

Introduction

There is a strong connection between regular attendance at school and the achievement of pupils. Wellington School places a high value on attendance at school to ensure all children and young people have the opportunity to achieve their full potential.

Wellington School aims to provide pupils with the best possible education and prepare them for life beyond school, whether at university, college or the world of work. Pupils are expected to make the most of the opportunities that are available to them and to work hard to do their best both academically and in other aspects of school life.

Pupils are required to attend school and engage fully in the education that we provide. In situations where health or circumstance affects attendance and/or engagement, the School will always do its best to provide the appropriate pastoral and academic support in so far as that is possible. It is the legal duty of every parent or guardian under The Education (Scotland) Act 1980, (Section 30) to arrange for the efficient education of their child who is of school age.

Registration of Attendance

The school is required to maintain accurate attendance records and teachers must ensure that registers are taken on 3SYS both at the start of each day and at the beginning of each lesson. This is an essential part of pupil safeguarding, and the School must be able to account for the whereabouts of every individual during the school day.

The reason for a pupil's absence is formally recorded using a comprehensive range of codes. Teachers, however, should only use codes for Present 'P', Late 'L' and No Reason Yet Provided 'N'. Registers will already be populated by school office staff or senior members of staff if there is a known reason for absence, such as a trip, study leave, illness or sporting activity.

In the Senior School (P7-S6), if a pupil is absent from class and there is no recorded reason for the absence on the register, the teacher will email the appropriate year group absence alert which will go to the office staff, the relevant Year Head, the Deputy Head and the Assistant Head (Pastoral). Teachers should send the alert at the earliest opportunity so that the pupil's whereabouts can be established as a matter of urgency.

In the Junior School, the office staff will update the register to reflect any changes to attendance throughout the school day (either planned or due to illness or other reasons).

Pupils will be marked as 'L' if they arrive more than 5 minutes after the start of a lesson so that patterns related to late coming can be identified and further intervention may then take place to support that individual.

Attendance: Expectations of Pupils

Senior School (P7-S6)

In the Senior School, pupils are expected to be at school by 8.50am every morning. A warning bell will sound to indicate that they should go to their Form class. Pupils should be in their Form class by 8.55am at the very latest.

If a pupil arrives late, but before 9.05am, they should go to their Form class or join assembly if applicable, and their arrival will be recorded by their Form Tutor, and they will be marked as late. However, arrival after 9.05am requires them to report to the School Office where they will be asked to sign in, and they will be recorded as present but late by the office staff.

Pupils should move from lesson to lesson throughout the day as quickly and efficiently as possible. If a pupil is late for a lesson their teacher will record them as late on 3SYS.

If pupils need to leave school for a planned absence, which has already been communicated by a parent, they should sign out at the school office and their absence will be recorded. They should then sign back in when re-entering the school campus, if applicable.

Pupils feeling unwell and who may need to be sent home should discuss this with their class teacher and then report to the School Office. The office staff will then send the pupil to Mrs Shrinivas, the school auxiliary, who will provide support. If the pupil requires to be sent home, a parent and/or emergency contact will be called to collect the pupil. The appropriate attendance code will be updated on 3SYS. It is essential that pupils follow these steps. Pupils should not call or send a message to parents before going through these steps, which are essential for safeguarding reasons.

Junior School (P1-P6)

Junior School pupils are expected to be at school by 8.50am every morning. Pupils should line up in their classes to be collected by the class teachers. A register will be taken by the class teacher. 'Early Birds' operates from 8.00am and families may wish to make use of this service where pupils can be dropped off and cared for in Drumley Hall until 8.50am.

The Junior School office staff will greet any pupils who arrive late, and ensure they are safely directed to their classroom. Any pupils who arrive after 9.00am will be marked as 'L' on the register.

If a pupil needs to leave school for a planned absence, which has already been communicated by a parent, they should be collected from the Junior School reception desk by a parent and their absence will be recorded by the office staff. They should then present at the Junior School reception when re-entering the school campus, if applicable.

A pupil feeling unwell should inform their class teacher. The class teacher will then monitor the situation and evaluate the next steps, often with the assistance of a school auxiliary. If the pupil requires to be sent home, a parent or emergency contact will be called to collect the pupil. The appropriate attendance code will be updated on 3SYS.

