



## **Pupil Attendance, Registration, Supervision and Missing Pupil Policies**

(This policy applies to all pupils including those in EYFS)

Reviewed      November 2020  
Next Review    September 2021  
Owner          Deputy Head Pastoral

DATE	AUTHOR	PAGE/ PARA	SYNOPSIS OF AMENDMENT
Nov 2020	DHP	7	Amendments to College procedures for registration. Biometric suspended due to Covid 19
		9	Amendments to supervision policy should Covid 19 impact on Pupil freedom of movement.
		14	<b>Yr 13 permitted to work in Houses</b>
		P.25	Addition of Covid 19 Addendum re School Attendance

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## **Part One: Attendance**

### **Policy Statement**

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in school.

Mount Kelly, in keeping with Government expectations will:

- Promote good attendance and reduce absence, including persistent absence;
- Act early to address patterns of absence.
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually.

### **Policy Aims**

- To provide Mount Kelly parents with clear guidance on Government and the School's expectations on School attendance and registration.
- To provide parents and staff with clear understanding of how the School will promote, maintain and monitor pupil attendance.
- To provide staff and parents information on what action the School will take in the event of a pupil failing to attend school regularly.
- Protect the health and safety of pupils at the School
- Ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

### **Documentation**

This policy takes into account the requirements of the following:

- School attendance Guidance for maintained schools, academies, independent schools and local authorities (September 2018)
- Statutory framework for the early years foundation stage (DfE, updated April 2017)
- Independent School Standards Regulations 2014 (DfE, January 2015)
- Boarding schools: National minimum standards (DfE, April 2015).

### **Children at risk of missing education**

The School pays full regard to the statutory guidance 'Keeping Children Safe in Education, 2018' when making arrangements to safeguard and promote the welfare of children. The School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, Mount Kelly will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Where School staff have concerns about a child's attendance, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated to the DSL.

The School will notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the School is required to notify the local authority that a pupil's name is to be deleted from the admission register, the following information will be provided:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

The School, in keeping with Government guidance, 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 days or more.

### **Opting for a Home Education**

Should a parent decide to remove their child from the School for the purposes of a home education they must provide the School with written notification. On receipt of written notification to home educate, the School will inform the pupil's local authority that the pupil is to be deleted from the admissions register.

### **Actions where there are absence concerns.**

<b>Level 1</b>	Absence concerns: Tutor to raise and discuss with Parents – Tutor to monitor.
<b>Level 2</b>	Concerns remain: escalated to Housemaster – Housemaster / Housemistress to discuss with Parents & monitor.
<b>Level 3</b>	Concerns remain: escalate to Deputy Head Pastoral.
<b>Level 4</b>	Safeguarding Concerns: escalate to DSL.

## **Part Two: Registration and Procedures**

### **The Attendance register**

The School will take an attendance register at the start of the first session of each school day and once during the second session. Thereafter, all School staff are required to monitor pupil attendance through lesson monitoring using known procedures.

On each occasion we will record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

Mount Kelly will use its discretion to follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's MIS.

All boarders will be included on the attendance register.

### **Registration**

#### **Pre-Prep (Nursery – Year 2)**

##### **Morning**

- Nursery: The Nursery Manager maintains the Nursery register, a copy of which is handed to the School Office at the end of each week.
- Reception and years 1 and 2: Pupils are registered by the member of staff using the school MIS.
- Unexplained absences are followed up by the School Office between 9.00am and 9.30am.

##### **Afternoon**

- Afternoon registration takes place at 2.00pm.

## The Prep

Prep pupils are registered using the School MIS twice a day with their Form Tutors in designated tutor group bases at the Prep or Pre-Prep at the following times:

AM 08.25 - 8.35  
PM 13.45 – 14.00

Absences are followed up by the School Office and absences are monitored by the Form Tutor and the Deputy Head (Pastoral).

## The College

College pupils will be registered twice a day by staff at the start of AM and PM lessons.

All teachers are required to ensure they are registering their classes. If a pupil is marked as present for the am/pm registers, but is absent from the lesson, the class teacher should make reasonable efforts to place the pupil and to amend the class register as appropriate. If all reasonable checks do not provide satisfactory information about a pupil's whereabouts, the member of staff should use the ALERT function on iSAMs.

