



ST DAVID'S PREP ATTENDANCE PROCEDURE

September 2026

Responsible Role	Deputy Head (Pastoral)
Last Review Date	Significant Changes
September 2025	Policy reviewed and updated to work alongside Wishford Attendance Policy
September 2026	Changed from 3Sys to Complete-Ed for registers

SCHOOL OFFICE EMAIL ADDRESS	office@stdavidsprep.com
SCHOOL ATTENDANCE CHAMPION	Miss A O'Sullivan, Deputy Head (Pastoral) safeguarding@stdavidsprep.com
SCHOOL BUSINESS MANAGER	Mrs S Handy Sarah.handy@stdavidsprep.com

St David's Prep uses Complete-Ed to take register.

SCHOOL DAY:

- Sunrise Club opens at 7.45 am for children in Reception to Year 6. It is bookable via a form sent out termly from the School Office. This is held in the Early Years building and run by members of St David's teaching staff on a rota basis.
- The school gates and/or doors open at 8.30 am, by a member of SLT or teaching staff, and the children head directly to their classroom.
- Year 1 enter via the main door in Justin Hall
- Year 2 and Year 3 enter via the side gate in St David's Close
- Year 4, Year 5 and Year 6 enter via the main gates in Beckenham Road
- The children are expected to arrive by 8.45 am when the gate/doors are closed. After this time, they will be marked as late in the register. If the school gate is closed, then the entrance is via the main door on Beckenham Road.
- Children arriving at school after 8.45 will be marked with code L (Late arrival)
- Parents must sign in their children at the school office, giving a reason for their late arrival
- The attendance register is taken at 8.45 am for all year groups from Reception to Year 6

AFTERNOON

- Pre-Reception, Reception, Year 1, Year 2: Afternoon session begins at 1.15 pm and the register is taken by 1.30 pm.
- Year 4, Year 5 and Year 6: Afternoon session begins at 1.45 pm and the register is taken by 2.00 pm.
- The coding for any absences will be in accordance with the guidance provided by the Department of Education – please refer to Wishford Education Attendance Policy.

REGISTRATION – PRE-RECEPTION

Pre-Reception children are to arrive between 8am and 8.30 am via the gate in front of the Early Years building.

- Sign-in is via a paper register.
- Regular headcounts are carried out throughout the day
- Sign out as children leave Pre-Reception, the paper register will be updated
- Children leave by the same gate at either 1 pm or 4 pm

END OF SCHOOL

- School finishes for all year groups, Pre-Reception to Year 6, at 4.00 pm.
- Year 1 exit via the main door in Justin Hall, Beckenham Road

- Year 2 and Year 3 exit via the side gate in St David's Close
- Year 4, Year 5 and Year 6 exit via the main gates in Beckenham Road
- If a child is booked into the Late Room, they will be taken by a member of staff to the relevant classroom:
 Monday – Year 2 Ivy
 Tuesday – Year 2 Ivy
 Wednesday – Year 2 May
 Thursday – Year 3 Birch
 Friday – Year 1 Hazel

ATTENDANCE

Good attendance at school is important for a pupil's educational and social well-being. Regular attendance is crucial to maximise the education opportunities available to them. Irregular attendance leads to educational disadvantage and may also place children at risk.

Pupils who miss school, for whatever reason, can experience a loss of self-confidence and social isolation, as well as gaps in their learning.

We aim to ensure:

- excellent attendance (96% and above);
- excellent punctuality daily.
- that where attendance and punctuality fall short of accepted standards, procedures are followed, and sanctions are applied fairly and consistently.
- a partnership with parents and school; and
- that a full record is kept of all absences and their reasons

	Rate of attendance
GREEN	96% and above
AMBER	90%-95%
RED	Below 90%

'90%' may appear like a good level of attendance; however, this means that your child will have missed 18 days of school, equating to nearly 4 school weeks altogether.

Attendance is tracked and monitored by the school office, and each half term we will inform you if your child's attendance falls below 90%. You will be contacted by the Deputy Head (Pastoral) to discuss any ongoing absence.

If you require time off during term time, an Authorisation for Absence form has to be signed by the Head Teacher. The form is available on the school website or from the school office. No absence will be authorised for extra holiday days.

ABSENCE

DAY ONE

It is the parent/carer's responsibility to inform the school on **each day** of pupil absence by phoning the main school number 020 8777 5852 or emailing the School Office at office@stdavidsprep.com. This is in line with the school's Safeguarding policy. Do not just message the class teacher via Class Dojo.

If a pupil does not register in the morning and we have received no reason for their absence, parents will be contacted to find out the reason for the absence. Registers will be marked as unauthorised in the first instance until a reason is accepted by the school or medical evidence is provided. Only the school can decide to authorise pupil absence. If contact is not made via emergency telephone contacts, the DSL may contact the Police to undertake a safe and wellness check. This will result in a referral to the Multi-Agency Safeguarding Hub (MASH).

Once we have received a reason for a pupil's absence, the relevant code is entered on the register against their AM and/or PM registration mark. A follow-up TEAMS message is sent to the Form Tutor advising that contact has been made. Subsequent days of absence will still require a daily phone call and will be marked as N (No reason yet provided) until a phone call or email to the School Office is received or medical evidence is produced.

ABSENCE NOTES

Emails received from parents explaining absence are kept for the remainder of the academic year. If there are attendance concerns about the pupil, which may require further investigation, the notes may need to be retained for a longer period.

