



# **ATTENDANCE AND CHILDREN MISSING EDUCATION POLICY & PROCEDURES**

**Last Review Date:** November 2023

**Policy Owner:** P Rich (Acting Head and DSL)

**Approved by:** Dr E Waite (Safeguarding Governor)

**Next Review Date:** November 2024

<b>1. Aims</b>	<b>3</b>
<b>2. Legislation and guidance</b>	<b>3</b>
<b>3. Roles and responsibilities</b>	<b>3</b>
3.1 The Governing Board	4
3.2 The Acting Head (Mrs Rich)	4
3.3 The designated senior leader responsible for attendance (Mrs Rich)	4
3.4 The Pastoral Lead (Ms Lansdell)	4
3.5 Form Tutors and Classroom teachers	4
3.6 School reception staff	5
3.7 Parents/Carers	5
3.8 Students	5
3.9 Other Key Contacts	5
<b>4. Recording Attendance</b>	<b>5</b>
4.1 AM and PM Attendance register	6
4.2 Unplanned Absence	6
4.2.1 Absence for longer than 5 days	6
4.3 Planned Absence	6
4.5 Following up Unexpanded Absence	7
4.6 Reporting to parents/carers	7
<b>5. Authorised and Unauthorised Absence</b>	<b>8</b>
<b>6. Strategies for promoting attendance</b>	<b>8</b>
<b>7. Attendance Monitoring</b>	<b>8</b>
7.1 Monitoring Attendance	9
7.2 Analysing Attendance	9
7.3 Using data to improve Attendance	9
7.3 Reducing persistent and severe absence	9
<b>8. Monitoring arrangements</b>	<b>10</b>
<b>9. Links with other policies</b>	<b>10</b>
<b>10. Children Missing Education (CME)</b>	<b>10</b>
Why do children miss education?	10
Children at particular risks of missing education	11
Roles and responsibilities	11
Families	12
Safeguarding	12
Admissions register	13
Removing a student from the admissions register	14
<b>11. Procedures linked to attendance and CME</b>	<b>14</b>
Actions to be followed by staff if a student goes missing from the school.	14
Actions to be followed by staff if a student goes missing on a school trip	15
Actions to be followed by staff once a student is found	15

Procedures to be followed by staff when a child is not collected on time	16
Procedures to be followed by staff when a child is out of class	16
Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence	16

## **Appendix 1: Attendance Codes** 17

### **1. Aims**

We are committed to meeting our obligation in regard to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### **2. Legislation and guidance**

This policy meets the requirements of the working together to improve school attendance documents from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006,
- The Children Act 1989
- The Children Act 2004

It also refers to:

- School census guidance
- DfE 'Children missing education - Statutory guidance for local authorities' - Sept 2016
- DfE 'Keeping children safe in education' Sept 2023
- DfE 'Working together to safeguard children' 2018
- DfE 'Mental health issues affecting a student's attendance: guidance for schools'
- DfE 'Working together to improve school attendance' Sept 2022

### **3. Roles and responsibilities**

at

### **3.1 The Governing Board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Acting Head to account for the implementation of this policy

### **3.2 The Acting Head (Mrs Rich)**

The Acting Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- The creation of an engaging learning environment that is conducive to promoting good attendance and punctuality amongst the student body.

### **3.3 The designated senior leader responsible for attendance (Mrs Rich)**

The designated safeguarding lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- The designated senior leader responsible for attendance is (Currently - Mrs Rich Acting Head but will be Director of Studies once appointed)

### **3.4 The Pastoral Lead (Ms Lansdell)**

The Pastoral Lead is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Acting Head
- Working with the DSL to tackle persistent absence

### **3.5 Form Tutors and Classroom teachers**

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via RM Integrus to the school office before the end of the morning and afternoon registration period closes.

Classroom teachers are responsible for recording lesson attendance each day, using the available codes. They must submit this information via RM Integrus before the end of each lesson.

Classroom Teachers and Subject Leaders are responsible for the promotion of an environment that is conducive to learning, in line with the Curriculum, Teaching and Learning, and, by implication, conducive to good attendance and punctuality.

