



WESTONBIRT PREP

REGISTRATION, ATTENDANCE & COLLECTION PROCEDURE

This policy applies to the whole school including EYFS and wraparound care

Date of Policy	September 2025
Member of staff responsible	Rebecca Mitchell
Role	Head

Last Review	Significant Changes
September 2025	Procedure adapted from previous policy in line with creation of Wishford centralised policy
October 2025	Change of member of staff responsible

KEY SCHOOL CONTACTS FOR ATTENDANCE

Contact to report absence to School Office	Email: prep@westonbirtschool.uk Phone: 01666 881400
School Attendance Champion Rebecca Mitchell, Head	Email: Rebecca.mitchell@westonbirtschool.uk Phone: 01666 881400
Requests for Leave Lesley Higgins, Head's PA	Email: Lesley.Higgins@westonbirtschool.uk Phone: 01666 881400

MANAGING ATTENDANCE

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the school day, usually from registration at 8.30am to close at 3.30/4.00pm, but this period may be extended, for example for after school clubs, sports fixtures, or school trips.

Westonbirt Prep deems attendance of 100-90% as acceptable. Pupils whose attendance falls below 90% are discussed half-termly during SLT meetings and checked against the Safeguarding register and behaviour logs. Pupils below 80% are also deemed as being Persistently Absent and the school may contact the local authority for support.

THE ROLE OF PARENTS / CARERS

The School expects all parents/carers to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible and by 8.20am in accordance with this policy and when doing so, give an accurate explanation for this; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

DROP-OFF PROCEDURE

- Parents and children are not granted access to the school site before 8:00am each day. Parents should not release their children from their care until a member of staff is on duty at the Turning Circle/Prep Meadow Drop-off Bay. Until this time, there is no supervision for children and we cannot ensure their safety
- Once the school is open at 8:00am to parents and children, a member of staff will be present at the Turning Circle/Prep Meadow Drop-off Bay or in Nursery.
- Upon arriving at school between 8:00 and 8:20am (8:00am and 9:00am for Nursery), EYFS children should be taken by parents/guardians directly to their classroom. Children in Year 1 – Year 6 may be dropped by parents and children should make their own way to their classrooms.
- Children must not enter the main buildings before 8.00am.

REGISTRATION PROCEDURE: SCHOOL

Morning

- An electronic register, by Form, will take place promptly at 8.30am with the appropriate mark being recorded by the Form Tutor.
- Children arriving in the classroom between 8.30am and 8.40am will be marked with code L (Late arrival before register is closed).
- Children arriving after 8.40am should be dropped at Reception and will be marked by the School Office as U (arrived after registration closed).

Afternoon

- An electronic register takes place at 1.40pm at the start of Lesson 4 (1.20pm for Pre-Prep), and is taken by the member of staff teaching the class for Lesson 4.

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 PROCEDURE: NURSERY

- Nursery opens at 8:00am and children are expected to arrive by 9am to allow the day's activities to begin without interruption.
- Upon arrival of each child, a paper fire register is completed. The register is updated on iSAMS each week.
- Regular headcounts are carried out throughout the day.
- Sign-out – as children leave the Nursery, both the paper fire register is updated.

UNPLANNED/UNAUTHORISED ABSENCE

Illness

If a child is unfit for school, the parent or carer should contact the school before 8.20am on the pupil's first day of absence which has not previously been agreed with the school, and each subsequent day of absence. It is the parent/carer responsibility to inform the school on each day of pupil absence by phoning the main school number 01666 881400 or emailing the School Office at prep@westonbirtschool.uk. This is in-line with the school's Safeguarding Policy.

Where a pupil is ill, the School should be notified of the nature of the illness.

Form Tutors who hear directly from parents about illness/absence should share that information with the school office as soon as possible.

Unexplained Absence

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. 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.

On the second consecutive day of absence, and if we have not received any communication from a parent, the School Office will notify the school's Designated Safeguarding Lead (DSL). The School 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 any point for the welfare of a child, the School may contact the Police to undertake a safe and wellness check, this will result in a referral to the Multi-Agency Safeguarding Hub (MASH).

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 are kept on record. 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 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.

If for any reason a child has any concerns about attending school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures can be put in place to address the issues and support the child. School staff have received training in School Avoidance and will be glad to support a family in ensuring school avoidance doesn't escalate and negatively impact a child's education and wellbeing.

