



Attendance, Missing Pupil and Pupil Supervision Policy

(Copy to be kept available in reception)

Committee Responsible: School Life Sub-Committee

**Reviewed by: Designated Safeguarding Lead
and
Deputy Head**

Adopted by Committee: September 2010

This policy has been approved by the Safeguarding Link Governor on behalf of School Committee and awaits final/formal approval at the Autumn meeting.

Last reviewed: September 2026

Date of next review: September 2029

Referenced Sources:

- Keeping children safe in education (KCSIE 2026)
- Working together to improve school attendance (DfE, 2024)
- 'Is my child too ill for school?' guidance (NHS, April 2024)
- School behaviour and attendance: parental responsibility measures (DfE, May 2020)
- Children missing education August 2024 (DfE, September 2016)
- OSCB – Improving School Attendance (Oxfordshire Safeguarding Board, Jan 2024)
- Education Act 2002 (updated 13th August 2025)
- Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities. August 2024
- National minimum standards for boarding schools (DfE, September 2022)
- Equality Act 2010
- Children Act 2006
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023)

Support for pupils where a mental health issue is affecting attendance - Effective Practice Examples (DfE, February 2023)

- Supporting pupils at school with medical conditions (DfE, Dec 2015)
- Providing remote education – guidance for Schools – (August 2024)
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)
- School Attendance (Pupil Registration) (England) Regulations 2024

Please read this policy alongside the following policies:

- Safeguarding (Child Protection) Policy
- Educational Visits, Policy and Procedure
- Behaviour Policy
- Special Educational Needs and Disability (SEND) and Equality Policy
- EYFS Handbook

This policy is structured into four distinct sections:

1. Attendance

- Aims and Expectations
- Definitions
- Roles and responsibilities,
 - DSL/Pastoral team/HOKS
 - Pupils,
 - Parents/carers,
 - School Administrator / School Office
 - School committee
- Monitoring arrangements
- Attendance guidelines for 6th form
- Strategies for promoting attendance
- Authorised and unauthorised absence
- Pupils diagnosed with a medical condition
- Information sharing
- Record Keeping and confidentiality.
- Returns to the Local Authority

2. Missing Pupil procedure

- Home education
- When a pupil's attendance is affected by their health and/or emotional wellbeing.

3. Pupil Supervision

- Supervision of pupils in school
- Pupil supervision during the school day
- Supervision of prep/after school activities – Junior School
- Supervision of prep/after school activities – Senior School
- Procedure for a child going missing from the Senior School during the day
- Procedure for a child going missing from the Junior School (including EYFS) during the day
- Escalation Process during Boarding Hours
- Pupils Missing on an Educational Visit
- Procedures to be followed by staff when a pupil is not collected on time (Junior School and Senior School)

4. Appendix 1 - Attendance codes

Section 1 - Attendance

This part of the policy sets out what is expected of the school, pupil and parent/carers, and includes reference to the support provided to pupils to improve their punctuality while moving from lesson to lesson. This policy also refers to those pupils who are struggling to come into school and will outline the support available. Pupils with poor attendance will invariably experience a negative impact on their social/emotional development and educational outcomes. Pupils at Sibford are encouraged to be a part of the community. Indeed, community is one of the four values alongside Endeavour, Respect and Kindness.

This policy applies to the whole school, including EYFS and 6th Form. It is designed to address the statutory obligations on the School to record attendance and absence.

Key School contacts:

Senior attendance champion (SAC) (including EYFS) Gavin Moffat	Email: gmoffat@sibfordschool.co.uk Telephone: 01295 781206
Key contact – Senior School Michelle Gardner	Email: mgardner@sibfordschool.co.uk Telephone: 01295 781200
Key contact – Junior School Rebecca Munro Stearn	Email: rmunro-stearn@sibfordschool.co.uk Telephone: 01295 781265

The School has appointed a senior member of staff of the School's leadership Team as Senior Attendance Champion (SAC) to have overall responsibility for championing and improving attendance in school.

The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and

- (e) to communicate clear messages on the importance of attendance to pupils and Parents.