### **3.6 School reception staff**

School reception staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Heads of Key Stage and/or Pastoral Lead in order to provide them with more detailed support on attendance when required

### **3.7 Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before 8.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside the school day
- Write to the Acting Head for permission if they would like to take their child out of school during term time

### **3.8 Students**

Students are expected to:

- Attend every timetabled session and on time

### **3.9 Other Key Contacts**

Designated Safeguarding Lead – Mrs Philippa Rich [prich@canburyschol.co.uk](mailto:prich@canburyschol.co.uk)

Deputy Designated Safeguarding Lead – Ms Louise Boggi [lboggi@canburyschol.co.uk](mailto:lboggi@canburyschol.co.uk)

**AfC Lead Officer for Children Missing Education** - Sheldon Snashall (Associate Director for student Support)

020 8547 5268

[sheldon.snashall@achievingforchildren.org.uk](mailto:sheldon.snashall@achievingforchildren.org.uk)

### **The Education Welfare Service at AfC**

Can support with general advice and guidance to independent schools however, their involvement with individual students is limited to statutory processes which are: prosecution for persistent absence, CME investigations (where the whereabouts of the child is unknown despite school contacts, and they have been absent for six days or longer) and Elected Home Education.

[ews@achievingforchildren.org.uk](mailto:ews@achievingforchildren.org.uk)

## **4. Recording Attendance**

### **4.1 AM and PM Attendance register**

We will keep an attendance register, and place all students onto this register.

Registers are taken twice daily. It is a legal obligation for staff to complete the register.

The register for the first session will be taken at 8.10am and will be kept open until 8.15am. The register for the second session will be taken at 1.35pm and will be kept open until 1.45pm

Form tutors will mark:

/ \ = Present

N = 'No' mark (means not present)

L = Late (with amount of time late added)

The reception team will review the AM and PM registers and add further information, such as:

- Whether the absence is authorised or not
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

Students must arrive in school by 8am on each school day.

Should the electronic system not work for any reason, reception will have paper registration forms which can be completed in ink and returned, completed, to the school reception. The reception team will update all records once the system is working again.

### **4.2 Recording lesson attendance**

N.B

If a child is marked as a C/L etc on the morning register, it pulls through to the class register and there is no option to amend the code.

To fix this, staff must go to:

- Modules, Attendance, Student day attendance.
- Input the name of the student in question.
- This will then give you access to all the codes.
- You can then input the correct code.

### **4.2 Unplanned Absence**

The student's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8.15am or as soon as practically possible by calling or emailing the school reception staff (see also section 7).

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### **4.2.1 Absence for longer than 5 days**

For those students who are absent from school for five consecutive school days after an authorised absence, we will make contact after the five days with home to ask for an update and to discuss a plan for moving forwards. This plan will be monitored regularly (Responsibility - Pastoral Lead).

#### **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

If a parent/carer would like to request a leave of absence for the child this must be sent via email to the Acting Head.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and Punctuality**

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the AM and PM register has closed will be marked as L= Late before registers closed OR U = Late after registers closed

Any student who is late must sign in at reception. The reception team will enter them on our electronic register system on RM Integris, with the appropriate code.

Form tutors are best placed to spot early issues with lateness and punctuality. Any concerns should be discussed with Heads of Key Stage, Pastoral Lead, Director of Studies and/or the DSL.

The Director of Studies and Pastoral Lead will review half termly data on punctuality from RM Integris and decide next steps for student support in liaison with Heads of Key Stage, form tutors and the DSL (if necessary).

#### **4.5 Following up unexplained Absence**

If any students are absent for morning registration and a letter, email, or phone call has not been received by 8.15am, the reception staff will follow the bullet point steps below.

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Email the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason and follow up with a call. If the school cannot reach any of the student's emergency contacts, the school may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the child's local Children's Safeguarding Team

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels via their school report, which is sent termly.

If a child's attendance falls below 85% then contact will be made with families and a support plan decided, unless there is a known reason/need.