Senior Leadership meetings discuss absences each half term, reviewing data for the previous 12 months. Where satisfactory reasons cannot be given, the child's parent is contacted if a child's attendance falls to 90% or below over the past 12 months. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

Where attendance repeatedly falls below 90% and there is concern regarding unauthorised absence the Local Authority Attendance Officer will be informed. The law states that it is the responsibility of the parent/guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance, and ultimately can lead to further action being taken (Education Act 1996).

The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The school must report unauthorised absences for a continuous period of 10 continuous school days or more to the local authority. The school must report absence through sickness to the Local Authority 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.

Persistent Absence

Parents of pupils whose attendance level falls below 80% across the past 12 months without reasonable explanation may be contacted in writing and asked to meet with the Head; Section 14 of Working Together to Improve Attendance (Feb 2024) would be a useful tool in this meeting.

Parents may be invited in for a School Attendance Meeting to discuss concerns and decide strategies to improve attendance, which may include an Action Plan, which will include engagement with all parties who can support the pupil's 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 Designated Safeguarding Lead who will talk to Gloucestershire 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 a programme to support the child in catching up necessary missed work as appropriate or necessary.

TERM-TIME REQUESTS FOR AUTHORISED ABSENCE

Leave may be granted in an emergency or for medical appointments that are unavoidably during school time, but wherever possible appointments should be made outside school hours.

The Head has a duty to ensure that term dates are protected and leave of absence will not normally be granted for family holidays in term time. In exceptional circumstances, parents should write directly to the Head (please send to the Head's PA Lesley.Higgins@westonbirtschool.uk) explaining fully why the request is being made to remove a pupil from school in term time. Parents should receive a response within 7 days; Form Tutors will be copied in for completeness. Authorisation should always be sought in advance of planned absences, as authorisation cannot be given retrospectively and a child's record will show the leave to be unauthorised.

Authorised absences are those which the school agree are unavoidable, e.g. illness or family bereavement, and absences which leave has been given such as agreed holidays or medical appointments. The Head is unable to authorise leave for family holidays, unless the Head deems there to be an 'exceptional circumstance'. Each request will be considered on its own merit, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request. Exceptional circumstances may include, but are not limited to, illness, religious, family bereavement and agreed leave for medical appointments. The School will not set work for children whose families have chosen to take them out of school during term time.

Unauthorised absences are those that the school considers unreasonable, to be determined by the Head. Authorisation should always be sought in advance of planned absences, as authorisation cannot be given retrospectively and a child's record will show the leave to be unauthorised. An absence is unauthorised until acceptable explanation is received, and it is for the school, rather than the parent, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised, this is solely at the discretion of the Head.

CATEGORISATION OF ABSENCE

Please refer to the Wishford Attendance Policy.

COLLECTION

When a child starts at Westonbirt 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 on a regular basis, the School Office must be informed by email at prep@westonbirtschool.uk, or via telephone. If the child's teacher receives written or verbal confirmation from a parent that another adult is to collect, that teacher must let the school office know. 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 may be requested to be given to the child's Form Tutor which will be required before the child can be handed over, if the adult is not known to the staff.

Upon dismissal from school, sports matches or clubs, school-aged children are required to shake their teacher's hand. This ensures the adult responsible for the children is certain the child has been dismissed safely at the end of the day.

Responsible Person

It is school policy that we will only release a child into the care of a responsible person. 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. The exception to this is if an older sibling (usually aged 14+) is collecting on foot to meet up with their parent/responsible adult who is waiting to meet them on school site. In the case of older siblings collecting younger siblings, prior permission should be sought from the Head. The Head's decision as to whether the School is prepared to dismiss the younger child to the sibling will depend on a number of factors, including the younger child's age.

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.

Relationship Breakdown Between Parents

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.

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.

If a parent is running late for collection, they should telephone the School Office 01666 881400 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. A member of staff will either wait in the Nursery or School Office with the child until the parent arrives or until an alternative plan can be made for collection. If appropriate, Prep-aged children may be cared for by the Junior Boarding House until parents collect.

If we are not contacted by the end of the day/session to say that you are running late, the School Office or Nursery 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:

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

Contact number for Gloucestershire Children and Families Helpdesk: 01452 426565

Out of Hours/Emergency Duty Team: 01452 614194. If necessary, the police will also be contacted for advice.

6. The Head or member of the SLT 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, responsible adult the school is instructed by the parent to dismiss the child to, or that Social Services give the school alternative instruction.

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:

The bus driver will immediately notify the Transport Manager, who will endeavour to contact the parents using the contact numbers held by the school. If the School is unable to make contact using any of the emergency contact numbers held by the school, the procedure set out in 'Uncollected Children' above is adhered to.

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 'Uncollected Children' above is carried out.