



**St. Mary's Preparatory School
(inc EYFS)**

Attendance Procedure

November 2025

Attendance Procedure

Contact Details in case of absence

School Telephone – 01491573118

Via Weduc

Front Desk – Admin and/or Jo Piasecki

Nursery – Michaela Brooks

Reception – Nikki Robinson

Year 1 – Catherine Booth

Year 2 – Jenny Tam

Year 3 – Rosie Wilkinson

Year 4 – Marta Bakinowska

Year 5 – Claire Deli/Alice Brown

Year 6 – Caroline Dowling

School Timings

0830-0900 – Official registration window.

0830-0840 – Expected window of arrival.

1530 – End of School Day

1730 – School Closes

The school has a nominated **Senior Attendance Champion** (a member of the leadership team) who has responsibility and oversight of attendance matters (supported by other colleagues where required). Their name and contact details are: Stephen Blundell, Head.

Stephen.blundell@stmarysprep.co.uk

They will:

Monitor attendance and punctuality patterns and trends on a weekly basis

Use this analysis to implement strategies for promoting improved awareness of attendance such as targeted support for individual children, cohorts, year groups, and/or vulnerable children, as required, and to also provide regular attendance reports to relevant colleagues (DSL, SENCO, Heads of Year, class teachers) in order to facilitate discussions with pupils and their parents where required.

Consider half-termly, termly, and full year data identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance

Use the findings to evaluate approaches or inform future strategies

Benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement

Where required, devise specific strategies to address areas of poor attendance identified through data

Report on patterns of attendance at Governance Meetings to safeguard and promote the welfare of pupils

Fulfil the schools duties in regards to Children Missing in Education (CME), in collaboration with the DSL.

Attendance Procedure

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year

The School's Responsibilities – Day to Day

Provides parent/carer(s) of children in their care with the timings of the school day and the calendar via the school website and any other usual method(s) such as the school newsletter, in advance.

Ensures that teachers take a register at the beginning of the morning and at least once during the afternoon session; the register will be open officially for 30 mins (0830-0900) however the expected arrival window is between 0830 and 0840. Any pupil arriving late between 0840 and 0900 will be marked using the code L. Any pupil arriving after 0900 will be marked according to the attendance policy codes.

Attendance in Nursery (EYFS) is recorded electronically at the start of each session. The register is open from 0830-0900. The school has no children who attends just for the afternoon, however the register is taken in the afternoon. The codes used in EYFS are reflective of the codes used in the main school. Any child that leaves after the morning session (1200) is signed out using the electronic system and this is reflected in the PM register.

Ensures that those taking the register mark all children who are not present by the designated time, taking account of absence notes

Ensures that should any pupil arrives late for school, they sign in at the school office so that school systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times. Repeated lateness will be discussed with the child's parents/carers to listen and understand the barriers to arrival on time.

Immediately follows up any unexpected/unexplained absence of a child who is on roll, and expected to be present, with a telephone call to the parent/carer(s); children who are vulnerable **must and will** be prioritised (safeguarding, medical, and learning needs). Children on sponsored visas are also a priority.

If the child's absence continues during the day without explanation, further regular contact with the parent/carers will be made to ensure the safeguarding of the child. If the parents/carers do not respond after several attempts to contact them, then consideration may be given to contacting children's Social Care and/or the Police for advice. If the parents/carers do respond to school contact with an explanation for their child's absence, but there are significant safeguarding concerns about their explanation, particularly where there are existing safeguarding concerns, the school may initially seek the advice of the Regional Safeguarding Lead and/or children's Social Care.

If there is reason to believe a child is in immediate danger or at risk of harm, a referral will be made to the Police via 999 (followed by a referral to children's Social Care). There must be no delay.

In the event of a child not being collected, the school would keep the child and attempt to contact home. If by 1900, parents are unable to be contacted, the school would call the police.

Attendance Procedure

Parent/carer(s) responsibilities are to:

Encourage regular and sustained attendance for the child in their care, being fully aware of their legal responsibilities (s 7 Education Act 1996).

Ensure that the child in their care arrives at school punctually, prepared for learning.

Provide clear reasons for any absence for the child in their care which ensures the school can code the absence properly and accurately.

Contact the school via telephone or Weduc on the first day of the child in their care's absence before the start of the school day.

Avoid making arrangements to remove children in their care from school during term time.

Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence of the child in their care, including any safeguarding matter.

Provide the school with at least two emergency contact numbers.

Update the school with any changes to circumstances/contacts so that the school can amend the child's MIS profile, and the Admissions Register as required (including rare circumstances where it is agreed that a child is dual -registered).

Update the school with any changes to circumstances in relation to family contact/collection arrangements (separated/divorced parents) so that the school is aware of these and can support any court orders in place.

Inform the school of the child's next educational setting and address/or how they are intending for their child to be suitably educated as soon as possible if they choose to end their parental contract, especially mid-year, so that the Admissions Register can be updated and the child taken off roll at their specified end date. The parents/carers must also supply the child's new address if this is changing.

If the above information is not supplied, the school may need to seek advice from the local authority. This may include notifying the Child Missing Education team where a child has been identified as not having a next educational setting, and the Elective Home Education team where children are leaving school to be home educated. In some circumstances, children's Social Care may also be contacted where there are also safeguarding concerns about a child who is leaving the school (see below).

Leaving school early during the day

Pupils are not allowed to leave the site during the school day, unless accompanied by a known parent/carer for a specified reason. If a pupil has to leave the school during the day for illness or a parent is required to collect them for a medical appointment, they must sign out at the School Office. Where there are known medical appointments, parents must notify the school in advance in writing. Pupils are not allowed to leave the site during the school day, unless accompanied by staff members (written agreement by the Headteacher) to attend a school visit, an off-site scheduled lesson, or a sporting fixture.

Requests for absence from parent/carer(s)

Attendance Procedure

Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Head. The Head/other nominated staff member in the Head's absence is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.

We ask that parents make immediate contact with the school prior to the start of the school day, and ongoing at agreed intervals when a child is going to be absent for ill health (mental or physical) reasons in order that the school can keep records updated and, importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness (see below). We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.

An absence is classified as unauthorised if a child is away from school without the permission of the Head /other nominated staff member in the Head's absence, in advance.

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