*See below "Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence" for further information*

### **5. Authorised and Unauthorised Absence**

The Acting Head will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Acting Head's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted via email as soon as it is anticipated and, where possible, at least two weeks before the absence. The Acting Head may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

### **6. Strategies for promoting attendance**

Students who have made positive progress with their attendance can be celebrated in the school's weekly newsletter. This will be worded carefully.



Due to the profile of our school, we must be very mindful of the way in which we celebrate attendance as numerous students have medical or mental health appointments that will always impact their attendance data and as such will never be able to have 100% attendance.

## **7. Attendance Monitoring**

Reports are formally downloaded from our MIS system half termly and reviewed by SLT, the DSL, Pastoral Lead, Heads of Key Stage and Form Tutors. Those students with a percentage of less than 85% will be flagged and the data will be investigated further. If there are unexplained reasons for this absence or there is no support plan in place already, one will be drawn up.

If a support plan is already in place, but there has been no improvement in the student's attendance, or it has further reduced, the plan will be reviewed by all key staff involved with the student (such as the SENCO, Mental Health Lead, DSL, etc).

*See below "Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence" for further information*

### **7.1 Monitoring Attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether there are particular groups of children whose absences may be a cause for concern

The school will compare attendance data to the national average (for Special Schools - due to the profile of our students), and share this with the governing board termly.

### **7.2 Analysing Attendance**

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve Attendance**

The school will:

- Provide regular attendance reports to form tutors, Heads of Year and SLT, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.3 Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Refer to the child's local safeguarding board

For unauthorised absence, we will make the parents/carers aware that the absence has been logged as unauthorised in the first instance, and give them an opportunity to explain the absence.

If we still believe that the absence should be logged as unauthorised the mark will remain as such. Unauthorised absences are tracked in the same way as absences, and the above actions will be carried out to try and improve the child's absence.

*See below "Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence" for further information*

## **8. Children Missing Education (CME)**

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority (LA) has a legal duty to identify when they are CME and help them back into education. This policy highlights what Canbury School will do to help the LA with its duty.

For the purpose of this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere.

This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

### **Why do children miss education?**

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation, including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures. (KCSiE 2023)

### **Children at particular risks of missing education**

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates students who are most at risk of missing education:

- Students at risk of harm or neglect – where this is suspected, child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per Canbury School's safeguarding procedures.
- Children of gypsy, roma and traveller (GRT) families – if a GRT student leaves Canbury School without naming their next destination school, the school will contact the LA.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, the DSL will consult with SPA for advice.
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18).
- Children who cease to attend Canbury – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families/unaccompanied minor – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

### **Roles and responsibilities**

Canbury School will:

- Enter students on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified that the student will attend the school (Responsibility - Admissions Registrar).

- Undertake reasonable enquiries to establish a reason for the absence if a student fails to attend the school on the agreed or notified date, and will notify the LA at the earliest opportunity (Responsibility - Admissions Registrar and DSL).
- Keep an accurate and up-to-date admissions register by encouraging families to inform them of any changes (Responsibility - Admissions Registrar).
- Notify the LA within five days of a student that has joined the school at a non-standard transition point (Responsibility - Admissions Registrar).
- Monitor students' attendance through a daily register AM and PM register and also a lesson register (Responsibility - Form tutors, teachers and Deputy Head Pastoral/Pastoral Lead).
- Inform LAs of students who are regularly absent from school or those with under 85% attendance on a half termly basis (applicable to those who have EHCPs only), or who have missed 10 school days or more without permission (applicable to all) (Responsibility - DSL) - *see the section below on "Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence" for further information*
- Notify the LA if any student is to be deleted from the admission register (Responsibility - Admissions Registrar).
- Provide information to the LA regarding standard transitions, if requested to do so by the LA (Responsibility - Admissions Registrar).

### **Families**

Student's families are responsible for ensuring that their children of compulsory school age are receiving suitable full-time education.

Student's families are responsible for notifying Canbury School in writing where they will be home-schooling their child, where the child is registered at another school or will be attending another school in future, in order for the child to be removed from the admissions register.

Student's families will notify the school regarding any absences or changes to the student's education arrangements.

