

CONTENTS

1.	Introduction	1
2.	Related policies and documents.....	2
3.	Information for Parents	2
4.	Action to be followed by staff if a child fails to attend the first day of school	3
5.	Duty to report	3
6.	Recording absences	3
7.	Prolonged and persistent absence	3
8.	Morning registration.....	4
9.	Afternoon registration	4
10.	Unaccompanied Children	4
11.	School Activities off site and educational visits	4
12.	Late Stay	4
13.	Actions to be followed if a child does not arrive at School	4
14.	Actions to be followed by staff if a child goes missing from the School.....	5
15.	Uncollected children (those not in Pre Prep).....	8
16.	Children missing off site or during on a trip.....	9
17.	Delays when Returning to St Faiths from away sports fixtures	9
18.	Procedure for staff once a pupil has been found.....	9
	Appendix 1 - SMT contact details.....	10
	Appendix 2 - Quick check prompts.....	10
	Appendix 3 – Site Plan (Grid).....	11

1. Introduction

This policy is applicable to all pupils in the St Faith's School (the 'School'), including EYFS. This policy should be followed at all times when a pupil is, or is intended to be, in the care of the School.

We take the welfare and security of all our pupils very seriously. Every adult who works at the School is aware that they have a personal responsibility for keeping our pupils safe at all times when they are at School; all members of staff have at least read Part 1 and Annex B of Keeping Children Safe in Education. It is recognised that there can be a link between pupils who become 'missing' and additional risks to which they may become exposed. Such issues include sexual abuse or exploitation, child criminal exploitation and other pertinent risks. The School's Safeguarding and Child Protection policy emphasises the significance of such risks to children when missing education and the importance of taking early steps to identify and remedy any underlying safeguarding risks and to prevent future risks and harms to children.

Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care. Our pupils are supervised both in the classroom, for games and activities on and off site. There are enhanced supervisory arrangements for outings, particularly involving our youngest children, which are set out in our Pupil Supervision Policy and Educational Visits Policy. We review these policies at least yearly in order to satisfy ourselves that they are robust and effective.

Additionally, the school focuses on building strong relationships with families, promoting a culture of high attendance, accurately keeping records, analysing attendance data, collaborating with local partners, and providing extra support for pupils with health or educational needs. This holistic approach aims to support every child's educational experience at St Faith's School. Whilst every care is taken to ensure that pupils

are accounted for at all times when in our care, this Policy sets out the procedures for dealing with the unlikely event of a child going missing or not being collected from school at the end of the school day.

2. Related policies and documents

This policy is available on the School's website or on request from the School office. It has been drafted in compliance with Keeping Children Safe In Education, the Statutory framework for the Yearly Years Foundation Stage and other regulatory guidance. This policy should be read in conjunction with the School's policies below.

Guidance:

- [Guidance: Non-association independent schools inspection handbook, April 2024](#)
- [The Independent School Standards Guidance for independent schools, April 2019](#)
- [ISI Inspection Framework, September 2023](#)
- [Statutory guidance: Early years foundation stage \(EYFS\) statutory framework, January 2024](#)
- [Keeping Children Safe in Education, DfE guidance, September 2024](#)
- [Working Together to Safeguard Children: A guide to multi-agency working, December 2023](#)
- [Children Missing Education, DfE guidance, August 2024](#)
- [Working together to improve school attendance. DfE guidance, August 2024](#)

Policies:

- Safeguarding and Child Protection Policy
- Pupil Welfare Risk Assessment Policy
- Attendance Policy
- Educational Visits Policy
- Pupil Supervision Policy
- Staff Handbook and Code of Conduct
- Staff Induction Policy
- Unaccompanied Travel Policy

All School policy documents can be accessed via SharePoint at [this link](#).

3. Information for Parents

Our Pupil Supervision Guidelines for staff describes:

- Arrangements for children arriving at school and leaving the premises at the end of the school day.
- The arrangements for registering children in both the morning and the afternoon. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures that prevent unsupervised access to or exit from the school site and buildings.

The enhanced supervisory arrangements for outings involving our pupils are set out in a detailed policy document: Educational Visits for Pupils. This document is on our parent portal and can be provided to parents on request.

We review all our policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and read at least Part 1 of KCSIE, or at least Annex A of KCSIE, if their role does not require them to work directly with children.

4. Action to be followed by staff if a child fails to attend the first day of school

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Head / Designated Safeguarding Lead without delay. The Head / Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

The School admission register, also known as the school roll, contains specific personal details of every pupil in the school along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

The School also has an attendance register which records pupil attendance. The attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Registers are legal records. The School will preserve every entry in the attendance or admission register for 6 years from the date of entry. Where amendments are made to the registers, the School will ensure that the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

5. Duty to report

The School monitors attendance closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of time, following the procedures set out in the Attendance Policy.

6. Recording absences

Accurate recording of pupil absence is crucial in the event of a missing child. The school will ensure that an accurate and comprehensive attendance log is kept, noting the presence or absence of each child daily. If a pupil is absent from school, without prior notice from a parent or guardian, the school office will contact the parents to verify the child's absence once all other logical options have been checked such as music/drama lesson, Health Centre.

7. Prolonged and persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

In addition, the School recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

The School also recognises that children who are absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The School's response to persistently absent pupils supports identifying such abuse, and helps prevent the risk of them becoming a child missing education in the future.

8. Morning registration

Recording Attendance twice daily pupil registration is a legal requirement. All pupils are registered in the morning at 0820 by their Tutor. Pupils who are late to school and miss registration with their Tutor should sign in electronically in School House Reception.

