Hope School, College and Provision Attendance Policy.

Policy reviewed annually by the Headteacher and Governors.

Aim

The aim of Hope School and College attendance policy is to enable us to provide consistent practice that supports and facilitates the regular attendance of pupils. Regular attendance is vital to the consistent and ongoing progress and enjoyment of learning, for this reason hope School and College is dedicated to ensuring that everyone adheres to this policy.

We pride ourselves in taking a whole-school approach to maintaining and supporting excellent attendance alongside the joint responsibility of parents, carers, pupils and sta .

We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right care, attention and appropriate support.

Our ethos and commitment to meeting our obligation with regards to school attendance is always evident through our whole values and high expectations to supporting children and families through every aspect of our o er. This is evident via

- Promote children's welfare and safeguarding.
- Promoting good attendance
- Reducing absence through supporting families and pupils
- Acting early to address any issues (where appropriate)
- Building and maintaining strong relationships with families to ensure we have appropriate support, strategies and structures in place
- Ensure every pupil has access to the full-time education to which they are entitled.
- Ensure that pupils make progress and achieve whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities when they move to high school.

Working together to improve school attendance DfE May 2022.

"The law entitles every child of compulsory school age to an e cient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at the school or by education otherwise than at school"

Principles

Hope School and College, in line with DfE 'Working together to improve school attendance' policy documentation supports the Local Authority Attendance Policy which is based on the following principles:

- That all pupils have a fundamental right of access to education and to achieve their maximum potential.
- That regular attendance will be best secured when all partners have clearly expressed and understood their roles and responsibilities.
- That all partners need to work together actively to promote and support the fundamental importance of regular attendance.
- That parents/carers should be involved as key partners in securing regular school attendance.
- That early identification, communication and action on attendance problems are critical in achieving successful outcomes.

Statutory Framework

The school has a legal duty to publish its attendance/absence figures to parents.

Section 7 Education Act 1996

It is the duty of the parent of every child of compulsory school age to ensure their child receives full time education suitable to:

(a) his/her age and aptitude, and any special educational needs he/she may have, either by regular attendance at school or otherwise.

Section 437 Education Act 1996

It is the Local Authorities duty to serve a school attendance order on a parent of a child of compulsory school age living in their area, who fails to prove that the child is receiving suitable education and the authority is of the opinion that the child should attend school.

Section 446 Education Act 1996

It is the Local Authorities duty to institute proceedings under sections 443 & 444 of the Education Act 1996, in respect of parents' failure to ensure their child's regular attendance at school.

Section 36(3) Children Act 1989

The Local Authority has then power to apply for an Educational Supervision Order
(ESO) if a child of compulsory school age is not being properly educated. Local Authorities are required to consider whether it would be appropriate to apply for an ESO instead of (or in addition to) prosecuting parents for irregular school attendance or failure to comply with a School Attendance Order.

Roles and Responsibilities

Supporting attendance is everyone's business. The barriers to accessing education are both wide and complex and are often specific to individual pupils and families.
In the wider context of roles and responsibilities we have referenced 'Summary table of responsibilities for school attendance' (DfE) to ensure that we are all aware of the parts we play in identifying and addressing barriers to attendance at school for pupils including:

- All pupils
- Persistently absent pupils
- Severely absent pupils
- Pupils with medical conditions
- Pupils with specific behavioural di□culties

Governing Body.

As part of our whole school and college approach to maintaining high attendance, the governing body is responsible for:

- Promoting the importance of attendance across Hope's policies and ethos.
- Ensuring that school and college leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data and aiding school leaders focus. support on appropriate pupils and students.
- Monitoring the attendance figures of the whole provision.
- Ensuring sta have appropriate training on attendance.
- Holding Headteacher accountable for implementation of this policy.