Staff with specific responsibilities for attendance :

The staff identified in the table above have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon which is at the same time for all pupils and only open for 30 minutes (KCSIE 2026);
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;

Aims and Expectations

The aim of this policy is to encourage a whole school culture of regular attendance and punctuality for all Sibford pupils.

Sibford School nurtures a culture of belonging, all pupils will experience and will thrive from being a part of this environment. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

All children, regardless of their circumstances, are entitled to an efficient education which is suitable for their age, ability, aptitude and any special educational needs they may have. Sibford has high expectations. The UK government's guidance on regular school attendance percentage is that 95% attendance is the target for all pupils. This attendance policy sets out what is expected of the school, pupil and parent, so that this may be achieved and includes supporting pupils to demonstrate punctuality while moving from lesson to lesson.

This document is to be read in conjunction with the Safeguarding (Child Protection) Policy, as there are common themes throughout relating to poor attendance, pupil wellbeing and safeguarding of vulnerable pupils. This policy will also consider those pupils who are struggling to come into school, (referred to as Emotionally Based School Avoidance (EBSA)) and look at ways to support them by building strong and effective relationships with them and their families.

This policy applies to the Early Years Foundation Stage, Junior School and Senior School.

Please note - Sixth form attendance is governed by separate guidelines that reflect the increased independence and academic expectations of post-16 education. This is outlined in greater detail later in this document.

Definitions

Attendance includes references to attendance for all or part of the timetabled school day.

Parent/carers means:

- all natural parents, whether they are married or not; unless they have lost Parental Responsibility through the court process.
- any person who has parental responsibility for a pupil
- any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

Pupil includes anyone who is receiving an education at Sibford school.

Adapted Timetables are in place long term and are reflective of the individual needs of pupils at Sibford. This would include responsibilities relating to sporting scholarship.

Reduced Timetables are an agreement made between parent/carers, school and pupil to reduce the hours spent in education for a time limited period. This is reviewed often, with the aim of no later than every 6 weeks.

Alternative provision is education arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education.

Post 16 Education starts after Year 11. Young people must legally stay in education or training until age 18, but they have more choice in how and where they learn. Typically more specialised and independent, students are expected to take increased responsibility for their studies, time management and personal development.

Roles and Responsibilities

Sibford School, as a whole, will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

The DSL (Senior Attendance Champion) and Safeguarding Team will be responsible for monitoring the implementation of this policy at the school. They will be responsible for keeping the policy up to date and compliant with the law and best practice. This policy will be reviewed as part of a formal process on an annual basis.

Attendance is a key marker for ensuring effective safeguarding of pupils, therefore the DSL team will be responsible for delivering training and providing advice for teachers to ensure best practice.

The Safeguarding and Pastoral team will review attendance regularly and will work with the Head of Key Stage (HOKS) team to employ personalised and targeted attendance strategies. This may include completing a risk assessment for the pupil to help them to engage in school and may involve seeking guidance from early help services to ensure effective joint working practices.

The DSL team are trained to recognise the increased risks that are associated with poor attendance, including child sexual exploitation, County Lines, drug and alcohol misuse, gaming addictions, increase mental health/self-harm concerns, neglect in the home, Adverse Childhood Experiences (ACEs) and FGM (Female Genital Mutilation).

All pupils have a personal responsibility for their attendance level in school and should be mindful of the impact of taking time off.

Pupils are encouraged to engage with their Tutor, Head of Key Stage, or any other appropriate staff member to highlight barriers to their learning in school and to request support when necessary.

Pupils are actively encouraged to participate in a wide range of extra-curricular activities to enhance their experiences and time at school.

The Head of Sixth Form is responsible for monitoring post 16 students' attendance.

Parents/Carers (who have Parental Responsibility for the child) play a key part in supporting their child to achieve 100% attendance. Support and guidance from home/family is essential, to allow pupils every opportunity to flourish at Sibford and feel proud of their education. They can do this by ensuring their child is in school at the correct time, wearing approved school uniform and ready to learn. They can also further encourage this by ensuring effective communication with the school.

