



Attendance Procedure

Date of Policy	November 2025
Member of staff responsible	Sadiya Mahmood
Role	Deputy Head Pastoral and SENDco
Last Review	March 2026

St Edward's Prep School & Nursery is committed to promoting excellent attendance and punctuality to support pupils' learning, progress and wellbeing. This procedure sets out the steps staff, parents and pupils must follow in line with the **Wishford Education Attendance Policy, DfE guidance (2024)** and **ISI standards**.

1. Responsible Staff and Contact Information

Daily Attendance Contact (Absences & First Day Response)

- **School Office / Registrar: Jordan Ruddick**
- Email: office@stedwardsprep.com
- Role: Daily registers, attendance codes, first day calling, late sign-in/out.

Attendance Lead/ Champion (Strategic Oversight)

- **Deputy Head Pastoral and DSL: Sadiya Mahmood**
- Email: sadiya.mahmood@stedwardsprep.com

Role: Attendance monitoring, reviews, thresholds, parental meetings, escalation.

Headteacher (Leave of Absence Decisions)

- **Mr Jonathan Parsons**
- Email: jonathan.parsons@stedwardsprep.com

Role: Authorising term-time leave.

Parents should use the **school office email** for all attendance communication.

2. Attendance & Punctuality Expectations

- The school day begins at **8:40am**.
- Morning register is taken from **8:40–8:50am**.
- Registers close at **9:10am**
- Pupils arriving after **8:50am** are marked **Late (L)**.
- Pupils arriving after **9:10am** without an authorised reason are marked **U** (late after register closes).
- Afternoon registers for Nursery to Year 2 are taken from 13.30 and will close at 13.45.
- Afternoon registers for Year 3 to Year 6 are taken at 14.00 and close at 14.15.

Parents are expected to:

- Ensure their child attends school every day unless unwell.
- Ensure punctual arrival.
- Report absences **before 8:40am**.
- Provide medical evidence where requested for frequent or prolonged absence.

3. Process for Reporting and Recording Absences

Parents must notify the school by emailing office@stedwardsprep.com before morning registration.

The message must include:

- Child's name
- Class
- Reason for absence
- Expected return date

If a child is absent for more than one day, parents must update the school regularly regarding their child's continued absence.

Recording Absences:

Absences will be recorded with the correct codes by Jordan Ruddick and documented in the school's registration folder.

4. Registering Attendance & Coding Absences

- Teachers complete AM and PM registers on the management information system (MIS).
- The Registrar applies attendance codes in line with DfE statutory code lists.
- All late arrivals and early departures must be signed in/out through the office.
- Medical appointment evidence should be provided where possible.

5. First-Day Response & Unexplained Absence

If no reason for absence is received:

1. By 9:30am, the school office will phone parents.
2. If no answer, alternative emergency contacts are called.
3. If still no response – concern is escalated to the DSL for welfare consideration.
4. Parents must confirm the absence reason in writing.

Unexplained absence will be recorded as unauthorised; it may be escalated to the Designated Safeguarding Lead (DSL) for further investigation in line with the school's Safeguarding and Child Protection Policy. Repeated unexplained absences may trigger safeguarding procedures.

6. Attendance Monitoring & Thresholds

Attendance is reviewed every half-term by **Sadiya Mahmood (DSL) and the safeguarding team and is reported to SLT.**

91%–100% (Good attendance)

No action - monitored routinely.

90% (Persistent Absence threshold)

If a pupil's attendance drops below **90% (Persistent Absence threshold)** or if lateness/absence patterns raise concern, the following steps are taken:

- **Initial letter** to parents outlining concerns.
- A meeting may be arranged to discuss support strategies.
- The DSL will be informed if safeguarding concerns are identified.

Below 87.5%

- For prolonged or serious cases, typically when attendance drops below **87.5%**, referrals may be made to external agencies or local authority safeguarding services, where appropriate.
- Parent meeting arranged with the Attendance Lead.
- Targets and support plan agreed.
- DSL informed if patterns raise safeguarding concerns.
- DSL may contact external agencies (BFfC).
- Medical evidence may be required for further illness-related absence.
- Further action is determined case-by-case.