Headteacher

Headteacher is responsible for:

- Leading attendance across the provision
- O ering a clear vision for improving attendance
- Promoting good attendance to pupils and their parents which includes maintaining positive relationships with families.
- Monitoring school-level absence data and reporting to governors.
- Supporting sta in monitoring and attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Ensuring sta are up to date with school attendance processes and can recognise and deal with attendance issues
- Ensuring systems to record and report are in place and work e ectively.
- Issue warnings where necessary.
- Having an oversight of analysis
- Meet with parents to discuss issues
- Engage with multi-agency support networks where appropriate

Parents

Under Section 7 of the Education Act 1996 the responsibility for ensuring that children attend school lies with the parents. It is therefore vital that parents cooperate with school and the Local Authority by complying with absence procedures adopted and by making all reasonable e orts to ensure that their child attends school regularly and punctually. This can be done in a variety of ways:

- Taking an active interest in their child's school life and work.
- Attending parents' evenings and other school events.
- Completing activities with their child at home and establishing suitable bedtime routines
- Being aware of letters from school which their child brings home.
- Ensuring that their child only misses school for reasons which are unavoidable.
- Always notifying the school as soon as possible – preferably on the first morning – of any absence.
- Avoiding booking family holidays during term-time.
- Talking to the school if they are concerned that their child may be reluctant to attend.
- Consistent communication with school and families – Dojo / phone / face-to-face
- Inform school of child's absence before 9am

Registration

The law requires school to maintain two registers: an admission register which serves as a school roll and an attendance register.

Annual Reporting on Attendance

The school has a legal responsibility to report attendance figures to parents. This is done via the end of year Report to Parents and as part of the Annual Review Meeting, as all pupils have an EHC plan or Statement.

Marking the Attendance Register

The register is completed twice a day. Entries will be made in accordance with statutory guidance.

Persistent and Severe absence. Authorised and

Unauthorised Absence.

Schools must record whether a child is present or absent from school. On each occasion that the register is marked it must be recorded whether a child is:

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

The school should follow up any absences to: Ascertain the reason

- Ensure proper safeguarding action is taken identify whether the absence is approved or not
- Identify the correct code to use.

It may not always be possible to immediately identify an absence as authorised or unauthorised. In such cases, a provisional mark of 'N' should be entered in the register until clarification has been obtained. This mark should not remain on the register indefinitely. Once the correct reason for absence has been identified this mark should be amended. If no reason for absence is provided within a reasonable time, then this mark should be replaced with a mark of 'O' indicating an absent from school without authorisation.

Absence from School and Holidays in Term Time

A pupil may only be absent from school where:

- The headteacher has granted leave for exceptional circumstances.
- The pupil is unwell and unable to attend school.

All requests for absence must be made in writing to the headteacher. The request must be made using the school Planned Absence Request Form, which is available from the school o□ce.

The form should be completed by the parent making the request and provide full details of the reasons for the request. A written response will be returned to the parent either granting permission for absence or stating the reasons why a request has been declined.

Guidance states that leave is unlikely to be granted for the purposes of a family holiday. Where permission is declined and a child is absent from school, the school may consult with the local authority regarding the possibility of fines or prosecution.

Attendance (registration) procedures.

- The Class Teacher is responsible for ensuring:
- The completion of attendance registers at the beginning of each morning and afternoon session using the appropriate marks. (See appendix One)
- To collect and check diaries and dojo for absence and the reason why a pupil has been late.
- To ensure that all letters from parents (including phone messages) regarding absence are placed in the register.
- If no message is received directly from a pupil's parents pertaining to a pupil absence, the absence should be marked as N. The school admin team will then contact parents to confirm the reason for absence.
- To welcome back into school pupils who have been absent
- To complete register totals daily and weekly as accurately as possible.

School Procedures

- Registers should be completed in the classroom, with pupils present or other which agreed point of registration
- When marking registers one of the following marks should be entered: / indicating Present; N indicating no reason for absence. Other marks should only be entered onto the register when there has been confirmation of absence.
- Registers should be completed by Teachers or HLTA's by 9.15 and 1.05pm respectively.
- Admin Team will enter on school system 9.30am each morning and by 1.30pm each afternoon.
- Only phone messages to the o□ce or Dojo messages relayed by the Class Teacher are acceptable as the verified reason for absence.
- Should a child be marked absent and there is no reason known, the admin team will be responsible for telephoning the parents / carers by 10am.
- If parents / carers cannot be contacted, then a further call should be made later in the morning. (No later than 10.30am)
- A member of the school safeguarding team should be informed if a family cannot be contacted.
- If no contact can be sought, then either the Head or Deputy will conduct a home visit.

Lateness

School actively discourages lateness and is alert to patterns of late arrivals. The majority of pupils travel to school in Local Authority home/school transport. School sta□ are able to monitor transport arriving late. If a significant number of home school transports are not running (i.e. due to inclement

weather) the Headteacher will consider whether it is appropriate for those a□ected pupils to be coded as 'school partly closed'.
Persistent lateness will be addressed through Head or deputy and corresponding families.

Supporting Parents and Carers to Maintain Good Attendance

Several measures are adopted by school that are intended to support families to ensure their child attends school.

- The Attendance o□cer has a dedicated role to follow up pupil absence with parents and to o□er support to families.
- The Headteacher or deputy will contact families for extended absences for 1-1 discussions of support.
- Any communication through parent and class teacher during a pupil's absence will be relayed to the Attendance o□cer to follow through and discuss the pupil's well-being.
- If a child has regular short absences due to illness, school sta□ will contact parents to discuss if any support is needed to reduce these illnesses.

Identified pupils with specific medical needs who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence including regular liaison between health and education professionals, where links have already been established.
- Provide home visits where appropriate.
- Working with the Local Authority and other agencies to ensure attendance is as good as can be expected for these pupils.
- Recognise that some pupils are not well enough to attend school and work with the LA and other agencies to allocate appropriate provision which may not be within our school.

Persistent and Severe absence.

- All pupils are expected to attend school at least 90% of the school year. When absence falls below 90% this is considered to be persistent absence.
  (Specific circumstances of individual pupils attending will be discussed with the LA Attendance O□cer)
- If a child's attendance falls below 90% a letter will be sent to parents/carers to advice that their child's attendance has fallen below 90% and a member of the school attendance team will also call the family to see if any support can be o□ered.
- As a number of pupils in school have known medical needs, or ongoing illnesses, the school will work with parents, multi-disciplinary teams, Senco and any medical/nursing teams to determine if there is any relevant medical information that would prevent a young person from attending school. The purpose is to explore if the school can put anything in place to support the pupil's attendance.
- If attendance falls below 85% an Educational Penalty Notice (EPN) or letter may be issued. The Headteacher will invite parents/carers to come into school or make a home visit accompanied by the LA Gateway O□cer to draw up a School Attendance Contract. This could identify reasons

for absences and look at strategies to address them. It also formalises the schools request for medical evidence which will be signed by the parents.

- If the parents do not attend the meeting nor are available for a home visit an attendance contract maybe completed in their absence and a copy posted home with the plan and attendance targets set over a 4-week period.
- If absence continues to fall, including absence as a result of known medical conditions or ongoing reported illness an EPN warning letter will be sent. The school nursing team and or GP may be contacted again for further advice. Consideration will be given to whether a request should be made for the Local Authority to issue an EPN.
- If any member of school sta has a cause for concern about a pupil's attendance, they should alert the School Designated Safeguarding Person.

Pupils Refusing to Come to School

Due to the nature of the pupils learning di culties and emotional wellbeing, some pupils refuse to come to school, in spite of the parents and carers best e orts to encourage their child to attend. School sta will support and work with families to try to improve attendance and to agree a personalised plan that will be put in place between home and school. Other agencies will also be contacted to seek advice and gain support for the family, where available and needed.

Pupils Missing from Education (see Appendix 1for more information)

Any pupil who has missed 2 unauthorised consecutive weeks and school sta have been unable to speak with the parent or ascertain the child's whereabouts through other enquiries, will be referred to the Local Authority Gateway. The LA Gateway O cer will then complete the missing pupil checklist before advising school to remove the child from their role.

Local Authority Gateway Attendance O cers

The principal function of the Attendance O cer is to help parents and LAs meet their statutory obligations re school attendance. The school works closely with the LA o cers to develop e ective working relationships in supporting parents/carers to promote good attendance for their child. As required joint home visits are made as a means of assessing the di culties families are facing in a wider context and to provide the most appropriate support. Appendix 3

Review of Policy

The school will be guided by future changes to legislation and will amend this policy as and when legislative changes require.

Appendix One

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence

G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non compulsory school-age pupils	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances (this also covers that transport provided by LA or school is not available and the pupil's home is not within a safe walking distance)	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years. Entries in paper registers must be in ink.
All corrections must be visible (no correcting fluid)

ATTENDANCE INFORMATION FOR PARENTS AND CARERS Supporting Good Attendance

At Hope School and College, we know that the majority of pupils have no attendance issues. Most pupils love to come to school and look forward to returning after the holidays. However we also know that some parents struggle to get their child to school for various reasons: on-going health concerns; anxiety and stress; coping with the significant demands placed on families.

School sta are here to support you in any way we can. This does mean that sometimes we need to report absence to other agencies as this is the most e ective way for families to access support.

On the rare occasions that a pupil's attendance is giving school sta a cause concern we have a duty of care to report our concerns, in order to ensure the wellbeing and safety of each child. This is also always done as a supportive measure, as families are often in most need of help

A number of measures are in place at school to support families with their child's attendance

- On the first day of your child's absence, parents and carers should contact school directly to inform sta of their child's absence and give the reason why. Speaking directly to sta in the school o ce ensures that all people who need to know of your child's absence are informed and is the best and safest way to ensure your child's accurately marked on the register.
- On the first day of pupil absence, if no phone call has been received from parents or carers, a member of the admin team will phone parents to enquire about the pupil's wellbeing.
- The Headteacher or deputy has a dedicated role to follow up pupil absence with parents and to o er support to families.
- If a child is absent for more than a period of one week, school sta will contact parents/carers to discuss their child's wellbeing.
- If a child has regular short absences due to illness, school sta will contact parents to discuss if any support is needed to reduce these illnesses.

Identified pupils with specific medical needs who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence, including regular liaison between health and education professionals, where links have already been established.
- Provide home visits where appropriate.
- Working with the Local Authority and other agencies to ensure attendance is as good as can be expected for these pupils.
- Recognise that some pupils are not well enough to attend school and work with the LA and other agencies to allocate appropriate provision which may not be within our school

Persistent Absentees

Persistent Absentees refers to pupils who frequently miss school. The information below explains what the school is required to do should a pupil's absence be a concern. Parents will always be made aware of any concerns prior to reaching any of these measures. We understand that some of these actions may feel negative, but this is not our intention. We want to work with parents to do the best for their child.

- If a child's attendance falls below 90%, a letter will be sent to parents/carers to advise that their child's attendance has fallen below 90% and the learning mentor will also call the family to see if any support can be offered.
- The LA Gateway O cer is informed if attendance of below 90% will be reported to and other agencies may be contacted.
- As a number of pupils in school have known medical needs, or ongoing illnesses, the learning mentor will seek parental permission to seek advice from their school nurse and or permission for them to contact the GP to request medical information to determine if there is any relevant

medical information that would prevent a young person from attending school. The purpose is to explore if the school can put anything in place to support the pupil's attendance.

- If attendance falls below 85%, the headteacher will invite parents/carers to come into school or make a home visit accompanied by the LA Gateway O□cer to draw up a School Attendance Contract. This could identify reasons for absences and look at strategies to address them. It also formalises the schools' request for medical evidence which will be signed by the parents. An Educational Penalty Notice (EPN) or EPN warning letter may be issued If the parents do not attend the meeting nor are available for a home visit an attendance contract maybe completed in their absence and a copy posted home with the plan and attendance targets set over a 4 week period.
- If attendance continues to fall, including absence as a result of known medical conditions or on-going reported illness, the school's nursing team and or GP may be contacted again for further advice. Consideration will be given to whether or not a request should be made for the Local Authority to issue an EPN.
- The school's priority is to always work in partnership with parents to ensure each child accesses the educational opportunities, support and care provided.

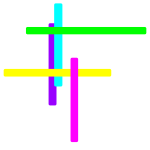
More detailed guidance about what schools are expected to do can is available in the document, "Parental Responsibility Measures for school Attendance and Behaviour" and can be downloaded from www.gov.uk/government/publications

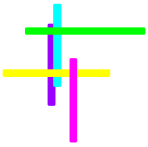
ATTENDANCE 'Tra□c Light System.

This system is in place to identify pupils who 'fall below' the national recommended target and will highlight the pupils and families we will need to support.

Category	%Attendance	Response / Action
Good Expected	100% - 97%	Maintain daily Dojo /communication diary / phone contact
Monitoring	96% - 90%	Maintain daily Dojo /communication diary / phone contact
Persistent Absence	89% and below	Maintain daily Dojo / communication diary/phone contact Continue to monitor and implement strategies to support as appropriate to individual need. • Issue Stage 1 letter supporting Good School Attendance • If still no improvement Issue Stage 2 letter – Attendance Contract Meeting
Severely Absent	50% and below	Continue to monitor and implement strategies to support as appropriate too individual need. Liaise with agencies as appropriate Face to face contact/home visit if appropriate. If appropriate intervention strategies implemented: i.e. - Early Help referral - Behaviour Support. - Counselling support - Team call with class friends - Phased return • Issue Stage Letter 3 – Penalty Notice requested • If required Stage 4 letter – Final Warning •

- Please remember if your son/daughter is ill or has an appointment to let school know straight away.
  If we have no explanation as to why your son/daughter is absent by 9.30 am and the o□ce staff are unable to contact you we will need to conduct a home visit to ascertain that everything is ok.





Request for Planned Pupil Absence

Full Pupil Name:	D.O.B:
Parent / Carer:	Tel:

Class and Teacher:	Date:
Number of school days missed due to sickness (during current academic year.)	
Number of days absence already authorised (during current academic year)	

Only in exceptional circumstances can permission be authorised, up to a maximum of 10 days.

Reason for Request:

Number of Days Absence Requested:

Requested start date: ...../...../..... Return date: ...../……/.....

Please explain the exceptional circumstances you wish the head teacher to consider

Parent

name:……

Signature:……..

Date:…….

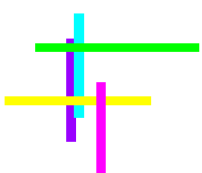
For O□ce use:

Absence Authorised: Yes ☐ No ☐

Comments:

Recorded on Abor: Yes ☐ No ☐

Appendix 1.



Hope School, College and Provision Missing or Lost Child Policy.

Policy reviewed annually by the Headteacher and Governors.

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of the pupil/students in our care is paramount. Pupil/students may go missing and EVERY member of sta has equal responsibility in ensuring the safety of the pupil/students and knowing where they are.

Responsibilities:

It is the Head teacher's responsibility to ensure that all sta are aware of this policy, to ensure sta are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all sta to read the policy and act at all times according to its guidance.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of the school day – as stated on data collection form

It is the responsibility of governors to ensure they are aware of the school's/Children's Centre procedures and to challenge/support the school in its review of this policy.

Procedures aimed at reducing risk of a missing child

Start of the day:

- Ensure school/Children Centre sta and passenger transport escorts are fully aware of the points at which responsibility for the care of each learner/student passes from sta to them and vice versa.
- There are clear procedures for welcoming pupil/students into school/Children's Centre: There is always a member of sta to meet and greet on arrival.
- Once pupil/students arrive in classrooms, all external doors are secured.
- Any pupil/students arriving after departure of transport will be taken to the Main Reception and signed in by the accompanying adult. The pupil/student will then be escorted to their classroom/area by a member of school / Children Centre sta.
- All external doors are secured by coded locks and there is CCTV to monitor activity.

During the day:

- Sta mark registers promptly and accurately at the beginning of the morning and afternoon sessions. All unauthorised absences are then checked by the Admin. Ocer.
- All pupils/students are supervised by at least one member of sta throughout the day; no learner is left alone or unsupervised unless planned and risk assessed. In certain circumstances, we promote independent learning for appropriate pupil/students
- All sta must ensure that the gates to any outside area are locked when pupils/students are outside the classroom / Children's Centre. The exception is the main gate.
- If pupils/students leave the classroom/ Children's Centre to work in other parts of the school/ Children's Centre adequate supervision is always maintained and all pupils/students are accounted for on return to the classroom/ Children's Centre.
- Contact information for parents and carers is sought regularly and maintained.

Lunch time:

- Stang ratios are maintained in the dining hall/Snack area and playground/ Children's Centre throughout lunch time.
- Pupil/students are escorted from the playground to the dining hall/ Snack area, and vice versa, by members of sta.