We ask that parents/carers inform the school if their child is going to be absent using the absence telephone line before 8.45am.

Maggie Guy is the Link Safeguarding Governor and part of the School Committee. She is responsible for the approval of the school Attendance Policy and for reviewing the effectiveness of the policy with the DSL. School Committee and the School Leadership Team set out the following actions in relation to the responsibilities outlined in this policy

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Senior Attendance Champion	As required, and at least termly
Monitoring the implementation of the policy	Senior Attendance Champion	As required, and at least termly
Analysing attendance and absence data	Senior Attendance Champion	As required, and at least termly
Formal annual review	Senior Attendance Champion	Annually

Monitoring arrangements

Sibford School will conduct thorough analysis of data to identify emerging patterns and trends. This data will support tutors to facilitate discussions with individual pupils, cohort and year group level and identify support. This will also provide data regarding pupils who are consistently late or out of the classroom regularly throughout the school day.

Attendance Policy for Sixth Form students

The Sixth Form attendance procedures **work in conjunction with the main school policy, but** with important differences due to the nature of the Sixth Form timetable, which reflects the unique structure and expectations of post-16 education. This policy aims to balance student independence with robust safeguarding measures, ensuring all students are supported and protected while preparing for post-16 pathways.

Individual Absences

In accordance with the *Keeping Children Safe in Education* (KCSIE, 2026) guidance, Sixth Form students may be permitted to sign in/out of school under specific, pre-approved circumstances.

These include:

- Medical appointments (with prior notification and evidence)
- University open days or interviews
- Work experience placements
- Driving lessons and tests
- Family emergencies (subject to safeguarding checks)

Adapted Timetables for Sixth Form students:

Sixth Form students are expected to attend all timetabled subject lessons, however, Sixth Form students may be placed on an adapted timetable due to long term medical conditions or legitimate off-site commitments requiring flexibility such as performance sports training. In this case a copy of the adapted timetable will be held on CPOMS.

Year 13 students are permitted to take one afternoon each week as a study afternoon to engage in independent study, super curricular or cultural activities. To be given permission for this by the Head of Sixth Form, students must have proven attendance record throughout Year 12 as agreed by pastoral staff and permission given from parents.

Students will be registered with an 'X' during sessions where they are not required to be at school.

Students following an agreed three-year A Level programme may, during the third year, have greater flexibility in their attendance at school to reflect their individual programme of study. Any such arrangements will be agreed in advance with the school and will form part of the student's agreed timetable. Where a student is not required to attend school for a particular session under this arrangement, this will be recorded using Code X in accordance with Department for Education attendance guidance.

Late Sign in or Early Sign-Out Procedure:

To ensure safeguarding compliance, students must follow a formal sign-in or out procedure. This includes signing in or out at reception, providing a valid reason and obtaining approval from a designated member of staff from the Sixth Form Pastoral Team. Parents/carers must be informed and provide written or verbal consent.

Strategies for promoting attendance

All staff will encourage good attendance and good punctuality through example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff).

Sibford School is an environment in which pupils feel valued and welcomed, where each pupil is treated as an individual.

Pupils and their parents/carers are regularly made aware about the importance of good attendance and the impact on their learning if they are absent from school.

Sibford School staff will work directly with the pupil to resolve any barriers that they are facing. Appropriate support will be offered, including involving parents/carers.

The school will offer an 'attendance contract' which provides a formalised response, involving regular review meetings and with the support of external services.

Authorised and unauthorised absence**Planned/Authorising absence**

Holiday absence in term time will not be authorised except in exceptional circumstances. Absence from school disrupts learning in lessons for both the absent pupil and others in the class, particularly where group work is involved. It has been proven to lead to poorer attainment and exam results and causes difficulties in establishing strong relationships with peers and staff. In exceptional circumstances a 'request for absence form' should be completed and returned to the reception staff. This should be done at least two weeks before the required absence.

Code C – Sibford does not apply a blanket policy under which leaves of absence are granted automatically in response to particular circumstances or events.

We require that holidays are booked outside of term time.