Teachers who repeatedly fail to 'monitor' their classes are not fulfilling the School's safeguarding requirements and therefore may face disciplinary action.

If a member of staff is responsible for a school trip it is their responsibility to ensure the pupils are signed out of school.

If a pupil cannot be accounted for within a reasonable time frame, the missing pupil procedure should be invoked.

## Registration of Boarders outside the normal School day/week

Housemasters/Housemistresses and boarding staff at the Prep and the College, take appropriate measures to ensure the safety and welfare of their boarders which will include the regular registration of boarders in House in the evenings and at weekends.

## Registration notice for Parents

**REGISTRATION** procedures are VITAL to ensuring the welfare of your son / daughter. Parents are asked to familiarise themselves with the procedures below:

- **Absence:** If your child is unable to attend school, please make contact with School reception by email or telephone by 9am at the latest.
- If absence continues please advise Reception on a daily basis.
- **Appointments:** Please Inform your child's Tutor (Prep) / Housemaster / Housemistress (College) or the School Reception in advance of any appointment.

- **Late arrival:** Please ensure your child registers / reports to reception before attending classes.
- **Late collection:** If you are late collecting your child at the end of the School day, please inform Reception so a message can be relayed to the pupil so appropriate arrangements can be made to ensure their safety.

### **Sanctions for pupils failing to adhere to the registration procedures**

Pupils failing to register is a safeguarding concern. Whereabouts and safety must always be the first priority, but once presence is established and logged, the following sanctions will apply.

<b>Level 1</b>	Warning
<b>Level 2</b>	Repeated failure to register: School detention.
<b>Level 3</b>	Continued failure to register: Letter from Deputy Head, Pastoral
<b>Level 4</b>	Formal Warning: Letter home from the Principal Deputy Head (College) or the Head of Prep.



## **Part Three: Pupil Supervision**

### **Policy Statement**

The Mount Kelly Governing Body and the Head Master have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The School will ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. All staff have a duty of care to the children, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of a prudent parent.

During the Covid 19 pandemic, appropriate amendments will be made to this policy to ensure it is in keeping with any Government guidance, for example, in the event of the School being forced into lockdown and Pupil movement is affected.

### **Policy aims**

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School
- Ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

### **Responsibility**

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an on-going responsibility to intervene if pupils are in need of supervision.

Any perceived deficiency in supervision should be reported immediately to the Senior Leadership Team for immediate rectification.

## EYFS

<p><b>Before school</b></p>	<ul style="list-style-type: none"> <li>• The class teacher takes responsibility for the pupil once she or he has been signed in. Supervision officially begins at 8:15.</li> <li>• Children arriving before 8:15 must be supervised by their responsible adult, unless a prior arrangement has been agreed with a member of staff.</li> <li>• Staff running Breakfast are responsible for the children until they are escorted to their class.</li> </ul>
<p><b>School trips</b></p>	<ul style="list-style-type: none"> <li>• Staff follow the school protocol for Off Site visits including fixtures.</li> <li>• All potentially hazardous activities are fully risk assessed and the school will ensure the allocation of an appropriate ratio of supervising staff/adults for each activity/trip.</li> </ul>
<p><b>08:15-09:00</b></p>	<ul style="list-style-type: none"> <li>• Pupil registration, assemblies, free play and lessons. All activities supervised by class teacher or staff in charge of that activity.</li> </ul>
<p><b>Lessons</b></p>	<ul style="list-style-type: none"> <li>• Children are in class.</li> <li>• On the occasion of staff absence, cover arrangements are put in place</li> <li>• Staff follow known registration procedures.</li> <li>• Absences are followed up by Reception and monitored by the class teacher.</li> <li>• If a child becomes ill during the day, parents will be contacted and asked to collect the child. The child is supervised by Matron until collection.</li> </ul>
<p><b>Break and Lunch</b></p>	<ul style="list-style-type: none"> <li>• Lunch is taken in the school dining hall. Staff supervise and sit at the tables to eat lunch with the children.</li> <li>• Pupils returning to classrooms are supervised by School staff.</li> <li>• All break and lunch playtimes are directly supervised by School Staff.</li> <li>• At the end of playtime pupils are collected by their next timetabled subject teacher.</li> <li>• During wet weather pupils are supervised by their class teacher in classrooms and / or the Sports Hall.</li> <li>• Nursery maintains the required ratios for the supervision of children.</li> </ul>
<p><b>Post-lessons</b></p>	<ul style="list-style-type: none"> <li>• All clubs/activities are supervised by members of staff. The level of supervision is adequate to ensure the welfare of the whole group.</li> </ul>

