



ST DAVID'S PREP ATTENDANCE PROCEDURE

September 2026

Last Review Date	Significant Changes
September 2025	Policy reviewed and updated to work alongside Wishford Attendance Policy
January 2026	Changed from 3Sys to Complete-Ed for registers
August 2026	Updates to reflect Working together to Improve School Attendance July 2026

SCHOOL OFFICE EMAIL ADDRESS	office@stdavidsprep.com
SENIOR ATTENDANCE CHAMPION	Miss A O'Sullivan, Deputy Head (Pastoral) safeguarding@stdavidsprep.com
SCHOOL BUSINESS MANAGER	Mr C King Chris.king@stdavidsprep.com

Electronic Registration System

St David's Prep uses Complete-Ed (School & Pre-Reception) for taking registers alongside CPOMS for logging information about pupils.

Supervision on Site at the start of the day

Sunrise Club opens at 0745 for children in Reception to Year 6. Sign-in is via a paper fire register until the start of the school day.

The School Day - Registration for Reception to Year 6

Morning

Pupils are expected to arrive at 0830 when the gates are opened by a member of SLT or teaching staff. 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, and Year 4, Year 5 and Year 6 enter via the main gates in Beckenham Road. The gates close and attendance register opens at 0845 for all year groups from Reception to Year 6. The registration window closes at 0900. Once the school gates are closed, the entrance is via the main front door on Beckenham Road. Children arriving at school after 0845 will be marked with Code L (Late Arrival). Children arriving after 0900 will be marked with Code U (Arrived after registration closed). All pupils arriving via the main front door must be signed in at the school office. All attendance coding will be completed on the school system Complete-Ed, in accordance with the guidance provided by the Department of Education. Please refer to Wishford Education Attendance Policy for the full list.

Afternoon

The attendance registers open at 1350 for the afternoon. Registers close at 1415.

The School Day - Registration for Pre-Reception

The Pre-Reception door drop off window is between 0800 and 0845 via the gate in front of the Early Years building. Sign-in is via a paper fire register until 0845 when the Complete-Ed electronic register is taken. Regular headcounts are carried out throughout the day. Children are dismissed to parents or carers at either 1300 from the morning session, or from 1545 – 1600 for the afternoon session, from the gate. Paper fire registers will be updated accordingly. The afternoon Complete-Ed registers open at 1350 for the afternoon. Registers close at 1415. All Attendance Coding for Pre-Reception will

be completed on the school system Complete-Ed, in accordance with the guidance provided by the Department of Education. Please refer to Wishford Education Attendance Policy for the full list.

Attendance

At St David's Prep, we recognise the importance of regular attendance and punctuality in children's attainment. All parents have a legal responsibility to ensure their child attends school every day.

St David's Prep recognises the role it plays in promoting high attendance levels. Staff are excellent role models, develop professional relationships with students and create a positive environment where children want to attend. However, at times and for a variety of reasons, attendance may drop to a level that arouses concern and causes a graduated response. The Department for Education (DfE) expects every pupil attending school to maintain an attendance level of 90 per cent and above.

At St David's, we aim for:

- 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 (excellent)
AMBER	90%-95% (monitored)
RED	Below 90% (persistently absent)

Pupils whose attendance is below 90 per cent are classed as 'persistently absent'. Attendance is tracked and monitored by the school office, and each half term parents will be informed if a child's attendance falls below 90% (see Appendix A). Parents will be contacted by the Deputy Head (Pastoral) to discuss any ongoing absence. Pupils with an absence of 90-95% will be monitored and parents may be contacted.

Reporting an absence – First Day

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. If a child is unwell, then the nature of the illness must be indicated. Any unnotified absence will be followed up by the school office. At least two emergency contact numbers must be provided per pupil. Registers will be marked as N (no reason provided) 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 which will result in a referral to the child's Local Authority. 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. This should be done within a day but must be done within 5 days. Subsequent days of absence will still require a daily phone call or email communication, and pupils will be marked as N until a phone call or email to the school office is received or medical evidence is produced.