Parents are expected to telephone or email the school to confirm the reason for absence and provide any medical evidence in support. Medical evidence could be a letter from a GP or consultant, an appointment card or sight of a prescription. Copies or photographs of these items can be emailed to the school if they can be clearly read, including the name and date of the appointment/prescription.

FREQUENT ABSENCE

Within the school, it is the responsibility of the Designated Safeguarding Lead to be aware of any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

Senior Leadership meetings discuss absences each month, and action is taken following those discussions if deemed necessary.

Pupils whose attendance level falls below 80% may be subject to an action plan to support their return to full attendance. These action plans will be set up by the school's Designated Safeguarding Lead.

The action plan will include engagement with all parties who can support the pupil's attendance. Parents may be invited in for a School Attendance meeting to discuss concerns and decide strategies to improve attendance. Action Plans will be reviewed at an agreed date (usually after 6 weeks) to review progress. If attendance has improved, the pupil's attendance will continue to be monitored, but they will no longer be subject to formal monitoring.

If attendance continues to be a concern, parents may be invited to meet with the Head Teacher.

LEAVE OF ABSENCE DURING TERM TIME

Leave of absence during term time is discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance **for permission** for their child to have leave of absence by completing a Leave of Absence form, available from the School Office or on the website.

HOLIDAYS

Parents do not have the right to take a child out of school during term time. By law, parents must ask prior permission for their child to miss school. The Regulations do not allow the school to give retrospective approval. The Head is only able to authorise leave of absence in exceptional circumstances. Authorised leave is unlikely to be granted for a family holiday.

COLLECTION

When a child starts at St David's Prep, details will be provided by the parents about the person/people whom they authorise to collect their child.

If a parent wishes another responsible adult to collect their child on a one-off, ad hoc or regular basis, the School Office must be informed by email at office@stdavidsprep.com. Without the authorisation of the parents, the school will not be able to release the child into the care of the other adult at the end of the day. This includes parents of other children within the school. The school may require the adult to provide proof of identity and, for children in EYFS, a password should be given to the child's Form Tutor, which will be required before the child can be handed over.

a) Responsible Adult:

It is school policy that we will only release a child into the care of a responsible adult. That person must be over the age of 16 (unless for an exceptional circumstance where other arrangements have been made), and staff must feel certain that the adult is capable of keeping the child safe from harm.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs, then the safety and well-being of the child may be compromised. In this instance, the staff must contact a member of the Senior Leadership Team. The member of the Senior Leadership Team will assess the situation, and if they feel that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This could include contacting another responsible adult named on the admission forms to collect the child. If another responsible adult is not available, then Children's Social Care or the Police will need to be contacted.

b) Relationship breakdown between parents/carers:

In the event of a relationship between a child's parents/guardians breaking down, the school should be informed, and we will offer any help and support to the child and family that we are able to.

Unless there is a Court Order, of which the school must have a copy, preventing one parent's contact to the child we are unable to deny access.

c) Collection of a child by a sibling under 16 years old

It is the school's policy not to release any child into the care of a sibling under the age of 16 years, as the NSPCC recommend that no one under 16 should be left to care for a younger child.

LATE COLLECTION

School staff are responsible for the children during school opening hours. We ask that parents endeavour to collect their children promptly at the end of the school day/session that they have been booked in for.

If a parent is running late for collection, they should telephone the School Office 020 8777 5852 so that the school can make supervision arrangements until 6.00 pm and make sure the child knows what is happening.

Parents will be charged for any after-school care sessions their children attend due to late collection.

We understand that occasionally, there are circumstances beyond parental control that mean you may not get to school by 6.00 pm. If parents are going to be late beyond 6.00 pm when the school site closes, parents should telephone the School Office before 5.45 pm to give an estimated time of arrival at the school. The member of the Senior Leadership Team plus a member of the Late Room Club will wait in the School Office with the child until the parent arrives or until an alternative plan can be made for collection.

If we are not contacted by the end of the day/session to say that you are running late, the School Office or Late Room staff will contact you to find out when you will be arriving.

UNCOLLECTED CHILDREN

If a child is not collected, the following procedure will take place:

a) Telephone named contacts, usually parents, held by the school in the child's records.

b) If it is not possible to speak to anyone, messages must be left on voicemail/answer machines.

- c) Staff will inform a member of Senior Leadership Team.
- d) Any child who is not collected must be cared for and kept busy on school premises so that he/she does not become distressed.
- e) After a reasonable length of time, to be determined by SLT – if no one becomes available to collect, then Social Services will be contacted. Social Services: 0208 461 7373 or 7379 or Out of hours: 030 0303 8671
If necessary, the police will also be contacted for advice.
- f) The member of the SLT or the DSL would be responsible for looking after the child and for contacting Social Services.

All children remain the responsibility of the school, and a child will not be allowed to leave the school site with any person not authorised by the child's parents to collect. The child will remain on school premises until such time that they are collected by their parents, a responsible adult the school is instructed by the parent to dismiss the child to, or that Social Services give the school alternative instruction.

CHILDREN WALKING HOME ALONE

If a child in Year 6 wishes to walk home alone, the parent **MUST** email the school office to give authority.

If the child brings in a mobile phone, then this must be left either with the school office or the relevant Year 6 teacher.

No child will be allowed to walk home without written permission.