	<ul style="list-style-type: none"> <li>• At the conclusion of clubs/activities the member of staff running the club has responsibility of ensuring safe return to either the responsible adult or the After School Club member of staff.</li> <li>• If a club is cancelled pupils are supervised in After School Club until collected by their responsible adult.</li> </ul>
<b>School tea</b>	<ul style="list-style-type: none"> <li>• Children are supervised during tea in the dining room by the lead member of the After School Club.</li> <li>• If a child is not collected by 6:00pm the lead member of staff will escort child to Matron who assumes responsibility for him/her. Parents will be contacted.</li> </ul>

## Prep School

<p><b>Before School</b></p>	<ul style="list-style-type: none"> <li>• <b>Boarders:</b> the Houseparents (or their Deputy) together with the matron are responsible for pupils in the house.</li> <li>• A member of the House staff will wake the boarders, or be available to check on those who are 'ill'.</li> <li>• <b>Day Pupils:</b> Are able to join Breakfast Club at 07.30</li> <li>• Breakfast is supervised by Breakfast Club staff.</li> </ul>
<p><b>School Trips</b></p>	<ul style="list-style-type: none"> <li>• Staff follow the School protocol for off-site visits, including fixtures.</li> <li>• All potentially hazardous activities are fully risk assessed and the school will ensure the allocation of an appropriate number of supervising staff for each activity / trip.</li> </ul>
<p><b>Swimmers</b></p>	<ul style="list-style-type: none"> <li>• Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by catering's duty supervisor. As for breakfast, the duty supervisor may call upon additional assistance from SLT if needed. After breakfast swimmers move to their form class where they are registered.</li> </ul>
<p><b>08:10 – 08.25</b> <b>08:25 – 08.40</b></p>	<ul style="list-style-type: none"> <li>• Registration takes place in the Form room from 08.25 – 08.35.</li> <li>• At 08.35 the class is escorted to assembly by the Form Tutor.</li> </ul>
<p><b>Lessons</b></p>	<ul style="list-style-type: none"> <li>• Pupils attend lessons.</li> <li>• On the occasion of staff absence cover arrangements are put in place.</li> <li>• Staff follow known 'Registration procedures'. Absences are followed up by Reception and monitored by the Deputy Head (Pastoral).</li> </ul>
<p><b>Break and Lunch</b></p>	<ul style="list-style-type: none"> <li>• Lunch: is taken centrally in the Prep dining hall – the duty team and teaching staff supervise the dining room.</li> <li>• Pupils playing outside after lunch are under the care of the Duty Team.</li> <li>• Pupils undertaking lunchtime activities are supervised by the teacher in charge of the activity.</li> </ul>
<p><b>Signing Out</b> 16:35-16:45 17:30-17:45</p>	<ul style="list-style-type: none"> <li>• Pupils sign out once they have been collected from the Front Hall by their parent / carer / responsible adult.</li> <li>• If the School has received written permission a pupil in Year 7 or 8 may sign themselves out.</li> <li>• A member of the Duty team is present to assist with signing out.</li> <li>• No child is allowed to leave the school premises without signing out.</li> <li>• If a child is not collected they will join the supervised Prep club.</li> <li>• All sporting activities are supervised by members of staff. The levels of supervision are adequate to ensure the welfare of the whole group.</li> <li>• If sport is cancelled, pupils are supervised by the teacher running the sport.</li> </ul>
<p><b>Games Sessions &amp; off Games</b></p>	<ul style="list-style-type: none"> <li>• Changing for games, beforehand and afterwards is remotely supervised by School Staff.</li> <li>• All Games sessions are directly supervised by School Staff.</li> <li>• Pupils who are off games are supervised by School staff and attend one of the following according to need:             <ul style="list-style-type: none"> <li>○ Sick-bay</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The Blue Room</li> <li>○ The Boarding House</li> <li>○ The games activity</li> </ul>
<b>After School Clubs</b>	<ul style="list-style-type: none"> <li>● Pupils who have signed up to an after school club make their way to the correct location where the member of staff assigned to that club will undertake the activity and supervise.</li> <li>● If a child is unable to attend, they must inform the member of staff responsible.</li> <li>● At the end of the club, the member of staff will accompany the children to the Front Hall for signing out.</li> </ul>
<b>Boarders' Supper After-School Care</b>	<ul style="list-style-type: none"> <li>● Boarders have supper from 17.30 under the supervision of the Houseparents and Prep Deputy Head Boarding.</li> <li>● Day children signed in for supper, are welcome to join the Boarders and attend the supervised After School Care thereafter in the Conservatory.</li> </ul>
<b>Saturdays &amp; Sports Fixtures</b>	<ul style="list-style-type: none"> <li>● There is a Boarding Staff rota for the weekend.</li> <li>● Pupils playing representative sport are supervised by the member of staff responsible for their team. Coaches carry out agreed protocols for away fixtures / matches and ensure close liaison with parents for collection. Coaches will not leave the premises until all children have been collected.</li> <li>● Pupils involved in Saturday activities are supervised by the member of staff i/c. Registers are taken.</li> <li>● Pupils remaining in-house are supervised by a rota of teaching staff.</li> <li>● <b>Boarders:</b> Houseparents or the Deputy Head Boarding return to duty from 16.30 and are responsible with an Assistant Matron and GTA for the boarders at the Prep.</li> <li>● Boarders are closely supervised throughout the day and have regular activities.</li> </ul>
<b>Sundays</b>	<ul style="list-style-type: none"> <li>● Boarders are the responsibility of the duty boarding staff.</li> <li>● Regular checks / roll calls are held throughout the day</li> <li>● The Sunday trip is organised by the duty member of staff. Appropriate ratios and risk assessments are put in place according to school policy.</li> </ul>