### **Safeguarding**

For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may take action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care department or the Police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contact the student's family, extended relatives and neighbours using known contact details. Where possible, the school will hold at least two but ideally three different contact details for each student
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements, and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the student moved originally
- Check with any LA and school to which a student may have moved
- Check with the LA where the student lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct home visits using an appropriate team i.e. EWO, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate once all the facts of the case have been taken into account.

### **Admissions register**

It is important that the school's admission register is accurate and kept up to date. Canbury school will regularly encourage families to inform them of any changes whenever they occur, through using existing communication channels such as emails and newsletters. This will assist both the school and LA when making enquiries to locate children missing education.

Students will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified as the date that the student will attend the school. Once a student has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all the details contained on the admissions register for the new student.

This duty does not apply when a student's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by the school i.e. Year 7 – unless the LA requests that such returns are to be made.

Where a parent notifies a school that a student will live at another address, Canbury School is required to record in the admission register the following:

- the full name of the parent with whom the student will live;

- the new address;
- the date from when it is expected the student will live at this address.

Where families notify the school that the student is registered at another school, or will be attending a different school in future, Canbury School will record the following information on the admissions register:

- The name of the new school
- The date when the student first attended, or is due to attend, that school.

Families are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time. If a parent/carers notifies Canbury School the student will be deleted from our admissions register and the LA informed.

### **Removing a student from the admissions register**

Canbury School will notify the LA when a student's name is to be removed from the admission register at a non-standard transition point under any of the 15 grounds set out in the Regulation 8 of the Education (student Registration) (England) Regulations 2006.

This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by the school – unless the LA requests that such returns are to be made.

The school will notify the LA that a student is to be removed from the admissions register as soon as any of the criteria are met and no later than the time at which the student's name is actually removed.

If a student's name is to be removed from the admissions register, the school will provide the LA with the following information:

- The full name of the student
- The full name and address of any parent/carers with whom the student lives
- At least one telephone number of the parent/carers with whom the student lives
- The full name and address of the parent/carers who the student is going to live with and the date the student is expected to start living there, if applicable
- The name of the student's new school and their expected start date, if applicable
- The ground in regulation 8 under which the student's name is to be removed from the admission register.

## **9. Procedures linked to attendance and CME**

### **Actions to be followed by staff if a student goes missing from the school.**

It should be noted that as soon as a student is identified as being missing that a decision must be made by the member of staff about the steps to be taken and the entry level for following the guidance below. For example, the entry level for steps to be taken might be different for a student missing a register/roll call than it would be for a student who has not returned from being off site.

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible. If a student is found to be missing, we will carry out the following actions:

- Check the attendance register and Signing In/Out digital log
- Check the staff bulletin for absence and late students
- Speak to other students to see if they have any information
- Send a blanket email to Teaching Staff and Reception to ascertain a child's whereabouts
- Inform the Lead Pastoral/DSL that the child is unaccounted for
- Use the tannoy to ask for the student to make their way to reception
- Inform the Acting Head
- Try to make contact with the missing student by telephone and consider email
- A decision will be made regarding contacting the family of the missing student. They will have the situation explained to them, what steps have been set in motion, and they may be asked to attend the school
- A decision will then be made regarding contacting the Police.

When a missing student is found, an investigation will be conducted to discover the reasons for the absence and whether any further action, such as counselling, would be appropriate for the student.

A full record of all activities taken up to the stage at which the student was found would be made for the incident report and logged on MyConcern. If appropriate, the above procedures would be adjusted.

#### **Actions to be followed by staff if a student goes missing on a school trip**

- An immediate head count would be carried out in order to ensure that all the other students were present
- An adult would search the immediate vicinity
- A member of SLT at the school should be notified by phone
- Identify who will be the lead member of staff to co-ordinate actions from the school site
- The Acting Head will decide whether to advise the Chair of Governors as and when appropriate
- Decide whether the remaining students should be taken back to school as soon as possible or continue with planned trip
- Ask the lead member of staff on site to ring the student's family and explain what has happened, and what steps have been set in motion. It may be appropriate to ask them to come to the school at once
- Contact the Police

A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **Actions to be followed by staff once a student is found**

- Talk to, take care of and, if necessary, comfort the student
- Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing
- The lead member of staff at school will speak to the family/families to discuss events and give an account of the incident
- A full investigation will be carried out to understand the circumstances
- Media queries should be referred to the Acting Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and students, when the missing student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how they appeared to have gone missing, lessons for the future. This will be logged on MyConcern.

