



SHEBBEAR COLLEGE

AFTER SCHOOL CARE, ATTENDANCE AND UNCOLLECTED PUPIL POLICY – PREP SCHOOL

This policy is applicable to all pupils in the Preparatory School, including those in EYFS, Pre-Prep and Prep School (Early Years Foundation Stage, Years 1 - 6)

Reviewed and updated: December 2025 by L Dennis
Reviewed by SLT: December 2025
Next Review: December 2027

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

1. Ethos

1.1 At Shebbear College the safety and security of the pupils in our care are paramount. Every member of staff has been trained to appreciate that he or she has a key responsibility for helping to keep all the pupils safe at all times. Every care is taken to ensure that the pupils are accounted for always when they are in our care.

1.2 The College is responsible for minimising the risk of missing pupils and acting appropriately if a pupil is identified as missing. This policy also sets out our procedures for the quick recovery of a missing pupil.

2. Attendance & Registration

2.1 The Prep School has a controlled main entrance for security. All Reception pupils are delivered to the Prep School by parents/carers, accessing the building via the front door which has a security lock and using the doorbell to summon Reception staff. A member of the Prep staff is on duty by the front entrance each morning from 8.00-8.20am.

2.2 The majority of pupils in the Prep 1 and 2 class are usually delivered to the Prep School building by their parents/carers. It is possible for them to use the College buses by arrangement and in this instance, as well as there being a Senior School bus prefect on each route, an older Prep School pupil or sibling is appointed to give the pupil support and to supervise them into their classroom off the bus. If there are any issues with behaviour, the right to use the buses will be withdrawn.

2.3 The pupils are registered twice a day, at 08.20am and 1.00pm.

2.4 There is electronic registration at Shebbear College. All attendance registers must be marked on the ISAMS software. Training is given in this task. In addition, there is a 'live' fire register, which is completed for each class between 08.15-08.30am and then kept by the front door of the Prep School.

2.5 If a pupil is not at registration, mark them as N (No Reason yet provided) unless you have seen him or her and you know he or she has gone to a music lesson or a recognised College activity e.g. learning support / ASLAN.

2.6 If you know the reason for the absence through a parental letter, email or through the office, then mark the appropriate reason in ISAMS.

2.7 Registration marks, N will be followed up by the reception office staff, with parents contacted to identify the reason.

2.8 The list of absentees will be immediately checked by the reception office staff.

2.9 Pupils who arrive after 08.30 must sign in with their teacher and/or reception. Where a pupil arrives after the register has been marked, the tutor inserts L in the ISAMS attendance register and the pupil will be counted as present.

2.10 The College monitors attendance closely and will take action to address poor or irregular attendance.

2.11 The College will inform the local authority of any pupil who fails to attend school regularly or has been absent without the College's permission for a continuous period of 10 school days or more without permission.

2.12 Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the College and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the College may delete the pupil's name from the

admission register. The College will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

2.13 The College also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

3. Early Years

- Early Years Managers, Early Years Lead Teacher and Administration Staff must follow up on absences in a timely manner. If school is not notified of an absence within 30 minutes of the registers being taken, school administration will contact parents or emergency contacts if no reason has been given for a child's absence.
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- EYFS leaders will consider patterns and trends in child attendance and absence and report to the College's DSL if they have concerns.
 - A "prolonged" absence is deemed as an absence which has been over a week, especially if staff have any safeguarding concerns (this would not include planned absences eg requested holidays).
 - EYFS Leaders will refer any concerns to the College's DSL, local children's social care services or request a police welfare check if needed
 - All EYFS children must have at least 2 primary and 2 secondary emergency contacts upon registration. These must be reviewed with the primary caregiver annually.

4. Missing Pupil

Please refer to the *Shebbear College Missing Pupil Policy*.

5. Missing Pupil on an Outing

Please refer to the *Shebbear College Missing Pupil Policy*.

6. Arrangements for Uncollected Children

5.1 If a pupil is not collected at the end of the day, the parents will be contacted by phone and the College Office informed. The pupil will remain with the member of staff on duty until the parents arrive.

5.2 Should it prove impossible to contact parents by phone, text or email, the SOS pupil contact on ISAMS will be telephoned. Repeated phone calls to parents' and SOS contacts' phones will be made.

5.3 In the event that there is no contact, the Head of the Prep School will be notified. The pupil will be accompanied by the member of staff on duty to boarders' tea.

5.4 The Head of the Prep School will try to discover the reason for the problem and appropriate action will be taken. If no safe and practical alternative can be found the pupil may be taken to a boarding house where, if necessary, he or she will wait for the arrival of a relative or stay the night.

7. Before and After-School Care

We do not have any separate arrangements for before-school or after-school care.

In the Prep School, children can arrive from 8.00am, by which time all class teachers are in their classrooms. The final collection is at 4.45pm (from the collection room) and this duty is staffed by class teachers.

Appendix 1 - Attendance Codes		
Codes	Description	Meaning
Present		
/	Present (AM)	Present at morning registration
\	Present (PM)	Present at afternoon registration
L	Late (before registers closed)	Present
Authorised absence from school		
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances
H	Leave of absence for the purpose of a family holiday granted by the school	Pupil has been allowed to go on holiday due to exceptional circumstances
E	Excluded but no alternative provision made	Pupil has been excluded but no alternative provision has been made
I	Illness (not medical or dental appointment)	School has been notified that a pupil will be absent due to illness.
M	Medical or dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Pupil is on study leave during their public examinations
T	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence from school		
G	Holiday not granted by the school or in excess of the period determined by the school	Pupil is on a holiday that was not approved by the school
N	Reason for absence not yet provided	Pupil is absent for an unknown reason (this should be updated when the reason emerges, or replaced with an 'O' if no reason is provided after a reasonable amount of time)
O	Absent without authorisation	School is not satisfied with reason for pupil's absence
U	Arrived in school after registration closed	Pupil arrived at school after the register closed (30 minutes after registration)
Attending an approved educational activity		
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered at another school	Pupil is attending a session at another setting where they are also registered.
J	At an interview with prospective employers, or another educational establishment	Pupil has an interview with a prospective employer or another educational establishment
P	Participating in a supervised sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Pupil is on an educational visit or trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Unable to attend due to exceptional circumstances		
Y	Unable to attend due to exceptional circumstances	School site is closed/there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Administrative codes		
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Prospective pupil not on admission register	Register set up but pupil not yet joined the school
#	Planned whole or partial school closure	Whole or partial school closure due to half-term/bank holiday/INSET days