



## **Attendance and Missing Child Policy and Procedures**

March 2023

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**This policy can be made available in large print or another accessible format if required.**

## **Introduction**

At King's College School (the 'School'), we aim to create a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to School. The School believes that good attendance is the foundation for high pupil attainment and promotes and supports this through building strong relationships with families to ensure pupils have the support in place to attend School and are able to be punctual for lessons. The School monitors attendance through the procedures detailed in this policy and will act early to address any patterns of absence.

This policy is a whole-school policy including EYFS and the boarding provision. It is available on the School's website or upon request from the School Office. It has been drafted in compliance with *Working together to improve school attendance* (DfE, May 2022), *Keeping Children Safe in Education* (DfE, September 2022) and should be read in conjunction with the School's *Safeguarding and Child Protection Policy* which is available on the School's website.

This policy applies at all times when a pupil is, or is intended to be, in the care of the School.

The School expects to be notified by parents / guardians of all pupil absences either in advance of the day or at the start of the day they are absent. The School will follow-up any unexplained absences as soon as is practicable using the procedures detailed below. Where reasonably possible, the School will hold more than one emergency contact for each pupil so that the School has additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and / or safeguarding concern.

It is important to distinguish between a pupil's absence from School for an unknown reason (Children Missing from Education) and a pupil's disappearance from a lesson or activity after arrival at School. Please also see the School's *Safeguarding and Child Protection Policy* for details of the procedures to follow for Children Missing from Education.

Children going missing, particularly persistently (including during the school day), can act as a vital warning sign of a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation. The School's policies are designed to assist in identifying such abuse and also help prevent children from going missing in the future. The School's *Safeguarding and Child Protection Policy* sets out the School's approach, both to support early help assessments when problems are first emerging and also where children are already known to the local authority children's social care and need a social worker, where going missing from education may increase known safeguarding risks within the family or in the community. School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the School's *Safeguarding and Child Protection Policy* if any absence of a pupil from the School gives rise to a concern about their welfare.

## **Expectations**

Parents / guardians have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the development of our pupils, and they should be allowed to take advantage of the educational opportunities available to them.

Parents / guardians should:

- ensure their child attends school daily and on time; the school day begins at 0825 for Years 3-8 and 0845 for Reception to Year 2.
- keep the School fully-informed of all matters that might affect their child's attendance;
- complete an Illness / Unexpected Absence Form, or telephone / email the School Office and Form Tutor either in advance or at the start of the day that their child is absent due to illness.
- try to make medical appointments outside of school hours, whenever possible;
- plan family holidays outside of term time;
- complete an Absence Request Form for any term time leave of absence at least 7 days in advance of the proposed date, where possible; and
- if attendance becomes a problem, work with the School to find ways to improve it which may include attending a meeting with the Head and Form Tutor for discussion.

Pupils are expected to attend school every day during term time, as long as they are fit and healthy enough to do so.

Pupils should:

- attend all lessons and all relevant activities when at School;
- be punctual and arrive at lessons on time;
- arrive at lessons ready to learn and with the correct equipment; and
- register at the School Office if they arrive late and after registration has already been taken.

## **Responsibility**

The Governors have overall responsibility for all matters which are the subject of this policy. The Governors delegate daily management of safeguarding, including attendance monitoring and pupil supervision, to the Head.

The Head is responsible for the implementation of this policy and for monitoring attendance and absence data and reporting it to the Governors. Furthermore, the Head will support the relevant staff with monitoring the attendance of individual pupils, where deemed necessary, and the impact of any implemented attendance strategies.

The Designated Safeguarding Lead (DSL) is the member of the Senior Leadership Team responsible for the School's registration procedures and for delivering targeted intervention and support to pupils and families where necessary in order to improve pupil attendance. The DSL is Mr J Rist who can be contacted at: [jrist@kcs.cambs.sch.uk](mailto:jrist@kcs.cambs.sch.uk).

Form Tutors and subject teachers are responsible for recording attendance on a twice daily basis using the correct codes and submitting the information to the School Office as per the procedures detailed below.

All staff have a duty to safeguard and promote the welfare of pupils.

All staff contribute to pupil safety and welfare by providing appropriate supervision of pupils in accordance with the ratios and procedures as set by the Senior Leadership Team.