Nursery

Children and their parents/carers will be welcomed at the Nursery door at 8.40am by Nursery staff. Any children arriving after 9.00am should go to the main Junior School door to gain access. 'Early Birds' operates from 8.00am.

Further details can be found in the Nursery handbook.

Attendance: Expectations of Parents/CarersJunior School and Senior School

Parents should encourage pupils to attend school on a daily basis and to arrive on time. Excellent attendance gives pupils the best chance of success, ensuring their full potential is achieved.

Parents/carers should contact the school office before 9.00am if their child is going to be absent to explain why. An email should be sent to absence@wellingtonschool.org or a phone call should be made to the school office on 01292 269321. The office staff will ask for details and how long the child will be absent for. If a parent forgets to phone the school to explain an absence, they will be contacted by phone by the office staff.

When an absence remains unexplained it will be recorded as unauthorised. In these instances, the pupil's Year Head, the Assistant Head (Pastoral) or Head of Junior School will endeavour to contact the parent to enquire as to the reason for the absence. When this is explained, the attendance record will be amended.

Permission for a planned short absence (of no more than a day) should be sought by contacting the appropriate Form Tutor or Year Head in the Senior School, or class teacher in the Junior School.

Parents should try to arrange holidays during the allocated school holidays to avoid disruption to their child's learning. This is especially important during the senior years. Formal permission for absences of longer than one day must be sought in advance by writing to the Deputy Head or Head of Junior School.

Parents are encouraged to contact their child's Year Head or the Head of Junior School where there is an indication that attendance at school is becoming an issue for their child. Early intervention is extremely important in these circumstances and there are many ways the school can support your child. We recognise that, for various reasons, some young people can develop anxieties about coming into school. It is important that the School is able to work with parents, the young person and any other partners (as appropriate) to work through these difficulties.

There is a range of support strategies which can be put in place to ensure pupils return to school following a period of extended absence. These can include reduced timetables, phased returns, and anxiety-based interventions delivered by pastoral staff in school or our NHS School Nursing partners. Further engagement with other external providers may also be suggested.

Nursery

Parents must inform the Nursery if their child will be absent for any reason by 9.30am on the first day of the absence unless prior notice has been given. An absence, with the reason, will be recorded in the absence folder/diary within the Nursery and the child marked absent on the Nursery register.

When a child does not arrive for Nursery and no prior notice has been given e.g., no phone call has been received by 9.30am, the child's Key Worker or the Nursery's Senior EYP will ask the Junior School Secretary to contact the parent to seek a reason for the absence.

The Junior School secretary will call the child's parents at 9.30am or as soon as possible thereafter if there is more than one child absent.

The Junior School Secretary will inform the child's Key Worker of the contact with the Parent and the reason for the child's absence.

To notify the Nursery of your child's absence:

- Please call 01292 269321 and select the Junior School option
- Inform your child's Key worker prior to the absence, if planned or known

Our staff will do the following:

1. Key Worker or other Nursery Staff informs the Junior School Secretary of child absence before 9.30am.
2. Junior School Secretary to call home just after 9.30am and informs Senior EYP of response.
3. If the Junior School Secretary is absent, the Key Worker to notify Senior EYP. Key Worker or Senior EYP to call home.
4. If there is no reply from the child's parent/carer, by 11.00am, an email will be sent to the Rank 1 email contact held on the school record. This will be a standardised email in the first instance, sent by the Junior School Secretary.
5. The JS Head should be notified at this point and will discuss with the child's Key Worker. If appropriate, JS Head will contact the Child Protection Coordinator to discuss the way forward.
6. In the absence of the JS Head, the JS Principal Teacher takes over.
7. Should your child have a prolonged spell of absence, you will be contacted, weekly, to ask how he/she is.

Absence

Authorised Absence

When your child is absent from school this can be recorded by the school as either authorised or unauthorised. As long as a parent has informed the school of the reason why your child is off, and the School is satisfied that this is a valid reason, this is recorded as an authorised absence.

Absence is authorised in the following circumstances:

- Your child is ill
- Your child is attending a medical appointment
- A meeting about a Children's Hearing or care review
- Participation in debates, sports, musical or drama activities with other agencies as long as this is agreed in advance by the school
- Attending a religious ceremony, a wedding or funeral
- Someone close to your child has died
- There is a crisis or serious difficulty at home or in your family
- Your family is returning to a country of origin to care for a relative
- The transport your child uses is cancelled due to bad weather, breakdown, etc.