Illness

If a pupil is too ill to attend school parents/guardians should contact school on the first day of absence by 08:45. This can be done by telephone on 01295 781200, through the Edulink app or via the absence@sibfordschool.co.uk email.

We acknowledge there are some appointments that must be made during the school day, but we ask where possible, they are not.

Unauthorised Absence

Pupils arriving late before registration closes will have to register at reception and will be recorded using the code L.

Pupils arriving late after registration closes will have to register at reception and will be recorded using the code U.

Where pupils are supported by external statutory services such as Children's Social Care, the School is expected to inform the team of any unauthorised attendance

If the school is not informed of the child's absence

Staff will endeavour to contact parents/carers to ascertain a reason for their child's absence. School will notify the local authority when a pupil is absent without leave for more than 10 school days (continuously and without contact).

This may result in a Safeguarding visit to the family home. Sibford staff will seek advice from OSCP County Attendance Officer.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Pupils diagnosed with a medical condition

Where a pupil has been diagnosed with a medical condition that results in sporadic or long-term absence, the school will liaise with medical professionals working with the pupil to create a bespoke support plan, which will be reviewed often, with the aim of no later than every six weeks during term time. This will include pupils that are diagnosed with EBSA by specialised medical professionals. The school will seek support from family help services within Oxfordshire and/or from the county the child resides, to provide appropriate educational provision, within the limits of the school's staffing and funding.

There is a separate SEN and Disability and Equality Policy for pupils supported by the Support for Learning Team. The team will aim to meet the needs of pupils with disabilities for which, with reasonable adjustments, the School can adequately cater.

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Information sharing

Sibford School will only share information regarding pupil attendance in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

Sibford School will work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with Sibford School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law.

The School has published privacy notice on its website which explain how the School will use personal data. There is also a pupil privacy notice, which is directed at pupils in Year 9 and above which is to be read in conjunction with the Data Protection Policy review.

Returns to the Local Authority

Returns to the local authority - made in line with paragraphs 49, 211 and 219 of the statutory guidance:

- **New pupil** - non-standard joiners will be reported within 5 days of joining (i.e. any pupil joining after the first day of the first term in the most junior class in the school)
- **Deletion** - non-standard leavers will be reported on removal from the roll (i.e. any pupil leaving before the last day of the last term in the most senior class in the school)
- **Attendance** - pupils who fail to attend school regularly, or who have a continuous period of 10 school days or more unauthorised absence
- **Sickness** - 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

2. Missing Pupils

Definition of children missing education

The term 'deliberately missing education' has been updated to 'unexplainable and or/persistent absences from education.'

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school are at greater risk of safeguarding issues such as neglect, criminal exploitation, county lines and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

Home Education

Children Missing in Education (2024) states: there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority should investigate the case and satisfy itself that the child is receiving suitable education.

Sibford School will work with the family to guarantee the best outcomes for the child including ensuring that parent/carers are fully aware of their legal responsibility to provide their child with education. When parents chose to Home Educate their child, Sibford will ensure that the local authority is notified within the appropriate time limit.

When a pupil's attendance is affected by their health and/or emotional wellbeing

DFE guidance (Supporting pupils at school with medical conditions 2015) states that the aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

When the child is medically unfit to attend, parents are required to inform the school by contacting the attendance line or reception on the first day of the absence. Continuous absence due to a medical condition, may necessitate a joint working approach from the school, school nurse, doctors and family. Individual robust healthcare plans will be created for the pupil, along with considering health and safety risk assessments to enable the pupil to attend extra-curricular activities with their peers.

If the child's physical or mental health deteriorates and medical professionals directly involved advise against them attending school, the local authority will be contacted for suitable education alternatives. The child will remain on Sibford School's pupil register throughout this time. The School will maintain regular contact with the family as well as working directly with the alternative provider with the goal being for them to return to school.

Emotional Based School Avoidance (EBSA) is a pattern of absence or refusal to attend school due to anxiety or fear. This could be down to a multitude of factors and requires a holistic and trauma informed assessment to be managed.

