date of Amendment:	Staff Initials:	
25.9.15	EAW	
1/2/18	CET	
1/10/19	CEF	
1/10/20	CEF	
29/09/2021	CEF	
24/11/2022	CEF	



WORKSHOP COLLEGE
AND
RANBY HOUSE

Attendance POLICY

School Tier: College

Related Policies:

POLICY AIMS

Through the operation of this policy we aim to: provide an understanding of the schools expectation regarding pupil attendance.

Day Pupils

At Workshop College, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to parents and guardians to support this objective. All pupils are required to be in school before 8.30 am. The school day ends at 4.30 pm (5.30pm Thursdays) for all pupils, including those in the Sixth Form, although many pupils remain later to take part in prep or extra-curricular activities under the supervision of a member of staff. Day pupils are expected to have left the premises by 10.15pm.

Registration takes place at 8.30 and at 12.15 Monday to Friday. Pupils who are not present for registration are marked with the code, "no reason for absence". Pupils who arrive late into school must sign in at Reception to ensure they are entered into the official register.

Any pupil who leaves school for a medical appointment etc. must sign out in their House signing out book and sign out at Reception. On return, the pupil must sign in again in Reception and in House.

Pupils are not allowed to leave the site during the school day unless accompanied by a member of staff, for trips or for a sporting fixture, the dates of which will have been notified to you in advance.

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In the case of absence due to illness parents are requested to telephone (01909 537101/537100) or e mail (enquiries@wsnl.co.uk) the Reception to inform them as soon as possible. It is our normal practice to telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. When the pupil returns to school a written note/e mail from their parent or guardian should be sent to the Housemaster/Housemistress. For absence other than for reasons of illness, the Housemaster/ Housemistress should be informed and the request made to the Head well in advance. We do not grant leave during term-time unless in exceptional circumstances.

Examination leave for Year 11 and Upper Sixth pupils usually begins at half term in the Summer term.

Boarding Pupils

Your son/daughter's boarding house is the centre of his/her life at Worksop College. All pupils are cared for by a Housemaster/mistress and a team consisting of the Assistant Housemaster/mistress, House Tutors and the Housekeeper. Together, they will be responsible for your child during term. We expect your son or daughter to live with you, his/her guardian or, if a member of a guardianship scheme, with a host family when he/she is away from school on exeat and half term during term time. We ask you to give written authority to your child's Housemaster/Mistress before he/she leaves the school to stay with another family.

Please telephone or e mail (see number and address above) the Reception if he/she is taken ill during an exeat. He/she should bring a letter (or an e mail sent) signed by a parent or guardian on his/her return to school giving a reason for the absence. If your son/daughter is going to be late back from an exeat please inform their Housemaster/mistress by phone or e mail as soon as possible. If a boarding pupil has not returned by 9.30pm the relevant Housemaster/mistress will contact parents.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or to attend a sporting fixture, the dates of which will have been notified to you in advance. However, any pupil who is boarding on a Wednesday or a Saturday may visit Worksop Town, but only after following the procedures laid down in the Pupil Charter and the Town Time policy.

Examination leave for Year 11 and Upper Sixth pupils usually begins at half term in the Summer term.

Requests for absence must be made in writing or by e mail well in advance, initially to the Housemaster/mistress who may, in certain circumstances, forward the request to the Head for her approval. We do not grant leave during term-time unless in exceptional circumstances.

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

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therefore expect your son/daughter to arrive punctually on the first day of term, and not to leave school before the end of term.

Please note that it is the School's policy usually not to allow holiday to be taken during term.

References:

Legal Framework:

General Guidance:

Technological:

Boarding Schools:

Appendix: