

STAINES PREPARATORY SCHOOL



Absence Policy

September 2025

Children are expected to attend school with regularity and punctuality. Records of attendance will be maintained.

Lateness

Children should arrive in school at least five minutes before the start of the school day in order that no learning time is lost, and they are not a disturbance to other children. If a child is persistently late the Class Teacher/Form Teacher should speak to the parents and try to remedy the situation and explain the effect on both the child concerned and the class in general.

Leaving School Early

If a child is to be removed from school, for any reason, before the end of the school day, the school office and the Class Teacher/Form Teacher should be informed in writing and where possible at least 24 hours in advance.

Parents should be aware that they must inform Reception upon collection of the child and again if the child is returned to the School later in the day.

Holidays

We would encourage parents to arrange family holidays within the designated school holiday periods. Parents will be provided with a list of school holiday dates. Term dates can be viewed on the School's website.

Parents who wish to remove a child for an absence during term time need to complete the Leave Request form which is available from the parent portal on iSAMS.

All leave will be carefully reviewed and only in exceptional circumstances will holiday leave be approved. Any leave not authorised by the Headteacher will be recorded as an unauthorised leave of absence.

When a child is taken out of school for a holiday purpose the School will not provide missed classwork or online learning. It is the responsibility of the child and parent to catch up any work which they have missed whilst on holiday.

Medical/Dental Appointments, External Examinations or Other Approved Part Day Absence

It is school policy to encourage parents to make medical/dental appointments outside school hours or in the school holidays.

If a child has to attend an appointment during school hours the School should be informed of the date and time of the appointment and the possible length of absence from school particularly if the absence is likely to include the lunch break. Please complete the Leave Request form which is available from the parent portal on iSAMS.

Sickness

Parents should inform the School, via email (office@stainesprep.co.uk) or telephone, of the reason for a child's absence by 8.00am on the first day. If there has been no reason provided for absence the Reception Office Manager will contact the parents of the child to enquire why the child is not at school. The School needs to know the nature of the illness and the length of time the child is expected to be away. If absence is longer than the initial expected time parents should keep the School updated about the illness and restate an expected date of return to school.

Infectious diseases must be reported to the School and the School will inform other parents of the risk of infection where deemed necessary.

In the case of a child suffering from an infectious disease, e.g. mumps, measles, chickenpox, German measles, the School requires that the child be excluded from school for the appropriate amount of time from the onset of the symptoms and that the child be fully recovered before his/her return. Children with minor infections should be excluded until the risk of infecting other children is past.

Children who are clearly unwell should not attend school.

A child prescribed antibiotics may only attend school with the permission of their General Practitioner.

The School will endeavour to help a child catch up on any work missed due to illness. The School will not provide online remote learning work for pupils who are absent from school due to illness and who are unwell.

If a child is absent from school examinations due to illness they will sit the examination on their return to school.

Family Problems

Children who need to be absent from school due to family problems, e.g. bereavement, family illness, divorce, etc. will be treated sympathetically.

Unauthorised Absence

If a child is not in attendance at school and there is no communication from the parents either before or after the absence the School will automatically contact the parents for an explanation. If there is no satisfactory explanation the absence will be recorded as unauthorised. In the case of unauthorised absence, it is the School's policy to liaise closely with the parents.

All unauthorised absences are investigated by the School.

Recording Absences

An attendance register will be completed before the morning and afternoon sessions and any absences or lateness recorded. Any communications to the Class Teacher/Form Teacher regarding absence will be forwarded to the School Office. Parents will be informed in the end of term report of the number of times their child has been absent and late to school.

Staff are aware that children who are absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues. Staff will raise concerns regarding any unexplained or persistent absences (Children Absent from Education) following guidance in and Working together to [Working together to improve School Attendance](#) improve school attendance.

SPS will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State). Please refer to Missing Child Policy for further clarification.

Early Years Absences

While pupils who are under 5 are not yet of statutory school age, regular attendance is expected. Absences should be limited to the following circumstances:

- Illness
- Medical or dental appointments
- Religious observance
- Family bereavement
- Interviews
- External agency assessments
- Visa/passport appointments

Family holidays should be taken during school holiday periods wherever possible. Any unexplained absences will be followed up by the school on the day they occur with the parents/carers or emergency contacts if parents are uncontactable. Concerns, persistent or prolonged absences will be referred to the Local Authority in accordance with the school's Safeguarding and Child Protection Policy and Missing Child Policy.

The Headteacher takes responsibility for monitoring all absences and late arrivals on a regular basis.