



# CRICKLADE MANOR PREP SCHOOL & NURSERY

## Attendance Policy

Whole School	Written	Next Review	Signed
Yes (including EYFS)	01/22	01/23	<i>CB</i>
Yes (including EYFS)	01/23	01/24	<i>CB</i>
Yes (including EYFS)	01/24	09/24	<i>CB</i>

Year	Amendments
2024	<ul style="list-style-type: none"> <li>• Combining of Attendance Policy and Registration and Collection Policy</li> <li>• Pupil Services replaced with School Office</li> <li>• The word 'student' replaced with 'pupil'</li> <li>• Remove reference to 3sys and add CPOMS</li> <li>• Reporting of absence to include School Office email address</li> <li>• Replace Safeguarding &amp; Attendance Lead with Designated Safeguarding Lead</li> <li>• Introduction of Appendix 1 for late pick up of pupils</li> </ul>

## Introduction

Cricklade Manor Prep is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational potential we expect all pupils to have excellent attendance. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education

Cricklade Manor Prep deems attendance 100-90% as acceptable. Pupils whose attendance falls below 90% are discussed at SLT on a monthly basis and checked against the Safeguarding register and behaviour logs. Pupils below 90% are also deemed as being Persistently Absent.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to ensure that pupils can maximize their potential.

## Registers

Cricklade Manor Prep uses Complete-Ed as its Management Information System (MIS) for taking registers alongside CPOMS for logging information about pupils. Staff will take a register at morning registration where pupils are met by their Form Tutor to ensure that they are ready and prepared for the school day. P1 and 5 registers will be taken promptly to ensure accuracy of AM and PM registration marks in accordance with statutory guidance.

Morning registration will take place at the start of school at 8.20am. The registers will remain open for 20 minutes. Any pupil arriving after this time will be marked as being late unless there is an acceptable explanation i.e. school transport was delayed. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1.30pm, taken either at the start of tutor time or during CPD.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

### School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised, medical, illness or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education.

### First Day Absence

It is the parent/carer responsibility to inform the school on **each day** of pupil absence by phoning the main school number 01793 750275 **or emailing the School Office at [office@crickladedemanor.com](mailto:office@crickladedemanor.com)**. This is in-line with the school's Safeguarding policy.

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.

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 email is then 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 produced.

### Third Day of Absence

On the third consecutive day of absence, and if we have not received any communication from a parent, School Office will notify the school's **Designated Safeguarding Lead (DSL)**. **The DSL** will make every effort to establish a reason for the pupil's absence. Until an accepted reason is given, the pupil's register will show the absence as unauthorised.

If there are concerns at this point for the welfare of a child, 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).

### Ten Days Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services School Attendance Team. The school will include details of the action they have taken.

### Absence notes

Emails received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then 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 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**

Within the school it is the responsibility of the Designated Safeguarding Lead to be aware of and bring attention to, 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.

### **Persistent Absence [PA]**

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 schools 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 Headmaster and Designated Safeguarding Lead who will talk to Wiltshire Council for guidance on the individual case.

### **Welcome Back**

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. Form tutors and subject teachers will help create and programme to support the child in catching up missed work.

### **Leave of absence in term time**

Leave of absence during term time will be 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 sending an email request to the Headmaster through [jacky.barratt@cricklademanor.com](mailto:jacky.barratt@cricklademanor.com) or [office@cricklademanor.com](mailto:office@cricklademanor.com)

### **Holidays**

The Regulations state that time off for family holidays is not a right. 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 Headmaster is only able to authorise leave of absence in exceptional circumstances. Authorised leave is unlikely to be granted for the purpose of a family holiday and you could face prosecution if you take your child out of school without permission.

### **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity
4. Medical appointment
5. Illness

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

#### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

#### **4. Medical Appointment**

This includes, doctor's, hospital, dental, eye or other medical appointment although such appointments should be made during the school holidays if possible.

## 5. Illness

Any illness should be reported to the school office before 8.45am if possible as described above.

### Admissions

When a child starts at Cricklade Manor Prep parents are given information about the school day and routines in an appropriate Departmental Handbook for their child's age. This includes the procedures for pick up and drop off of children. A list of school policies which are referred to in the Handbooks is available on the school website.

### Supervision on the school site before the school day

Parents and children are not granted access to the school site before 7.30am each day when Breakfast Club opens. Parents and children should follow the instructions in the Departmental Handbooks about drop off and pick up times for their child's year group and not attempt to come into school before the specified times even if the gate is open. Once the school is open to parents, a member of staff will be present in the Dining Room to welcome children who have pre-booked Breakfast Club from 7.30am, and a member of SLT will be available by the main Wessex House door to welcome children from 8.00am. Children will be supervised outside by the member of SLT until it is time to come into the school building at 8.20am. If it is raining, children will be sent directly to their classrooms where their form tutor will be waiting for them.