During the day:

- When a pupil/student is collected from School/ Children's Centre during the school day, whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Oce / Children's Centre so that a note may be made in the register to record the fact that they are no longer on the premises.

- Pupil/students are not allowed to leave the School / Children's Centre premises on their own during the course of the School/ Children's Centre day under any circumstances.

Home time:

- An up to date list detailing the transport arrangements for each pupil/student is maintained and held by the School O□ce. Transport arrangements are reviewed and confirmed each year by the LA.
- In the event of transport being delayed, pupil/students will be taken to the Main Reception or remain in the Children's Centre under close supervision by members of school/ Children Centre sta□ until they are collected by an appropriate adult.

Visits:

- Thorough risk assessments are undertaken and completed prior to all visits o□-site.
- Adequate sta□: pupil/student ratios (no less than one sta□ member to 3 pupil/students) are maintained when pupil/students leave the school premises.
- An 'Educational Visit Pack' is taken on all trips out of school.
- At least one member of sta□ carries a mobile phone on each o□-site visit and mobile contact numbers are left at school.
- A paediatric first aider supervises visits

Procedures in the event of a child going missing

In the event of a member of sta□ fearing that a learner/student has gone missing while at school / Children's Centre:

- Member of sta□ who has noticed the missing pupil/student will calmly inform the nearest member of the SLT.
- Sta□ will promptly but calmly round up all pupil /students to a pre-arranged area and designated members of sta□ will supervise these pupil/students.
- Sta□ will count and name check all the pupil/students present against the register(s) while the group are assembled in one place.
- **AT THE SAME TIME** all other available sta□ will conduct a thorough search of the premises and notify the SLT member immediately if the pupil/student is found.
- A thorough check of all exits to be made to make sure all gates/doors are secured and there are no other ways a pupil/student could have left the school.

NB *If unsecured area(s) is (are) discovered this needs to be drawn to the attention of the sta□ and action taken to rectify the situation immediately.*

- Sta□ will begin a search of the surrounding area immediately. This will include all areas contained within the perimeter fencing of the school / Children's Centre – paths around the main school buildings, car parks and surrounding area.

If the pupil/student cannot be located, then the following procedures are followed:

- The search will extend to the areas immediately outside the school boundaries – Sainsbury's Marus Bridge School and houses adjacent to school.
- The safety and care of other pupil/students is paramount to the security of the school and the number of sta□ remaining to supervise the other pupil/students in the school must be adequately maintained while the search continues.

- If the pupil/student has not been found after 10 minutes from the initial report of them being missing then Police (tel: 0161 872 5050) and parents (contact details available from School O□ce)

should be notified (unless there are reasons connected with the pupil/students welfare which indicate that this should not be done).

- The Head teacher or next most senior member of sta will liaise with Police and any other agencies, providing relevant and accurate information relating to the child's specific medical and learning needs.
- The Head teacher or next most senior member of sta will contact the appropriate Ofsted o cer (tel: 08456 404040). We are required to inform Ofsted of our systems for preventing this occurrence and submit a report of the events regarding the incident.

Record of events and subsequent report:

The following details will be noted in order to help in any search and subsequent investigations

1. Date, time and location of disappearance.
2. Who was responsible for the care of the learner/student at the time.
3. What the pupil/student was wearing.
4. Any distinguishing features.
5. Circumstances surrounding disappearance.
6. Time parents and other agencies were contacted.
7. The incident is to be reported under RIDDOR (tel: 0845 300 9923) arrangements and recorded in the incident book.

In the event of a member of sta fearing that a child has gone missing while o school/Children Centre premises:

- Visit leader must ensure safety of remaining pupil/students. At least 1 member of sta must stay with them.
- One or more adults should immediately start searching for the learner/student.
- Visit leader should contact school to alert them.
- If the learner/student is not found within 5 minutes the Visit Leader must contact Police by phoning 999.
- Visit leader should alert school that the Police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.

A written record of the incident and all actions taken should be made as soon after the incident as practicable. This record will be used by the School/ Children Centre Leadership Team as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.

Related Policies

- Safeguarding Policy
- Health and Safety Policy
- Risk Assessments
- Working in Partnership with Parents, carers, pupil/students and professionals

Review

This policy is reviewed on an annual basis.