Characteristics of EBSA are low mood, fatigue, physical complaints and/or social anxiety. Historically this would have been referred to as school refusal, however the word 'refusal' suggests the pupil is actively making the decision to not attend school which is not the case.

It is generally acknowledged that every day a child is unable to attend school, this compounds their sense of worthlessness and increases the challenge of future attendance. Sibford staff will work with the pupil and their family, offering compassion and empathy to gain a genuine understanding of the pupil's needs. An Emotional Based School Avoidance Individual Action Plan will be completed with the pupil, by a member of the Pastoral team and shared with parents/carers. The plan uses an **Assess, Plan, Do, Review** model, which tracks a pupil's progress and any emerging needs in a timely manner.

Children with SEND needs, may be likely to struggle more with attendance, as they may perhaps lack the communication skills to express their concerns. The Pastoral and Safeguarding team regularly track and analyse attendance data using SIMS, with the knowledge that early identification achieves the best long-term outcomes for the child or young person.

Honour-Based Violence

Staff will also be alert to warning signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage. Staff accept their responsibility to personally report to the police cases where they discover that an act of FGM has been carried out. Discussions will take place with DSL and appropriate external services and advice sought from external teams.

3. Pupil Supervision

The welfare of our pupils at Sibford school is our principal concern. We ensure that pupils are safe and secure and that there are procedures for effectively searching for missing pupils.

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities.

National Minimum Standards for boarding schools (2022), states:

20.6 Staff working within the school know and implement the school's policy, and any local protocols, in relation to boarders going missing and understand their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate

23.5 The school ensures that all adults providing lodgings for boarders on its behalf have undergone suitable safeguarding training at least every three years, and that they understand the school's policy in relation to boarders going missing and their role in implementing that policy.

Pupil Supervision during the school day

Any pupil who is absent from registration and/or lessons during the day without authorisation or explanation is deemed missing and it is the School's responsibility to locate and return them to effective supervision as soon as possible.

Our pupil supervision arrangements are outlined in our Parent Handbook and describe:

- The arrangements for pupils arriving at school and leaving the premises at the end of the day
- The arrangements for supervising the pupils whilst they are in school
- The arrangements for registering the pupils in both the morning and afternoon. For day pupils we take a register of pupils at the start of the morning and afternoon sessions. Parents/guardians are responsible for notifying the school if their child is absent for any reason.
- The school will always contact the parent if the pupil fails to arrive at school without an explanation.

Procedure

All pupils are registered electronically twice a day. The absence of any pupil from registration will be investigated by the School Administrator or School Office who have the responsibility for checking all registers and compiling the absence list. If a pupil does not attend a lesson without cause, teachers will contact the School office and inform them.

The School Office will check whether the missing pupil is in the Health Centre or at an extra lesson, for example etc. Staff must not rely on the information of other pupils. Any concerns about absence noted by the School Office will be passed to the Senior Attendance Champion.

The School Office will check:

Boarding
Signing in and out book in the School Office
Health Centre
Trips/Fixture and other off site activity lists
Music School
Support for Learning lessons
Wellbeing Coach
Safeguarding and pastoral team

Supervision of Prep/After School Activities – Junior School (including EYFS)

The school day finishes at 4:00pm. Where children are staying for a club, Prep, afterschool care or going on school transport, they have a supervised break between 4:00-4:20. For EYFS and KS1 this is in the Early Years outdoor area. For KS2 this is on the netball court.

At 4:20pm, registers are taken on SOCS for children attending clubs, prep and afterschool care, and by clipboard for those travelling on school transport. Pupils on school transport are then accompanied to their buses, while those on clubs, prep or afterschool care are passed into the supervision of the member of staff on duty or running the activity.

Prep, afterschool care and clubs finish at 5:20pm (with the exception of those run by the PE department, which finish at 5:30pm) and collection from these takes place either from the EYFS door (for EYFS and KS1) or from the main corridor (KS2) with pupils handed over to parents or guardians when they arrive..