Staff in charge of the supervision of pupils have the responsibility to investigate why a pupil is absent and ascertain their whereabouts. This responsibility may be delegated to another member of staff to ensure the appropriate supervision of the remaining pupils is maintained.

To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Responsibility	Frequency of Review
Keeping the policy up to date and compliant with the law and best practice.	Designated Safeguarding Lead and Compliance Officer.	As required, at least annually.
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness.	Designated Safeguarding Lead and Compliance Officer.	As required, at least termly.
Seeking input from interested parties to consider improvements to the School's procedures under the policy.	Designated Safeguarding Lead	As required, at least annually.
Annual review	Governors, Head, Designated Safeguarding Lead and Compliance Officer.	Annually.

### Procedures for Monitoring Attendance

The School keeps an attendance register which monitors attendance for all pupils.

The attendance register is completed by each Form Tutor via iSAMS during the morning registration period which is open from 0830-0845 for pupils in Years 3-8; the register for pupils in Pre-Prep is taken at 0850.

The afternoon register is taken by Form Tutors or subject teachers within the following times:

- Pre-Prep: 1245-1300;
- Years 3-4: 1320-1335;
- Year 5: 1320-1335 on Mondays / Tuesdays / Thursdays / Fridays, and 1240-1255 on Wednesdays;
- Years 6-8: 1350-1405 on Mondays / Tuesdays / Thursdays / Fridays, and 1240-1255 on Wednesdays.

For School activities on site, staff should be aware of the pupils they should have in their care. This includes taking registers for clubs and activities after school.

For School activities off site (e.g. Games fixtures, educational visits etc), the list of pupils in attendance must be presented to the School Office prior to leaving site.

## **Absence Recording and Late Arrival**

The School expects parents to notify the School Office every morning that their child is absent unless prior permission has been granted. Parents / guardians may request a leave of absence in advance (e.g. medical appointment) via the Absence Request Form on the School Portal.

The School Office, in conjunction with Form Tutors, records any planned pupil absences in iSAMS once permission for the absence has been granted by the Head.

Pupils who miss morning registration must sign in with the School Office on arrival. Pupils in Years 3-8 should make their way to the School Office where their late arrival will then be recorded. Pupils in Pre-Prep who arrive after 0845 should be accompanied to the School Office by a parent / guardian to register their late arrival. Persistent lateness will be monitored and addressed in coordination with Form Tutors and parents / guardians.

Pupils who are not present at registration, and who have not given a reason for their absence, are left as 'unregistered' in order for the School Office to follow-up soon afterwards.

During off site activities, staff must make meeting times and locations clear to all pupils. Regular head counts must be undertaken especially when changing locations.

On site, pupils are registered for clubs and activities via the School Buddy system. At the end of the session, they must be signed out by the person collecting them.

A register is also kept in Late Stay.

The School has a variety of procedures to ensure that Boarding House staff are aware of the location of boarders in their care at all times before and after school, in the evenings and during weekends when choristers are resident. This includes registers for after school and evening activities, Saturday morning and at breakfast and dinner times. The Boarding House also uses a signing in and out board to record when boarders have left the School site.

## **Missing Pupils**

A pupil may be identified as missing:

- If a pupil is unregistered and the absence is not confirmed by the home contact;
- On site, if a pupil does not arrive at a lesson or activity;
- Off site, if a pupil does not appear for a regular head count;
- By a report of a missing child from a fellow pupil.

## **Missing Pupil Procedures**

Any member of staff who discovers a discrepancy must notify the School Office immediately.

### **1. Pupils absent from School for an unknown reason:**

- The School Office will produce a list of those pupils unaccounted for by 0900. This includes any pupils who are not marked as present and for whom the School has not received any information from parents / guardians regarding the absence. The School Office will ensure the pupil's classroom is checked straightaway to ascertain their attendance. The same procedure occurs after afternoon registration no later than 15 minutes after the registration period closes.
- If the pupil has still not arrived, the School Office will then telephone the pupil's parents / guardians. Wherever possible, the School holds more than one emergency contact number for each pupil.
- The School Office will continue to try all telephone numbers available and email addresses until contact is made with the pupil's parents. If no contact is made, the School Office will inform the DSL no later than 0930 for morning registration and 30 minutes after the end of the registration period in the afternoon.
- If contact is made with the pupil's parents and they confirm the pupil is at School, the School Office will contact the DSL (or, if unavailable, a Deputy DSL) who will manage the incident and, where appropriate, initiate and oversee a search of the School site. The DSL will then follow further procedures below.