Unauthorised Absence

Wellington School will not authorise absences in the following circumstances:

- Any unexplained absence unless you provide a satisfactory explanation
- Truancy, with or without your knowledge

Action to Deal with Persistent Non-attendance

If your child does not attend school regularly without a satisfactory explanation being provided, Wellington School will take a staged approach to try to remedy the situation. Attendance will be reviewed at the end of each half term. The stages are:

Stage 1

You are informed by letter (via email) if your child's overall attendance level falls below 90%.

Stage 2

If there is no improvement within 2 weeks, your child's Year Head or the Principal Teacher in the Junior School will make a telephone call home to discuss the matter with parents.

Stage 3

If there is no improvement within 2 weeks after this you will be invited to attend a meeting with your child's Year Head and the Assistant Head (Pastoral) or Principal Teacher and Head of Junior School to establish the reasons for the continuing low attendance and how to address these. In some cases, this may take the form of a TWIF (Team with the Family) meeting and external agencies may be invited to support the young person and their family if applicable.

Persistent late coming will also be recorded and addressed with pupils and their parents. The appropriate Year Head or Principal Teacher in the Junior School will be in touch with parents to communicate concerns.

Children Missing from Education

If a child is absent from school and there has been no contact from home, the School will endeavour to make contact through phone calls with parents and/or emergency contacts. If we cannot reach an adult who has responsibility for looking after the child, and there are safeguarding concerns about the child's welfare, we will contact the appropriate agencies to seek support for the young person and their family.

If a family give notice that their child is to be withdrawn from Wellington School and will enrol in a new school, we will arrange for the transfer of the pupil's education files and any essential academic or pastoral information. If, after a reasonable period of time, we have not been notified by a receiving school that they have enrolled, we will enquire about the child's educational arrangements with the parents. If there are any concerns about the welfare of the child, appropriate agencies will be contacted.

The School will also request the transfer of essential pupil information upon enrolment at Wellington from other schools. This will include the education file, and any pastoral or academic information as appropriate.

If a family decides to withdraw their child and arrange for homeschooling, we will seek consent from the parent to inform the relevant local authority about these arrangements to ensure that the educational interests and wellbeing of the child are protected.

Engagement With Learning

Pupils are expected to share responsibility for their learning by always paying attention in class, participating in activities and group work as directed by their teacher, and by completing all tasks and assignments both in class and at home to the best of their ability.

If any concerns are identified, the pupil's Year Head or the Principal Teacher in the Junior School will be in touch with parents to discuss these in more detail at the earliest opportunity.

Ready to Learn

In the Senior School, (P7-S6), the aim of the Ready to Learn initiative is to raise pupil awareness of key behaviours and expectations that are essential precursors for good progress. Six instructions have been identified that have a direct impact on effective learning in the classroom and these are displayed prominently in all areas of the school.

- Arrive at your lesson on time
- Enter the room quietly and sit in your allocated seat
- Have all the necessary books and equipment to hand
- Ensure your Chromebook is charged and ready for use
- Be quiet while your teacher takes the register
- Engage fully in your lesson

Summary

When parents choose Wellington School, they are making a significant investment in their child's future. Effective education is a three-way partnership between pupils, teachers and parents and a high level of attendance and engagement is the first step to good progress and the fulfilment of potential.

Contact Us

To report an absence:

Phone: 01292 269321

Email (for Junior and Senior School): absence@wellingtonschool.org

Other Contacts

Mr Ewan Graham

Principal Teacher, Junior School

ewgraham@wellingtonschool.org

Mrs Sally MacRae

Head of Junior School

smacrae@wellingtonschool.org

Mrs Lynne Bradley

Head of Primary 7

lbradley@wellingtonschool.org

Mrs Lesley Hunter
Head of Senior 1/2
lhunter@wellingtonschool.org

Mrs Nicole Craig
Head of Senior 3/4
ncraig@wellingtonschool.org

Mr Alistair Byers
Head of Senior Years
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Mr Alistair McDougall
Assistant Head (Pastoral)
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Mrs Marie Windows
Deputy Head
mwindows@wellingtonschool.org

A McDougall October 2026