## College

<p><b>Before School</b></p>	<ul style="list-style-type: none"> <li>• Boarders: the Hm, together with the matron, is responsible for pupils in their House.</li> <li>• A member of the House staff will wake the boarders, or be available to check on those who are 'ill'.</li> <li>• Day Pupils: the Hm or designated tutor takes responsibility for the pupil once he/she has arrived at the House. Day pupils can arrive at their Houses from 08:00.</li> <li>• Breakfast: is supervised by the catering staff's duty supervisor – the duty supervisor can call upon the catering manager and the SLT if required.</li> <li>• Chapel / Assembly is overseen by the Principal Deputy Head, with the assistance of School Monitors.</li> </ul>
<p><b>School Trips</b></p>	<ul style="list-style-type: none"> <li>• Staff follow the School protocol for off-site visits, including fixtures.</li> <li>• All potentially hazardous activities are fully risk assessed and the school will ensure the allocation of an appropriate number of supervising staff for each activity / trip.</li> </ul>
<p><b>Swimmers</b></p>	<ul style="list-style-type: none"> <li>• Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by catering's duty supervisor. As for breakfast, the duty supervisor may call upon additional assistance from the Principal Deputy Head if needed.</li> </ul>
<p><b>Lessons</b></p>	<ul style="list-style-type: none"> <li>• Pupils attend lessons.</li> <li>• On the occasion of staff absence cover arrangements are put in place.</li> <li>• Staff follow known Registration procedures. Absences are followed up by Reception and monitored by Tutors, Hms and the Deputy Head (Pastoral).</li> <li>• Year 12 pupils not in lessons are required to work in the Library, and are registered as for a taught lesson.</li> <li>• Year 13 pupils not in lessons may work in their Houses</li> <li>• Sixth Form pupils are permitted to leave the school site after lunch if they have no commitments. Boarders sign out from their Houses, Day pupils from School Reception.</li> </ul>
<p><b>Break and Lunch</b></p>	<ul style="list-style-type: none"> <li>• Breakfast &amp; lunch are taken centrally in the dining hall – SLT supervise the dining room on both occasions.</li> <li>• The majority of pupils return to their Houses at break and during lunch. Houses are staffed by House staff. In the unusual event of a House not having a member of staff present, Houses have clear instructions posted on what to do / who to contact in an emergency.</li> <li>• Pupils undertaking lunchtime activities are supervised by the teacher i/c</li> </ul>
<p><b>Post Lessons &amp; Early Evening Games and Activities</b></p>	<ul style="list-style-type: none"> <li>• Games and afternoon activities are compulsory, and all pupils are to be registered at the start of an activity.</li> <li>• All sporting activities are supervised by members of staff. The levels of supervision are adequate to ensure the welfare of the whole group.</li> <li>• Pupils who are off games will be <b>either</b> in a sick-bay or in their House and supervised by a member of the House staff <b>or</b> they will be on the sports field supervised by the teacher running the activity. The Library may also be used for pupils sufficiently well to complete academic work.</li> </ul>

