



WOODLANDS
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Pupils Attendance Policy

Amended: September 2025

Approved by Governors: December 2025

Review date: September 2026

Woodlands School is part of The Compass Education Trust Ltd, a company limited by guarantee, registered in England and Wales Company number 07666213.
Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

We provide all our youngsters with a full school and educational experience is a priority. As a school, we will support you to ensure your greatest attendance.

If we, or you identify any problems affecting your attendance, we will address these as soon as possible.

Pupils and their parents/carers play a vital role in supporting high attendance. If we have concerns about your attendance, we will always contact home to discuss these and offer further support. Strong links with pupils, the school and parents/carers are vital.

What do we expect?

We expect you to attend school on time, in full uniform, equipped and ready to learn.

We expect all pupils to aim for 100% attendance, and at the least achieve 96% attendance for any given academic year.

How can we help you to achieve this?

- We will always encourage and support good attendance
- If a problem/concern arises, we will contact home as soon as possible
- We will investigate all matters in relation to pupil absence and lateness
- We will include attendance figures in school reports sent home

What can you do to achieve this?

- You will ensure that you attend school regularly and on time
- You will attend all lessons on time, in full uniform, equipped and ready to learn
- You will ensure that you make every effort to catch up on work missed through absence
- You will speak to a member of staff to discuss any problems or concerns you may have

How can your parents/carers help you achieve this?

- They can make sure you attend school regularly. It is the law that you attend school regularly. To clarify, regularly is in line with your school's rules
- They can ensure you attend on time, in the correct uniform, equipped and in a condition ready to learn
- It is your parents/carers' responsibility that you do so until the end of the academic year that you turn 16
- They must inform the school every day you are absent and before first registration. If contact is not made, a Truancy Text is sent that morning
- They are expected to work with the school to help resolve any attendance concerns
- They are not permitted to take you out of school during term time. The Head must agree in advance any periods of absence. The school will only agree absence in exceptional circumstances
- All unauthorised absences can be referred to the Local Authority which may result in fines or prosecution



Signed: _____
Head Teacher

Dated: 8th December 2025



Signed: _____
Vice Chair of Governors

Dated: 8th December 2025