Authorised Absence

Authorised absence is where the Head has either given approval in advance for the child to be away or where an explanation offered afterwards has been accepted as a satisfactory explanation for absence. St David's Prep recognises this and key examples include:

- the child is too ill to attend, and the school accepts this as valid (although if the child is off for long periods the school might ask for proof from the doctor);
- the parent has sought the advance permission of the school e.g. days set aside exclusively for a religious observation,
- the child has an emergency medical or dental appointment;
- any exceptional circumstances

Third Day of Absence

St David's Prep recognises its statutory duties in relation to Children Missing Education (CME). Parents are expected to report their child's absence via the school office email or by telephone. Where no communication has been received from a parent or carer, and the school has made all reasonable attempts to contact the family, including through emergency contact numbers, the Designated Safeguarding Lead (DSL) will escalate concerns no later than the third day of unexplained absence. This will include requesting a police safe and well check and making a referral to the Bromley Children and Families Hub or the Bromley Education Welfare Service (or the child's Local Authority) where appropriate. The school will work closely with relevant Local Authority to ensure the safety and welfare of any child whose whereabouts are unknown or whose absence gives cause for concern.

10 Day Absence / 15 Day Illness Reporting Duties

The school will report to the Bromley Education Welfare Service (and the relevant Local Authority in which the pupil resides) a pupil who has been absent from school without the school's permission for a continuous period of 10 school days or more. We will also notify the Bromley Education Welfare Service (and the relevant Local Authority in which the pupil resides) whenever a pupil of compulsory school age is recorded with 15 days of an illness code (Code I) across the academic year. This does not need to be continuous, but does all needed to have been recorded as illness.

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, that may require further investigation, the notes may need to be retained for a longer period. Parents are expected to telephone or email the school office to confirm the reason for absence and may be asked to provide any medical evidence in support. Medical evidence could be a letter from GP or consultant, 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

At St David's it is the responsibility of the DSL and Attendance Champion 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.

Pupil attendance is discussed at weekly Safeguarding meetings and half termly Senior Leadership meetings, or immediately when relating to a safeguarding concern. Action is taken following those discussions if deemed necessary.

Persistent Absence

Pupils whose attendance level falls below 90% are classed as persistently absent, and may be subject to an action plan (Appendix C) to support their return to full attendance. These action plans will be set up by the school's DSL. 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 and discussions may be had with Bromley Education Welfare Service for guidance on the individual case.

Early Years Pupil Attendance

The safety and wellbeing of every child is paramount. Absence from an early year's setting can be an early indicator of safeguarding concerns, including neglect, domestic abuse, or other forms of harm. Therefore, all absences must be considered within the context of our safeguarding responsibilities.

Although Pre-Reception and some Reception pupils are not of compulsory school age, we encourage parents to communicate with us if their child is going to be absent and we always follow-up unexplained absences on the same day. All pupils on roll at St David's Prep, regardless of age, are registered via Complete-Ed using registration codes, and pupils will be marked as authorised or unauthorised accordingly.

If a child in the EYFS is absent for more than two consecutive days without explanation, or if there are repeated unexplained absences, the DSL must assess the risk and consider a referral to Bromley Children and Families Hub (or the equivalent body in the child's Local Authority).

Leave of Absence during term time

We encourage our parents to book routine appointments outside of school hours or in the school holidays wherever possible, as absence from school is discouraged and may leave the child missing out on learning opportunities. If you would like to make a request for leave of absence for your child, please email the Head via head@stdavidsprep.com preferably at least two weeks in advance of the planned absence with comprehensive reasons for the request. You will be notified about the outcome of your request by email. 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. Only the Head is only able to authorise leave of absence in exceptional circumstances. Leave will not be granted for the purpose of a family holiday, and you could face prosecution if you take your child out of school without permission. In order to support families, draft term dates are published in advance.