	<ul style="list-style-type: none"> <li>• If sport is cancelled, pupils are supervised by the teacher running the sport.</li> <li>• Day pupils may be collected from the Parade Ground and School buses depart at 17:40.</li> <li>• Reception is manned until 18:00: any pupil who misses their transport reports to Reception or their House.</li> <li>• At the conclusion of lessons, sport or activities, responsibility for supervising pupils, returns to the House staff.</li> <li>• Pupils permitted an exeat into town must sign out (and back in) from their Houses.</li> <li>• Pupils must return in time for School tea (unless they have agreed otherwise with their Hm)</li> </ul>
<b>School Tea</b>	<ul style="list-style-type: none"> <li>• Tea is supervised by the catering staff's duty supervisor and attendant staff.</li> </ul>
<b>Evening 19.00 - Beds</b>	<ul style="list-style-type: none"> <li>• Roll call take place in House and absences are followed up by duty House staff.</li> <li>• Pupils leaving the House must only do so with permission from staff. They are required to sign out and back in.</li> <li>• Additional checks are made throughout the evening.</li> <li>• Prior to lights out all boarders will be seen by a member of the House staff during their final House check.</li> <li>• House staff will perform a 'security check' according to the needs of each House.</li> <li>• Overnight supervision is the responsibility of the House staff: If emergency medical treatment is required boarders know procedures.</li> </ul>
<b>Weekends: General</b>	<ul style="list-style-type: none"> <li>• If a boarder has been granted an exeat, the Hm will carry out the agreed procedures to ensure the continued health and safety of the pupil. <i>This protocol is also relevant to mid-week overnight exeats.</i> (See Protocol for Exeats)</li> </ul>
<b>Weekends</b>	<ul style="list-style-type: none"> <li>• Pupils involved in School games / matches are the responsibility of the Coach. Coaches follow agreed protocols for away fixtures / matches.</li> <li>• Boarders not involved in matches are the responsibility of the House staff.</li> <li>• Boarders are permitted an exeat into town – they must sign out (and back in) from their House.</li> <li>• Boarders are expected back into their Houses for an evening roll call by 19:00, whereupon regular evening checks are made.</li> <li>• Various off-site school trips are organised, and staff ensure risk assessment protocols are followed.</li> </ul>

## **Missing pupil Policy**

### **Policy Statement**

The safety of our pupils is our paramount concern. Every adult who works at the school appreciates that he or she always has a key responsibility for helping to keep pupils safe . In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head Master and Senior Leadership Team (SLT).

Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform a member of SLT without delay.

All new staff will receive induction into the importance of effective registration and supervision of pupils.

The Head Master and SLT have a wide discretion in relation to procedures in this policy and adaptations can be made where considered necessary and in the best interests of the pupil/s.

### **Policy aims:**

Through the operation of this policy we aim to:

- promote the safety of pupils at all times;
- ensure that School staff know how to respond if a pupil goes missing.
- For the purposes of this policy, the term ‘missing’ refers to a pupil being absent without authorisation or explanation.