St Edward's takes part in termly meetings with the attendance officer at **Brighter Futures for Children (BFfC)** to discuss attendance information.

7. Attendance and Punctuality During the School Day

- Registers are taken in the morning and after lunch.
- Any child missing from a lesson without explanation is investigated immediately.
- Repeated absences or lateness are escalated to the Attendance Lead/DSL.

8. Requests for Leave of Absence (Including Term-Time Holidays)

- Leave of absence during term time (e.g., for family occasions or significant special events) must be requested in writing to the **Headteacher**, providing sufficient notice.
- Only exceptional circumstances may be authorised.
- Family holidays during term-time **will not be authorised**.
- Unauthorised leave will be recorded accordingly (G code).

9. Medical Appointments & Part-Day Absence

- Parents must inform the school in advance of any medical or dental appointments.
- Pupils arriving late or leaving early must be signed in/out at the front office by a parent or carer.
- Parents should avoid appointments during school hours where possible.
- The Registrar will apply the correct attendance code (M, I, etc.).

10. Reporting Attendance to Parents

Parents are informed of attendance through:

- The termly written reports.
- Attendance concern letters.
- Additional meetings if required.

Where attendance impacts progress, this will be clearly discussed and recorded.

11. Statutory Reporting to the Local Authority

Children who are absent from education – **10 Unauthorised Days**

The school will notify **Brighter Futures for Children (BFfC)** when a pupil has:

- 10 consecutive days of unauthorised absence **OR**
- Leaves school without confirmed onward provision.

This is completed by the DSL.

LA Sickness Return – 15 Days Illness (Consecutive or Cumulative)

The school must report to BFfC:

- Any pupil with Code I absences totalling **15 days**, where the school believes they will continue to be absent due to illness.

The Safeguarding Team completes the sickness return.

12. Safeguarding & Attendance

Attendance is a core safeguarding function.

Concerns include:

- Repeated unexplained absences
- Frequent patterns of illness
- Regular lateness
- Concerns about home circumstances
- Sudden changes in attendance

These will be escalated immediately to the DSL in line with the Safeguarding and Child Protection Policy. External agencies may be contacted where appropriate.

13. Roles and Responsibilities of Parents & the School

Parents must:

- Ensure daily attendance and punctuality.
- Report absence promptly.
- Provide accurate and timely information.
- Work with the school to resolve attendance concerns.

The school must:

- Maintain accurate attendance records.
- Follow up unexplained absences promptly.
- Communicate concerns swiftly.
- Provide support and signposting where needed.
- Escalate to safeguarding services if the child's welfare is at risk.

14. Attendance in the Early Years Setting (Nursery)

Attendance in the Early Years Foundation Stage (EYFS) is monitored and recorded as compulsory age pupils to ensure compliance with the Statutory EYFS Framework (2025).

Some children in Nursery and Reception may be at non-compulsory school age; however, good attendance and punctuality remain essential for safeguarding, wellbeing and learning readiness.

Recording attendance (EYFS)

- Registers are taken twice daily.
- Registers are taken electronically through the MIS with all children marked as present, absent (with the correct DfE code) or late.

Monitoring attendance in EYFS

- Patterns of absence or lateness in EYFS are monitored weekly by the Registrar and the Head of Early Years.
- Any unexplained absence triggers the First-Day Response procedure for safeguarding purposes.
- Persistent absence or concerning patterns are escalated to the Deputy Head Pastoral/DSL for review, even where the child is not yet of statutory school age.

Non-Compulsory Age Children

Even though statutory attendance thresholds do not legally apply, the school will:

- Discuss frequent or prolonged absence with parents.
- Consider welfare implications.
- Support the child's transition to compulsory schooling.
- Escalate concerns to the DSL when appropriate.

Leave of Absence in EYFS

- Parents must inform the office in advance.

Children Absent from Education in EYFS

- If an EYFS child unexpectedly stops attending and contact cannot be made, this is treated as a safeguarding concern. Where appropriate, BFFC will be consulted.