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

If a student is not collected within half an hour of the agreed collection time, we will call the contact numbers held for the child in order of priority. If there is no answer, the reception team or another suitable member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

We undertake to look after any student safely throughout the time that they remain under our care.

### **Procedures to be followed by staff when a child is out of class**

If a student leaves a lesson (without staff permission) or does not arrive to class or return to class after the expected time, the following action should be taken:

- An LSA or the teaching member of staff should find out where the student has gone in the school.
- If the teaching member of staff cannot leave the classroom, then they must inform reception (phone call/email) that the student is missing from their lesson. Reception must then either locate the student or find a member of SLT to locate the student.
- The action taken after the above steps depends on the student and their individual support plan. Staff must be aware of these plans and ensure they follow the guidance given.

### **Procedures to be followed when a child's attendance falls below 85% and/or has persistent absence or prolonged periods of absence**

- Where a student has not returned to school for ten days after an authorised absence (and we do not have reasonable grounds to believe that the student is unable to attend because of sickness or any unavoidable cause) we will remove the student



from the admission register if we and the LA have failed to establish the whereabouts of the child after making reasonable enquiries (Responsibility - Admissions Registrar).

- Where a student is absent from the school without authorisation for 20 consecutive school days (and we do not have reasonable grounds to believe that the student is unable to attend because of sickness or any unavoidable cause) we will remove the student from the admission register if we and the LA have failed to establish the whereabouts of the child after making reasonable enquiries (Responsibility - Admissions Registrar).
- The School will inform LAs, caseworkers and SEND commissioning teams, of students who have EHCPs and are regularly absent from school or those with under 85% attendance on a half termly basis, or who have missed 10 school days or more in the school year without permission (Responsibility - DSL).
- If your child is not currently receiving support from outside services AND they have more than 15 consecutive school days absence, we will inform the LA/children's services and work with them and the family to provide educational provision while the child is off, if appropriate (Responsibility - DSL and Pastoral Lead).
- If your child has more than 15 consecutive school days absence AND is currently receiving support from outside services such as CAMHS or social services, we will aim to contact them and yourselves to discuss a plan to support the child back into school (Responsibility - Pastoral Lead and/or Mental Health Lead).
- If parents/carers feel the child has a complex medical condition or long term/ongoing mental health concern, we will require a medical note from a GP or recognised health professional which details a time frame that we would expect the child to be off school. We would additionally work with the parents/carers to create and implement a plan to support the child back in to school when they are ready. This plan would be monitored regularly (Responsibility - DSL, Pastoral Lead and Mental Health Lead).

## **10. Monitoring arrangements**

This policy will be reviewed when/if guidance from the local authority or DfE is updated, and as a minimum yearly by the Acting Head, DSL and Pastoral Lead. At every review, the policy will be approved by the full governing board.

## **11. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supervision of Students

## **Appendix 1: Attendance Codes**

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	student is present at morning registration
\	Present (pm)	student is present at afternoon registration
L	Late arrival	student arrives late before register has closed
B	Off-site educational activity	student is at a supervised off-site educational activity approved by the school
D	Dual registered	student is attending a session at another setting where they are also registered
J	Interview	student has an interview with a prospective employer/educational establishment
P	Sporting activity	student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	student is on an educational visit/trip organised, or approved, by the school
W	Work experience	student is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		

<b>C</b>	Authorised leave of absence	student has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	student has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	student has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a student will be absent due to illness
<b>M</b>	Medical/dental appointment	student is at a medical or dental appointment
<b>R</b>	Religious observance	student is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 student is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	student from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	student is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for student's absence

<b>U</b>	Arrival after registration	student arrived at school after the register closed
----------	----------------------------	---

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	student of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
<b>Z</b>	student not on admission register	Register set up but student has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day