### **Registration and Supervision Procedures**

The Prep and College operate known registration and supervision procedures which play a central role in ensuring the safety and well-being of our pupils. For full details please see the Registration and Supervision Policies.

### **Definition of ‘missing’**

A ‘missing’ pupil during the normal school day may be defined as: ‘a pupil who has registered at either the AM or PM registration slot, but fails to make class or a known activity and whose whereabouts cannot be accounted for’.

Outside of normal school hours, a missing boarder is ‘a pupil who fails to be present for any of the house roll calls and routine checks as to their whereabouts fail to locate them within a reasonable timeframe according to the age of the pupil’.



## Early Year Procedures

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is declared missing, the following actions will be taken:

1. A register is taken to ensure all the other children are accounted for.
2. Head of the Pre-Prep informed.
3. All adults and children asked when they last remember seeing the child.
4. Other children are to be occupied in their classroom(s) by reading to them.
5. A thorough search of the Pre-Prep Department, checking all spaces, cupboards, washrooms where a small child might hide.
6. Doors and gates checked for signs of entry/exit.

If the child is not accounted for, the following steps are to be taken:

1. Head of Prep and the DSL for EYFS informed.
2. A thorough search of the rest of the school premises and grounds is conducted.
3. Head of Prep will inform the child's parents and explain what steps have been set in motion. Parents will be asked to attend the school at once.
4. Head of Prep to inform the Head Master and the Chairman of Governors.
5. Police notified by Head of Prep.
6. The DSL for EYFS will inform the Devon Safeguarding Board.
7. The School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
8. Head of Prep to inform Ofsted.
9. Bursar to inform the School Insurers.
10. If the child is injured, a report would be made under RIDDOR to the HSE by the relevant member of staff.
11. An appointed member of staff will complete an Incident Report.

Actions to be followed by staff if a child goes missing on a School trip.

1. Member of staff i/c informs the Head of Prep immediately.
2. A member of staff will conduct a head count to ensure all other children are accounted for.
3. Staff, with the assistance of venue staff will conduct a thorough search of the immediate vicinity.
4. The remaining members of the party will be returned to school.
5. Thereafter procedures are as above from point 3 onwards.

**NB** The enhanced supervisory arrangements for outings are set out in a detailed policy document: "Educational Visits for EYFS Children." Both documents are available to Parents / Carers on the School website [and can be provided to parents on request]. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

### **Actions to be followed by staff once the child is found:**

- Talk to, take care of and if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises or separate from a group on an outing.
- The Head of Prep will speak to the parents to discuss events and give an account of the incident.
- The Head of Prep will undertake a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- All media queries will be referred to the Head of Prep.

### **Procedures to be followed by staff when a child is not collected on time**

- If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers.
- If there is no response, the Head of the Pre-Prep will call the emergency numbers held on the child's file.
- If there is no response from the parents' or carers' or the emergency numbers when the premises are closing, the Head of the Pre-Prep will contact the Social Care Duty Officer on 01392 386990.
- Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will liaise with the Police.
- The Head of Pre-Prep will make a full written report of the incident.

### **Collection other than by an adult with parental responsibility**

- Staff will never hand over a child to an unknown individual without parental consent.
- If an unknown individual presents at the Pre-Prep to collect a child a member of staff will immediately ring the parents to confirm that they have been given permission by the parent / carer to collect the child.
- A password system is utilised to ensure those who are not parents / carers are *bona fide*.

## **Prep and College Procedures**

During the School day

1. Before a pupil is declared 'missing' the member of staff will make a number of routine checks which can include:

- Asking the pupil's friends / siblings for suggestions about their possible whereabouts
- Referring to the iSAMS out of school list
- Checking with Reception that the pupil has not been signed out for an appointment
- Checking music lessons, off games lists
- Checking with the Hm / Tutor for parental emails
- Contacting sick bay / matron / Health Centre
- The Learning Support room
- Information concerning sports fixtures/activities/school trips

2. If the child is still not located a member of the SLT will be informed. At the Prep the Head of Prep will be informed. A member of the SLT / Head of Prep, will establish an incident control room and lead in the search for the recovery of the missing pupil.