If children are booked into tea, a register is taken at 5:25 and the children are taken to the dining room at 5:30. Children booked into tea are then supervised while eating and should be collected by 6:00. (See below for the procedure for pupils not collected at the correct time)

Supervision of Prep/After School Activities – Senior School

Prep (during period from 4:30pm – 5:30 pm): After school boarding and day pupils registered for staying for prep/activities have refreshments in the dining room (supervised by the teacher on snack duty). ALL pupils staying for prep should report to their respective bases at 4:30 pm for registration on SOCS (online co-curricular system) by 4:35 pm.

Staff taking in-school activities must check that all pupils have arrived and register on SOCS.

The senior duty staff will visit the Prep bases and reception to check absentees and follow up.

Pupils returning from sporting fixtures should be collected at the advertised time from the swimming pool car park or join prep until 5:30 pm.

After Prep (5:30 pm) staff clear pupil from prep bases, close windows and turn of lights. Boarders go to the Dining Hall for tea and day pupils are collected from the swimming pool car park. (or at 6:00 pm if they have stayed for supper).

In the event of emergency, pupils not collected by 6:00 pm will be taken to Fielding House where they will be supervised until they can safely be collected.

Procedure for a child going missing from the Senior School during the day

If there is no discernible reason for absence, the reception staff will follow the procedures below:

- Report the situation and indicate the pupil's last known whereabouts to a member of the Senior Leadership Team (SLT) in person. It is not sufficient simply to leave an answer phone message.

- A member of SLT will send out an e-mail to staff asking if they have seen the absent pupil or have the pupil in class with them (should a pupil attend the wrong class or activity)
- The friends of the pupil will be asked, and if possible, the missing pupil will be contacted on their mobile phone.
- The school site will be checked.
- If the pupil is still missing the Head or Deputy Head will be informed.

Actions following unsuccessful search

Were a pupil to go missing and **efforts to locate the pupil prove unsuccessful**, then the Head, the Deputy Head (and Designated Safeguarding Lead) or member of SLT will inform the parents or guardians. Depending on the information gained from the parent the following options may be taken:

- DSL or DDSL will contact Police and the Local Authority Designated Officer (LADO).
- The Head the DSL or another member of SLT will inform the Clerk of Committee
- If the pupil is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE)
- A full record of all activities taken up to the point at which the pupil is found, will be made for the incident report. This will be recorded on CPOMS and SIMS.
- Inform UKVI compliance team, if applicable.
- Media questions will be referred to the Head.

Actions following successful search

Actions to be followed when **efforts to locate the pupil are successful**

- Staff will talk with, take care of and comfort the pupil.
- Staff will speak with the other pupils to ensure that they understand events, for example why they should not leave the premises/separate from a group during an outing (see below for Educational visits).
- The Head, the DSL, or another member of SLT will speak with the parents to report the incident, and they will then record in writing in a letter to the parents an account of the incident and a record of the meeting with the parents.
- The Head, the DSL, or another member of SLT will carry out a full investigation, involving, if appropriate, the Police and the local Multi Agency Support Hub.
- Media questions will be referred to the Head.
- Written statements will be invited by all concerned from those with knowledge of the event.

- The written report of the incident will record details of time, place, members of staff, the circumstances in which the pupil went missing, an outline of what was understood to have happened, the length of time during which the pupil was missing and an initial explanation of how the incident appeared to have arisen.
- Debrief with staff involved, to ensure any learning opportunities are recognised and procedures amended accordingly.
- Pupils involved will be advised that an individual risk assessment will be completed for them, for example to ensure their safety on future school trip or fixtures (see below for Educational visits).
- The pupil will complete an assessment with a member of the Pastoral or Safeguarding team to ensure their safety when in school.
- Safeguarding team will liaise with external support services regarding the pupil's safe return and consider future support.
- Support offered to staff involved for their own wellbeing.