## **2. Pupils identified as missing during the school day:**

Upon receiving notification of a discrepancy, the School Office will:

- Check the signing in / out book in the School Office to see if there is a legitimate reason for the pupil's disappearance, e.g. early collection by a parent for an appointment;
- Check the fixture lists, visit forms and calendar to see if the pupil can be located;
- Contact the Library, First Aid Room, the 'Off-Games' room, the Music Department and the Learning Hub to ascertain the pupil's whereabouts;
- Where a pupil has not been registered at an after school activity, telephone parents / guardians to ascertain if the pupil has been collected early for any reason;
- A member of the Senior Management Team and one other member of staff will search the immediate vicinity. As part of the search process, the pupil's friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.
- If the pupil is not found after 15 minutes, the Head (or in the Head's absence, the School Bursar) and the DSL will be notified.
- The fire alarm will be set off to undertake a full School head count;
- If the pupil is still not located, the Head or School Bursar will contact the parents of the missing pupil;
- The Head or School Bursar will then contact the police;
- Once police arrive, all relevant information about the pupil will be given; the police will then take over the search;

- A decision will be taken by the Head and DSL, in accordance with the School's *Safeguarding and Child Protection Policy*, as to whether the School should also contact children's social care in line with local procedures;
- If a pupil is identified as missing off site, the visit Group Leader will carry out the search and will seek assistance from the venue, if applicable;
- The visit Group Leader will remain with the police to comfort the pupil when found and will maintain regular contact with the School.

### **3. Resolution of the incident**

If the pupil is found on site or in the vicinity, School staff will make a concerted effort to persuade the pupil to return to their lesson or activity; if offsite, the Group Leader will endeavour to persuade the pupil to rejoin the group. If the pupil refuses to do so, staff members will continue to monitor the pupil's whereabouts and will contact parents / guardians for assistance in such circumstances.

When the pupil is found or the incident is otherwise resolved, the member of staff managing the incident will inform the Head and DSL directly, who will notify parents / guardians.

### **4. Investigation**

Following the resolution of the incident, the Head and DSL will initiate a full investigation and produce a detailed written report which will be kept by the DSL and a summary will be kept in the School's incident log. A copy of the report will be kept in the pupil's file. The incident will be reported to the Governors.

### **UK Visas and Immigration (UKVI)**

In the event that a pupil missing from education is sponsored by the School for a Child Student visa, the School will report to UKVI any unauthorised absence for a period of 10 consecutive days as per the Home Office requirement. If, however, the School has any immediate immigration concerns regarding a Sponsored Student, a report may be made at any time.

The report will be made by a Level 1 user via the Sponsorship Management System and in accordance with prevailing Student Sponsorship guidance.

### **Training**

The School ensures that guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. The level and frequency of training depends on the role of the individual member of staff.



## Risk Assessment

The School has a *Risk Assessment for Pupil Welfare Policy* which is available on the School Portal. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of the risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored, and evaluated.

The day to day responsibility to carry out a risk assessment under this policy is delegated to the DSL who has been properly trained in and tasked with carrying out the particular assessment.

## Recordkeeping

All records created in connection with this policy are managed in accordance with the School's *Data Protection and Retention Policy*.

The records 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 notices on its website which explain how the School will use personal data. Staff must ensure that they follow the School's data protection policy and procedures when handling personal data created in connection with this policy.

## Monitoring and Review

This policy shall be reviewed every year as part of the School's annual review of safeguarding which is undertaken with the Governors; the policy will be updated as necessary. In undertaking the review, the Head and DSL will take into account any incidents recorded and any issues raised by individual members of staff, parents, and pupils.

Signed:



The Reverend Dr Stephen Cherry  
Dean, King's College, Cambridge  
Chair of Governors, King's College School, Cambridge

30<sup>th</sup> March 2023

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Date of Last Review:	March 2023
Date for Next Review:	March 2024
Policy Owner:	Head / DSL
Authorisation:	Chair of Governors, on behalf of the Board of Governors