3. The designated member of the SLT will undertake a range of further checks. This will include:

- Speaking with pupils / friends / siblings of the missing pupil.
- Carrying out another search including a sweep of school grounds.
- Attempting to contact the pupil via a mobile device, and leaving a message for them to contact the school.
- Alerting all relevant staff to the possibility of there being a missing pupil.
- A local area check.

Note: The timescale of events will be determined by the age and vulnerability of the pupil, the time of day and any other factors deemed relevant to the pupil / situation. If there is a belief that the pupil is especially vulnerable the process should be escalated accordingly.

4. If the pupil is not located the Head Master will be informed.

5. Parents will be contacted by a member of the SLT.

6. If the parent is unable to shed light on the pupil's whereabouts and all reasonable measures have been exhausted, the Police will be contacted and advice taken on the next course of action.

### **Procedure for a missing boarder**

Measures for a missing boarder are similar to those of a pupil during normal school hours in that once routine checks fail to establish the whereabouts of a boarder a member of the SLT will be informed and points 2 – 6 (above) will be followed.

### **Routine checks for boarding hours include:**

- Check with other boarders and ask them if they have any knowledge of the missing boarder's whereabouts, following up suggestions.
- Trying to make contact with the boarder by mobile device – leaving them a voicemail / message to ask them to make immediate contact.
- Checking the pupil is not on a known trip / outing.
- Checking known activities e.g library / Art / debate / lecture etc.
- Checking with other Houses that the pupil is not 'visiting unannounced'.
- Conducting a search of the House and immediate House area.

### **Procedure for pupils missing during or following a school trip or visit**

The School's Educational Visits policy and detailed procedures for staff organising visits provide a framework for managing school visits, taking into account the School's safeguarding and health and safety responsibilities.

Appropriate staff supervising ratios are agreed and supervising arrangements will be relevant to the locality, age of pupils and type of activity.

The following procedures apply if a pupil goes missing on a school trip or visit. The member of staff in charge will:

- attempt to contact the pupil - leaving them a voicemail / message to ask them to make immediate contact.
- organise for accompanying staff / volunteers to search the immediate vicinity and/or the group's recent locations.
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts.

If the pupil is not located, the member of staff in charge will contact a member of the SLT at School.

If the trip is taking place during school holidays, the designated member of the SLT for the trip will be contacted.

The designated member of SLT will agree with the member of staff in charge of the trip the procedure for contacting the pupil's parents and if necessary the Police.

### **Information to be provided to the Police**

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing

- any relevant comments known to have been made by the pupil

The school will liaise with social services in accordance with local inter-agency procedures.

#### **Once a pupil has been found**

- Inform Parents, carers and House staff immediately
- If the pupil has minor injuries the School Nurse / Matron should be informed immediately and the pupil tended to.
- If the pupil is seriously injured the emergency services should be called.
- If the pupil has been found unharmed, but is 'upset or troubled', the following needs to be considered:
  - Was the absence deliberate or has the pupil broken school rules? If so, appropriate sanctions may apply.
  - Is the pupil distressed about some element of school life? If so, this needs to be recorded on MyConcern and followed up immediately by relevant staff.
  - Is there a safeguarding concern? If so, refer the matter immediately to the DSL in line with School safeguarding procedures.

#### **Records of incidents**

The School will keep a full written record of any missing pupil incident involving the police and/or social services, and/or the local authority pupil attendance services.

