



BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Attendance, Truancy and Missing in Education Policy (A6)

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Deputy Head (Pastoral) + SMT	September 2026

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This policy applies to EYFS, Infants and Juniors.

BUCKINGHAM PREPARATORY SCHOOL

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Equal Opportunities Policy
- SEND Policy
- Safeguarding and the Welfare of Children Policy (Missing in Education)

At Buckingham Preparatory School, we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

As attendance is crucial to effective learning and the continuity of learning experiences, BPS places great emphasis on this aspect of education in its communication with parents.

IMPLEMENTATION

COMMUNICATION

At the beginning of the academic year, parents are informed about procedures for reporting lateness, illness and absence and if a child leaves the school. This highlights the importance of being at school on time and notifying the school if their child is absent for any reason.

Parents are encouraged to arrange their family vacations during holiday time so that their child's education is not disrupted.

Head teachers are allowed to authorise up to ten days absence from school for family holidays. Only in exceptional circumstances will a period in excess of ten days be authorised.

All details of children are updated at the start of each year and two emergency contact numbers are held for each child from Pre School to Year 6.

PROCEDURES

- Class teachers call their class electronic register no later than 8.45 a.m. each morning and 1.20pm each afternoon. The school secretary will notify a class teacher if the register has not been completed on the system.
- Children arriving late to school must report to the office where a note of their time of arrival is made in the late register.

- The reason for the late arrival is noted and the class teacher and/or Headteacher is informed.
- The parents of frequent offenders will be reminded of their duties and responsibilities, initially with a letter and subsequently with a meeting where applicable.
- All parents are asked to contact the school if their child is absent. This can be done in one of the following ways:
 - (a) By telephoning. This information is recorded by the school secretary under the headings: date, child, class and reason for absence. This information is then passed to the class teacher.
 - (b) By letter.
 - (c) By word of mouth to the class teacher confirmed by a letter.
 - (d) By a note in the homework diary (signed).
 - (e) By email.
- If no notification is received about a child's absence, a child's parent/carer is contacted by 9.20am by the school office.
- Parents requesting permission to remove their child from school during term time are required to contact the Headteacher in writing, providing at least 2 weeks' notice.
- This request is considered by the Headteacher and if granted, the parents are sent a letter of confirmation. Details of the absence are passed on to the class teacher and an appropriate record is made in the register.
- Children leaving school during the school day have to be signed out by parents

CONCERNS

If a child is regularly late for school or is often absent, then the class teacher contacts the parent who is invited to attend an informal discussion. On top of this, attendance is monitored weekly via our "Attendance Champion" and using our engage system, keeping an eye for any patterns emerging. Specifically looking at boys and the codes that are used most frequently. "Attendance Champion" also keeps a regular check-up of the Harrow attendance figures for a comparison. A maximum absence or late arrival of 95% is expected from pupils. Hence if it is below this level then a letter will be sent to the parents. As per "Working Together to Improve School Attendance (2025)", this is completed half termly with a review signed termly by Governors and letters sent out.

In the case of an attendance or late arrival level of 90% or below then the parents will be asked to attend a meeting with the form teacher / Head teacher to discuss the matter. If the absences persist, then the teacher will refer the child to the Headteacher who will take appropriate action. If there is an urgent concern, then the class teacher talks to the Head teacher immediately.

TRUANCY AND REPEATED ABSENCE

All the staff at BPS are concerned about children's regular attendance, and the importance of continuity in each child's learning. Staff are also concerned about each child's safety, welfare and happiness.

Although it is a very rare occurrence for a child to play truant, if there is a concern that a child might be truanting then action is taken immediately.

If truancy is suspected, the Headteacher is notified, who then contacts the parents. Parents are encouraged to bring their child to school so that the reasons for the child's absence can be discussed and, hopefully, resolved.

In the event of not being able to talk to the parents, then the Headteacher talks to the child concerned to find out if there are any worries or problems in school which might affect his attendance. If there are, then these are discussed with the class teacher and appropriate action is taken.

In the event that a child has been absent for over a period of two weeks without any prior arrangement or contact with the school HLSCB will be contacted and the Welfare and Safeguarding of Children procedures will be put into action.

CHILDREN WHO LEAVE THE SCHOOL

If a child leaves the school part way through a year or not a natural end of their time at school parents are asked to inform us in writing of where the child is now attending school within 14 days of the child leaving. This is then recorded electronically on the school admissions register.

If after 14 days we have not had written confirmation then BPS follows the process of **Child Missing in Education** and informs the relevant bodies, which include the local authority.

This is in line with the schools Safeguarding and the Welfare of Children Policy.

CHILD MISSING FROM EDUCATION

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

There are procedures in place to identify and respond to children who go missing, particularly on repeat occasions. The school will inform the local authority (within which the child resides when not at the school) of any pupil who is going to be deleted for the admission register where he:

- Has been taken out of school by his/her parents and are being educated outside the school system such as home education;
- Has ceased to attend the school and no longer lives within a reasonable distance of the school;
- Has been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Is in custody for period of more than 4 months due to a final court order and the school believes he/she will not be returning to school at the end of that period;
- Has been permanently excluded or

- Has been withdrawn from the school and the school is unable to confirm the name of his new school.