Procedure for a child going missing from the Junior School (including EYFS) during the day

- Check with the pupil's friends to see if they know their whereabouts
- Check with the Junior School Administrator who will check the signing in/out books and the register on SIMS
- Inform a member of Senior Leadership Team (SLT)
- Ask all relevant adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Co-ordinate a search of the school grounds, focusing on areas of most recent sightings and areas of high risk (ponds, swimming pool, roads, maintenance yard etc.)
- Ensure other pupils are occupied and care is provided
- As a rule, the younger the pupil, the more quickly secondary action is required. If the pupil is missing from EYFS for more than 5 minutes, the teacher should contact Junior School Reception, who should ask for senior colleagues to attend
- The Junior School Administrator should be the contact point. In their absence, a member of JSLT will ensure that alternative arrangements are in place. This information will be communicated to all by a senior colleague

If the pupil is still missing after immediate searches and investigations, the following steps should be taken:

- The senior colleague should contact the police as soon as it has been ascertained that the child is missing – this may well be within ten minutes
- Telephone parents/guardian and keep them updated
- Staff should continue to search even after the police have been called

Escalation Process during Boarding Hours

If a boarding pupil is identified as missing during the times when pupils are in the Boarding House:

- Boarding Staff will communicate with the Deputy Head and DSL and a coordinated search will take place of the buildings and grounds
- The friends of the pupil will be asked, and if possible, the pupil will be contacted on their mobile phone.
- If the pupil is not located, the Head teacher will be contacted.

Further procedures will be followed in accordance with actions following an unsuccessful search listed in the policy above.

If a pupil fails to return to Boarding from a weekend at home, parents will be called to ascertain the pupil's whereabouts and a member of SLT will be notified and further action taken if necessary.

Pupils Missing on an Educational Visit

The arrangements for our pupils regarding school trips, are set out in detail in the 'Educational Visits, Policy and Procedure'. The purpose of the policy is to establish a framework in which visits and trips can be organised to minimise risk, and to ensure that national standards are met, and best practice is followed.

If pupils are missing on an Education Visit the following will happen:

- An immediate head count will be carried out to ensure that all other pupils are present.
- A member of staff will search the immediate vicinity.
- The remaining pupils will be kept occupied and safe.
- The Head or another member of SLT will be informed by landline or mobile phone.
- The Head or another member of SLT will inform parents, guardians if appropriate, and the Police.
- The member of staff leading the outing should liaise with the venue manager(s) of any locations visited and arrange a search.
- Further procedures will be followed in accordance with actions following an unsuccessful search.

During a residential school visit the additional points below must be considered (day and boarders)

- Follow the centre's guidelines or the school's educational visits risk assessment OR follow the guidelines for boarders in the evening (see relevant section in this policy).
- Ensure that all additional risks are considered such as physical location of the centre, or a location outside of the UK, for example.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be amended.

Procedures to be followed by staff when a pupil is not collected on time (Junior School and Senior School)

Junior School (including EYFS)

If a pupil is not collected by 4:00pm they will join Prep or After School Care. The Junior School Administrator or member of staff on duty will then contact parents/guardians explaining the pupil's whereabouts. If there is no response, a message will be left.

At the end of After School Care or Prep, pupils should be collected from the main Junior School door or EYFS entrance (except for sports clubs which stipulate collection from Sports Hall).

If pupils are not collected, parents/guardians will be contacted and, if need be, a message left. The pupil will be taken to supper by the After-School Care supervisor. If the pupil is not collected by 6pm the parents/guardians will be contacted again, and the pupil will be taken to join the appropriate Boarding House activity. Parents/guardians will be informed as to where this activity will be taking place, and a contact number will be left.

Where a pupil has not been collected by 6:00pm, the Head/SLT will follow up with parents/guardians. If there is still no response from Parents/Carers, advice may/will be sought from the local Multi Agency Safeguarding Hub out of hours line.

Where a pupil has not been collected at 4:15pm on Fridays, the parents should be contacted and messages left on mobile, work and home numbers to say that the child is being looked after – giving the name of the teacher responsible, and the location.

The teacher should inform the Head of Junior School/Head.

All actions by school will be recorded on CPOMS as a safeguarding concern.

Senior School

At the end of the school day Senior School pupils are expected to return to Reception for help if they miss their bus or the adult collecting them does not appear. If a pupil is not collected, reception staff will call the contact numbers for the parents or guardians. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this pupil. During this time, the pupil will be safely looked after.