Children in Nursery should be taken to their child's Nursery class where the Class Teacher will be waiting for them from 8.00am. Children in Breakfast Club will be taken over by the Breakfast Club Supervisors.

Children in Reception are taken directly to their Reception class from 8.00am with a rolling registration taking place through to 8.40am. This will occur until February half term when the Reception children begin transition ready for year 1. They will then be dropped on the playground from 8.00am and collected by their form tutor for registration at 8.20am.

### Registration

Form Tutors will collect their children from the playground at 8.15am and will ask their class to put their belongings away in the appropriate place and be ready for registration at 8.20am. Registration continues through to 8.40am - children who are not present in the classroom at 8.40am will be marked as absent.

Children in Nursery should aim to be in by 8.45am as that is when the register is taken. Before 8.20am the main double gates next to the Nursery will be open and a member of Nursery staff will be waiting by the Nursery gate to greet you. After 8.20am, parents of Nursery children should come in via the main front door of the

Manor House and will have to ring the doorbell and be let in by a member of the Admin team.

### **Late Arrival**

If children are not present for registration in their classroom at 8.30am but they arrive later, they should present to the School Office so that the register can be altered to reflect the fact that they are present in school.

### **Collection**

When a child starts at Cricklade Manor 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@cricklademanor.com](mailto:office@cricklademanor.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, 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 wellbeing 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 (See Appendix 2):**

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.

In exceptional circumstances, and following discussion with the Headmaster in which he will consider various factors relating to the child's safety (Appendix 2), it may be agreed that a sibling aged over 14 years may collect. In this instance, permission must be received in writing from the child's parent so that we may release the younger child into their sibling's care.

### **Late Collection**

School staff are responsible for the children during school opening hours, but they have other commitments once their teaching day has finished. 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.

In the event that a parent is running late for collection they should telephone the School Office 01793 750275 so that the school can make supervision arrangements until 6.00pm 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 6.00pm. If parents are going to be late beyond 6.00pm when the school site closes, parents should telephone the School Office before 5.45pm to give an estimated time of arrival at the school. The member of Senior Leadership Team will wait in in the School Office with the child until the parent arrives or until an alternative plan can be made for collection. **A late collection form (See Appendix 1) may be completed for parents who are frequently late after 6.00pm.**

If we are not contacted by the end of the day/session to say that you are running late, the office or Nursery staff will contact you to find out when you will be arriving. See Appendix 3

### **Uncollected Children**

In the event that a child is not collected, the following procedure will take place:

- I. Telephone named contacts, usually parents, held by the school in the child's records.
- II. If it is not possible to speak to anyone - messages must be left on voice mail/answer machines.
- III. Staff will inform the Headmaster or member of Senior Leadership Team if the Headmaster is not in school.
- IV. Any child who is not collected must be cared for and kept busy on school premises so that he/she does not become distressed.
- V. After a reasonable length of time, to be determined by the Headmaster or member of SLT - if no-one becomes available to collect then Social Services will be contacted.

**Contact number for Social Services 9.00am to 5.00pm: 0300 456 0108**



**Out of hours: 0300 456 0100.**

If necessary, the police will also be contacted for advice.

The Headmaster or member of the SLT would be responsible for looking after the child and for contacting Social Services.

- VI. 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, responsible adult the school is instructed by the parent to dismiss the child to, or that Social Services give the school alternative instruction.
- VII. Upon collection, the school will complete the Late/No Collection Form (Appendix 1). This form will be stored with the child's pastoral records and entered on CPOMS which will be shared with our Designated Safeguarding Lead.

**Children Using School Minibus Transport to and from school**

It is the responsibility of parents to ensure that their child is ready for collection at the designated time and location as agreed when booking the school's transport service. If it is safe and practical to do so, the bus driver may wait for up to 5 minutes for a parent to arrive at the collection point although this will be the exception rather than the rule.

Parents must also ensure that there is a responsible adult to collect their child from the drop-off point at the end of the school day. Again, if it is safe and practical to do so, the bus driver may wait for up to 5 minutes for a parent to arrive. If the parent/responsible adult does not arrive to collect the child, the following procedure will occur:

- I. The bus driver will immediately notify the School Office, who will endeavour to contact the parents using the contact numbers held by the school. If the School Office is unable to make contact using any of the emergency contact numbers held by the school, the procedure set out in Section 8 of this policy will take effect.
- II. The bus driver will keep the child on the bus, continue his rounds and drop the child back to school at which point the child will be met by the duty SLT member. The child will be cared for at school whilst the procedure outlined in Section 8 is actioned.