#### **Review**

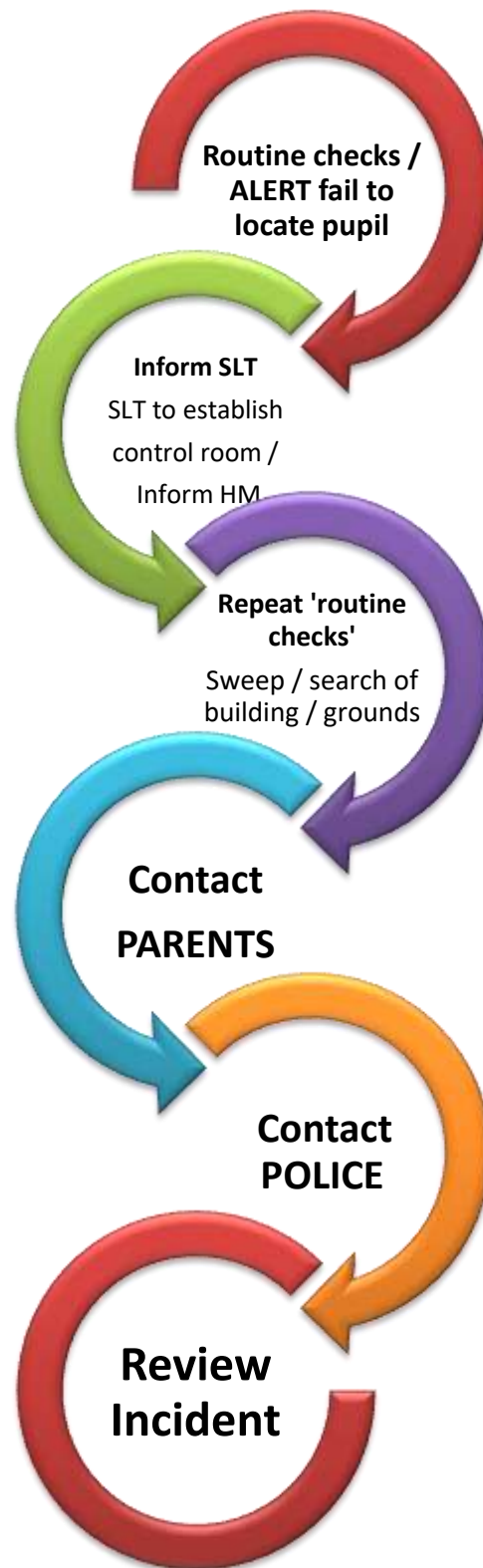
This policy is reviewed annually, or as and when new statutory guidance to schools may apply, and updated as necessary. In undertaking the review the school will take into account any records of incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils and / or lessons learned from any missing pupil incident.

## Missing Pupil Report

<b>Name of Pupil</b>	
<b>Age / D.O.B</b>	
<b>Date of Incident</b>	
<b>Time</b>	
<b>Incident Report</b> <b>To include:</b> <ul style="list-style-type: none"><li>• Location / venue</li><li>• Action/s taken</li><li>• Staff involved</li><li>• Time at which SLT was informed.</li><li>• Time at which HM was informed.</li><li>• Time at which parents were contacted.</li><li>• Time at which Police were alerted.</li><li>• Time / location pupil was found.</li><li>• Pupil's demeanour / mood</li><li>• Pupil explanation reasons for being missing</li></ul>	

Signed	
Print Name	
<p><b>Review of Incident</b></p> <ul style="list-style-type: none"> <li>• Reviewed by</li> <li>• Outcomes</li> <li>• Lessons learned</li> </ul>	
Signed	
Print Name	

## Missing Pupil Pathway





## Attendance policy: coronavirus addendum

### 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

### 2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

### 3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

### 4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

#### **4.1 Pupil develops symptoms or lives with someone who does**

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the pupil's test result is negative:** the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

**If the person the pupil lives with tests negative:** the pupil will stop self-isolating and return to school

#### **4.2 Pupil or a 'close contact' of theirs receives a positive test result**

The pupil's parent/carer must notify the school about the positive test result as soon as possible by contacting the relevant School Reception.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

#### **4.3. Pupil has to quarantine after travel abroad**

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

#### **4.4 Pupil is required to shield during a local lockdown**

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter to the relevant School Reception

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

#### **4.5 Remote learning provision**

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education via the Microsoft Teams platform.

### **5. Recording attendance**

We will take our attendance register at the start of the first session of each school day and once during the second session.

Should a pupil be unable to attend for reasons related to coronavirus the relevant absence codes will be used (See below)

## 6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will discuss with the parent/ carer and if appropriate, the child and try to resolve the situation by explaining the protective measures the school is taking to keep pupils safe

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown

