



HEYWOOD PREP  
CORSHAM

# HEYWOOD PREP SCHOOL

## ATTENDANCE, REGISTRATION AND COLLECTION POLICY

**February 2020**

# HEYWOOD PREP

## REGISTRATION AND COLLECTION POLICY

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This policy applies to:

- The whole school including EYFS, before and after school and holiday clubs;
- all staff, volunteers, pupils and visitors to Heywood Prep.

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The children's wellbeing is of great importance to the staff at the school, therefore procedures for registering and collecting children, along with systems for authorising absence from school, are followed to ensure the children's safety. This guidance should be read and applied in conjunction with our Safeguarding and Child Protection Policy and any other relevant policies.

Every child has a fundamental right to be educated and regular attendance is extremely important if children are to take full advantage of the educational opportunities available to them. To ensure that this is achieved, parents and teachers have a duty to ensure maximum attendance at school. All children are expected to attend school except when they are ill, in which case they should be fully recovered before returning. Punctuality is equally important.

The safety and wellbeing of all our pupils at Heywood Prep is our highest priority and it is, therefore, the duty of staff to follow up unexplained and unexpected absence in a timely manner and to identify and deal with children who go missing from education (see School Attendance; Guidance for maintained schools, academies, independent schools and local authorities, September 2018).

## **1. ADMISSIONS**

When a child starts at Heywood Prep parents are given information about the school day and routines, as well as procedure for the drop-off and collection of children, in the appropriate Departmental Handbook for their child's age. A list of school policies is included in the handbook, and some policies are available on our school website and all policies are available upon request from the School Office.

When a child begins at the school, parents supply key information on their admissions forms such as:

- Names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering\* arrangements and copies of any legal orders)
- Information about any person who has been denied legal access to the child (and copies of any relevant legal orders etc)
- Home address and telephone number/s
- Place of work and work telephone number/s
- Mobile phone numbers where appropriate
- Emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

*\*Private Fostering is an informal arrangement where a person looks after somebody else's child under the age of 16 years for more than 28 days, when they themselves are not a close relative of the child and do not have parental responsibility for the child.*

## **2. CHILDREN WALKING TO SCHOOL ALONE**

*"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school".*

**Is it Legal? A parent's guide to the law' by the Family and Parenting Institute (June 2011)**

Schools are only responsible for safety on the school journey where they have specifically arranged transport (see Section 10 below). If parents choose to let their child travel to school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about suitability of a child walking to/from school alone is any risk to the child. We would encourage parents considering allowing their child to walk to school unaccompanied to discuss the matter with the School and identify alternative options if necessary, e.g. another parent taking the child to school. The NSPCC advise that "children under 8 should not be outdoors for a considerable length of time unaccompanied".

### **3. SUPERVISION ON SCHOOL SITE BEFORE THE SCHOOL DAY**

Parents and children are not granted access to the school site before 7:30am each day. Parents and children should not access the site before 7:30am, even if the gate is open. Between 7:30 and 8:00am, a member of staff is on duty in the office to grant access to the site for children attending Breakfast Club. Once the school is open at 8:00am to parents and children, a member of staff will be present on the gate to welcome them, before closing the gates at 8:25am.

We offer 'Breakfast Club' and 'Early Bird Care' between 7:30am and 8.20am each day, during which time the children enjoy breakfast in the hall and/or playtime on the playground supervised by our Teaching Assistants.

Upon arriving at school between 7:30 and 8:00am, children should be taken by parents/guardians directly to the school hall and signed in to Breakfast Club. Between 8am and 8.20am, children should be delivered to the playground. Children must not enter the main building before 8.20am, other than to use the toilets. The exception to this is a Monday morning (or first day of term if this is not a Monday), when children may take their games bags directly to the changing rooms before going to the playground.

If the weather is wet, children will be accommodated in the school hall between 8am and 8.25am.

### **4. REGISTRATION**

Form Tutors (or a Teaching Assistant or supply teacher in the absence of the Form Tutor) collect the children in their class from the playground at 8.20am. Children will put their belongings away and spend time in their classroom with their Form Tutor until the register is taken at 8:30am.

Attendance registers at Heywood Prep are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (see also amendments to the regulations, 2016). Class Teachers are required to complete the electronic register at the start of the morning and afternoon sessions and enter a reason for absence.

At 8:30am, a register of those children present is taken. Children who are not present in their classroom at 8:30am will be marked 'absent'. If the reason is not known, 'N' (no reason given for absence) will be entered. The School Secretary will call the parents of the child before 9am to establish the reason for absence. If the School Secretary is unable to make contact with the child's family to ascertain that the child is safe, they will report this to the Head, who will usually send a school representative to the home address to establish that the child is safe.

### **5. LATE ARRIVAL**

If children are not present for registration in their classroom at 8:30am, but they later arrive on site, they must present to the school office so that the register can be altered to reflect the fact that they are present in school.

### **6. COLLECTION**

When a child starts at the school, details will be provided by the parent 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 in writing or by email. The school must have written authorisation from a parent so that we can release their child into the care of the designated adult at the end of the session/day. The school may require the adult to provide formal proof of identity.

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/GUARDIANS**

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**

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 Head in which they 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.

## **7. 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 child/ren promptly at the end of the day/session they have been booked in for.

In the event that a parent is running late to collect for collection, they must telephone the school office (01249 713379) so that the school can make supervision arrangements until 6pm at the latest, and so that the child/ren can be told. Parents will be charged for any after school care sessions their children attend due to late collection.

If parents are late beyond 6pm when the school site closes, the school may complete a Late/No Collection Form (Appendix 1), which will be forwarded to the Designated Safeguarding Lead in school and stored on their child's file, to enable the School to track patterns of repeated late or non-collection.

## **8. 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. Inform the Head or member of Senior Leadership Team if the Head 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 Head 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: 01249 444321**  
**Out of hours: 0845 6070888.**

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

The Head 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 a copy will be forwarded to our Designated Safeguarding Lead.

## **9. ABSENCE FROM SCHOOL**

### **If a child has to be away from school**

If a child is unfit for school, the parent or guardian should contact the school before 8.25am on the pupil's first day of absence which has not previously been agreed with the school and each subsequent day of absence. The School Secretary will contact parents on the first day and consecutive days of absence if there has been no communication from the parents or guardians explaining reasons for absence. Absence will not be authorised without legitimate explanation. 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 explaining fully why the request is being made to remove a pupil from school in term time. 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.

### **What constitutes Authorised and Unauthorised Absence?**

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'. 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.

### **Monitoring and Review**

The Head has responsibility for monitoring the attendance of children in the school and will work with parents to resolve any difficulties. Attendance is reviewed monthly and the child's parent is contacted if a child's attendance falls to 85% or below. Where necessary, measures will be agreed to improve

attendance which will continue to be monitored closely. If attendance falls below 85% in subsequent terms parents will be contacted in writing and asked to meet with the Head. Where attendance repeatedly falls below 85% and there is concern regarding unauthorised absence the 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). Within these regulations, the School has a legal duty to report certain attendance concerns to the Local Authority:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence);
- Failure to attend regularly;
- Deletion from the school register when the next school is not known.

As outlined in 'Children missing education (2016)', the School must notify Wiltshire Local Authority within five days when we remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school age child leaves a school before completing the school's final year or joins the school after the beginning of the school's first year. The School records where children are moving onto when they leave Heywood Prep and the start-dates at their new schools.

Pupil information, including pupil academic reports and safeguarding concerns, is transferred to the new school. The School also requests this information from a pupil's former school, including details of any safeguarding concerns.

#### **10. CHILDREN WALKING HOME ALONE**

To support their growing independence and to aid the transition between Heywood Prep and the child's senior school we occasionally allow parents to give permission for their Year 6 child to walk home from school unaccompanied. The request must be discussed with the Head (who will consider all of the points in Appendix 2 before making their decision), and subject to their agreement, the parent must write to the school informing them that they give permission for their child to leave the school site alone, at what time they should be dismissed, where the child will be going, and by doing so the parent accepts that the responsibility for the child's safety rests with the parent once the child has left the school site.

If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about suitability of a child walking to/from school alone is any risk to the child.

#### **11. CHILDREN USING SCHOOL MINIBUS TRANSPORT TO SCHOOL**

It is the responsibility of parent 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.

**12. MONITORING AND REVIEW**

It is the responsibility of all staff to follow the procedures stated in this policy. The Head and Deputy Head will carry out monitoring and review of this policy and the procedures contained within it.

This policy was reviewed in February 2020 and approved by the Head of Heywood Prep Limited. It will be reviewed on a biennial basis in consultation with the staff. The next policy review will take place in May 2022, or sooner if required by changes to legislation.



Signed: Rebecca Mitchell  
Head

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**APPENDIX 1**  
**LATE/NO COLLECTION FORM**



**LATE/NO COLLECTION FORM**

For use every time a parent/carer is more than 10 minutes late to collect a child at the end of the school day / session / activity. This log will be held on the child's pastoral file and copied in the school's safeguarding file and audited for repeated patterns of late/non collection, which may indicate an underlying problem.

Date		Name of child	
Child's DOB		Child's year group	R
Time due to collect		Actual time collected	
Reason for late collection <i>(to be completed by adult collecting)</i>			
External agencies contacted?	YES/NO	Details of external agencies contacted	
Member of staff responsible for child <i>(during this late period)</i>		Headmaster or SLT informed? If so, who?	
Arrangements made for care/collection of child			
Follow-up actions			
Signature of DSL		Date	

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**APPENDIX 2**

**MATTERS TO BE CONSIDERED WHEN A CHILD IS TO BE LEFT ALONE/CARED FOR BY A SIBLING UNDER 16**

1. Has the parent/carer considered the risk/s posed by leaving their child alone/walking to/from school or in the care of a sibling?
2. How old is/are the child/ren?
3. How mature is/are the child/ren?
4. What is their level of understanding/awareness about being unsupervised/walking to or from school?
5. How comfortable is/are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer')?
6. Where will the children be left? Is this a safe place?
7. How long, and how often, will the child/ren be left?
8. Is the home environment safe and secure?
9. Has the parent/carer assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?
10. How far will the child/ren have to walk (if appropriate)?
11. How far away will the parent/carer be? Will they be easily contactable?
12. Do any of the children (this also includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent/carer's absence?
13. Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been left e.g. in case of a fire?
14. What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves etc.?
15. Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc? What is the level of knowledge when it comes to first aid?
16. How well do the siblings get on? How will tension be managed in the absence of the parent/carer?
17. Are the children clear about rules and boundaries of what they can and can't do while parents/carers are out? If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?