Unauthorised absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable. Absence will not be authorised in the following circumstances:

- no explanation is offered by the parent/carer
- the explanation offered is unsatisfactory (eg: shopping)
- family holidays which are taken during term time
- regular lateness with no explanation
- when the school does not agree that absence should be authorised
- where no supporting documentation can be provided when it has been requested and would have been reasonable to do so
- where the school has reason to suspect that the reason for absence is not genuine.

Appendix A – letter sent to parents regarding Persistent Absence

Dear parents/carers,

I hope you are well.

I am writing to inform you that (your child's) attendance has now fallen below 90%, which means they are currently classed as a persistent absentee as per our Attendance Procedure. (Your child)'s attendance as of (date) is (X)% for this school year.

At St David's Prep, we are committed to ensuring that every child has the best possible opportunity to succeed. Regular attendance is vital for children's academic progress, social development, wellbeing, and confidence. When children miss school, they can quickly fall behind in their learning and may find it more difficult to maintain friendships and routines. We recognise that there may be occasions when absence is unavoidable due to illness or exceptional circumstances. However, it is important to remember that children are expected to attend school every day and on time unless they are genuinely too unwell to do so.

We understand that each family's circumstances are unique, and our aim is to work in partnership with you to improve your child's attendance. If there are any barriers affecting attendance, whether these are related to health, wellbeing, family circumstances, or another concern, we would encourage you to contact us so that we can discuss how we may be able to support you and (your child).

Improving attendance is a shared responsibility, and even small improvements can make a significant difference to your child's education and future opportunities. We kindly ask for your support in ensuring that (your child) attends school regularly and punctually.

We will continue to monitor attendance closely and hope to see a positive improvement over the coming weeks. If you would like to discuss (your child)'s attendance or require any support, please do not hesitate to contact me directly or speak to (Form Tutor's Name) if you would like to talk further.

Thank you for your cooperation and continued support.

Kind regards

Miss A O'Sullivan

DSL and Attendance Champion

Appendix B – supporting with lateness letter

Dear Parents/Carers,

I hope you are well.

I am writing to you regarding (your child)'s punctuality, as our records show that they have been arriving late to school on a regular basis.

At St David's Prep we believe that every minute of learning counts. Arriving at school on time each day is an important part of ensuring that children are able to make the most of their education. The start of the school day provides valuable opportunities for children to settle into their routines, engage in key learning activities, and receive important information about the day ahead. When children arrive late, they can miss vital learning experiences and may feel unsettled as they join lessons already in progress. Regular lateness can also impact on children's confidence, friendships, and overall engagement with school life.

We appreciate that there can occasionally be unavoidable circumstances which result in a child arriving late. However, we would like to remind all families that children are expected to be in school and ready to learn by the start of the school day.

Our intention in writing to you is not only to highlight this concern but also to offer our support. We understand that families can face a range of challenges which may affect punctuality, and we are keen to work together to find solutions where needed. If there are any difficulties that are impacting your child's ability to arrive at school on time, please do not hesitate to contact us. We would welcome the opportunity to discuss any concerns and explore how we can support your family. By working together, we can help ensure that your child benefits from every learning opportunity available to them and develops positive habits that will support them throughout their education.

We will continue to monitor attendance closely and hope to see a positive improvement over the coming weeks. If you would like to discuss (your child)'s attendance or require any support, please do not hesitate to contact me directly or speak to (Form Tutor's Name) if you would like to talk further. Thank you for your cooperation and continued support in ensuring that (your child) arrives at school on time each day.

Kind regards

Miss A O'Sullivan

DSL and Attendance Champion

Appendix C – Attendance Improvement Action Plan Template

Pupil Name		
Lead Professional		
Start Date		

Actions and Completion Dates

Action	Person Responsible	Date to be Complete