If there is no response from the parents' or guardians' contact numbers or the emergency numbers, the Head/SLT will contact the relevant authorities. The pupil will join prep followed by boarders' supper and then go to the appropriate Boarding House whilst parents/guardians are located.

We undertake to look after any pupil safely throughout the time that they remain under our care, until such a time as they have been collected by a parent or carer, or until appropriate arrangements have been made.

Where a pupil has not been collected by 6:00pm, the Head/SLT will follow up with parents/guardians. If there is still no response from Parents/Carers, advice may/will be sought from the local Multi Agency Safeguarding Hub out of hours line.

Where a pupil has not been collected at 4:20pm on Fridays, the parents should be contacted and messages left on mobile, work and home numbers to say that the child is being looked after – giving the name of the teacher responsible, and the location. **The Head of Junior School and DSL will keep a record of incidents, where appropriate, where parents/guardians do not collect a pupil from school or are late for no explained or good reason, or where there are repeated incidents.**

If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding (Child Protection) Policy and procedures.

Appendix 1

Attendance codes

- all Code N entries (reason for absence not yet known) will be amended to appropriate code within 5 days
- electronic / backed-up monthly / register and back-ups are stored for 6 years

Codes	SIMS Description	DfE description / explanation	Statistical meaning
I	Present (AM)	Present at the school morning session.	Present
I	Present (PM)	Present at the school afternoon session.	Present
B	Educated off site (not Dual reg.)	Attending any other approved educational activity.	Approved educational activity
C	Other authorised circumstances	Leave of absence for exceptional circumstance.	Authorised absence
C1	Leave of absence – Regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised absence
D	Dual registration	Dual registered at another school.	Attendance not required
E	Excluded	Suspended or permanently excluded and no alternative provision	Authorised absence
G	Family Holiday (not agreed)	Holiday not granted by the school.	Unauthorised absence
I	Illness	Illness (not medical or dental appointment).	Authorised absence
J1	Leave of absence – Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
K	Alternative provision provided by LA	Attending education provision arranged by the local authority	Approved educational activity
L	Late (before registers closed)	Late arrival before the register is closed.	Present
M	Medical/Dental appointments	Leave of absence for the purpose of attending a medical or dental appointment.	Authorised absence
N	No reason yet provided for absence	Reason for absence not yet established.	Unauthorised absence
O	Unauthorised abs	Absent in other or unknown circumstances.	Unauthorised absence
P	Approved sporting activity	Participating in a sporting activity.	Approved educational activity
Q	Unable to attend – lack of LA access arrangements	Unable to attend the school because of a lack of access arrangements.	Attendance not required
R	Religious observance	Religious observance.	Authorised absence
S	Study leave	Leave of absence for the purpose of studying for a public	Authorised absence
T	Traveller absence	Parent travelling for occupational purposes	Authorised absence
U	Late (after registers closed)	Arrived in school after registration closed.	Unauthorised absence
V	Educational visit or trip	Attending an educational visit or trip	Approved educational activity
W	Work experience	Attending work experience	Approved educational activity
X	Non-compulsory school age absence	Non-compulsory school age pupil not required to attend school	Attendance not required
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being available.	Attendance not required
Y2	Unable to attend – Widespread travel emergency	Unable to attend due to widespread disruption to travel.	Attendance not required
Y3	Unable to attend – Unavoidable partial closure	Unable to attend due to part of the school premises being closed.	Attendance not required
Y4	Unable to attend – Unavoidable full closure	Unable to attend due to the whole school site being unexpectedly	Attendance not required
Y5	Unable to attend – Detention sentence	Unable to attend as pupil is in criminal justice detention.	Attendance not required
Y6	Unable to attend – Public health Guidance/Law	Unable to attend in accordance with public health guidance or law.	Attendance not required
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.	Attendance not required
Z	Pupil not on roll	Prospective pupil not on admission register.	Attendance not required
#	Planned whole or partial school closure	Planned whole school closure.	Attendance not required