9. Afternoon registration

Afternoon registration is completed by the member of staff teaching pupils in the post-lunch session. Unexplained absences in lessons are followed up by class teachers and the School Office promptly informed.

10. Unaccompanied Children

St Faith's compiles an **'Unaccompanied Journey Register'** to ensure that the non-arrival of children who travel to school unaccompanied is swiftly identified and followed up.

The children on the unaccompanied register are asked to sign out each day on the school visitor management system. This provides the school with vital information if a child is deemed to be 'missing' as the school is able to verify if the child is still at school or has left to go home.

Children on the unaccompanied register are also encouraged to carry a mobile phone (held centrally in school during the school day) in order that they can easily be contacted when travelling to and from school.

11. School Activities off site and educational visits

Regular roll calls / head counts are taken during activities off the school site, including fixture and educational visits in order to closely monitor pupils and record attendance. Records of checks are held in the school's Educational Visits Software, Evolve.

12. Late Stay

A register for Late stay is taken daily. Children who arrive without having being booked on are added to the register and any child who does not arrive at Late Stay is followed up through the School Office. It is then possible to verify if the child is at an activity, or has been collected by a parent.

13. Actions to be followed if a child does not arrive at School

Where a child is not marked as present

The following procedure is undertaken:

- Name checked against recorded absence phone calls

- Name checked against late arrivals list
- Name checked with teacher of the lesson that the child should be attending and against music and speech and drama lesson schedules.
- The child's parent will be telephoned to ascertain that the child began the journey to school and, where necessary, the police will be informed.
- If a child is unaccounted for by being absent without notification it is assumed that the child is missing and a member of the SMT will be informed.

Unaccompanied Children

St Faith's compiles an 'Unaccompanied Journey Register' to ensure that the non-arrival of children who travel to school unaccompanied is swiftly identified and followed up. At 0930 when the attendance registers are examined children whose names appear on the Unaccompanied Journey Register are checked as having arrived at school.

14. Actions to be followed by staff if a child goes missing from the School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. A pupil may be identified as missing if:

- An absence from school is not confirmed by contacting the home contact.
- There is a 'no show' at a regular head count during an offsite activity.
- A pupil does not show at a school activity.
- A report of a missing child is made by a fellow pupil or member of staff.

In the event of a child becoming lost while in the care of St Faith's, the School will put into practice the following procedures to ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk to the child.

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at St Faith's while procedures are followed.

During the school day, and after a morning or afternoon registration

- Check with the pupil's friends to see if they know their whereabouts
- Check the Health Centre, Discovery Zone and Library
- Check with School Office who will check the registration system (InVentry) and SIMS
- Inform a member of the SMT
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds
- Check the doors, gates and CCTV records¹ for signs of entry/exit

A record is kept by the School of any instances in which a pupil is absent from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the pupil is still missing, the following steps would be taken:

¹ Via the Bursary or IT Team / IT Manager

Responsibility	Action	Comment
Front Office	Print a missing child form from SIMS	
	Inform the Headmaster / Head of Pre Prep and the Designated Safeguarding Lead (DSL)	
Headmaster / Head of Pre Prep	Ring the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once	Head of Pre Prep for EYFS and Pre Prep children
DSL/Headmaster	Notify the Police	
Headmaster / Head of Pre Prep	Arrange for staff to search the rest of the School premises and grounds	Consider calling an ERT
		If the pupil's home is within walking distance, a member of staff may be asked to check if the pupil has gone home and would set out on foot to attempt to catch up with them
DSL	Inform the Local Safeguarding Children Board (LSCB) who should liaise with safeguarding partners including local children's services as appropriate. The DSL will check with the LSCB this has happened	
School Team / ERT	Co-operate fully with any Police investigation and any safeguarding investigation by the local authority	
	Inform the Chair of the St Faith's Committee	
	Inform the School's insurers	If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing pupil, the School will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

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

At the end of a School day

Pre Prep pupils including EYFS will only be released into the care of a parent or other individual whose name has been notified to the school in advance. If a pupil remains uncollected they are taken to Pre Prep Late Stay.

In Years 3 – 8 there is no physical hand over of a child to parent/carer at the end of the school day. A member of SMT is assigned as a lead in the event of a missing child scenario.

Monday	Tuesday	Wednesday	Thursday	Friday
MC	LNW/RPB	JPD	FHM	LED

Responsibility	Action	Comment
Front Office under the supervision of the Head's PA / Office Manager	Check the register to confirm the child came to school and has not been signed out	
	Check with parents that the child has not left with the parent / another approved adult	
School Office	Inform the Late Stay Supervisor / Pre Prep Late Stay Manager and Duty SMT member that a child is missing	
	Print off a missing child form from SIMS	To aide a subsequent search of the premises
	Commence a log of all activities relating to locating the missing child	For audit trail purposes and to aide any agencies called to support a search
SMT Duty Member of Staff	Assume responsibility for the event	Notify the Head as appropriate and DSL
	Notify the child's parents	Ask the parent to come to school, by using the normal route that the child takes.
SMT Duty Member of Staff and Late Stay Coordinator / Pre Prep Late Stay Manager	Coordinate a search of all areas of the school.	The search will begin in the vicinity nearest to the place the child would be expected to be and include all areas whether in or out of bounds to the children. The outdoor areas will be searched. Toilets and cupboards will be included.
		The Health Centre will be contacted and a check will be made of the music and Speech and Drama schedules.
		If a child is missing after 16:40 we should check the Kura App for bus passengers to ensure he/she has not gone home on a school bus
Front Office / Bursary / SMT	Make enquiries of all adults and the child's peer group to establish the last sighting and time, and the mental state of the child (happy, upset etc.). They will make provision for staff to assist or take over from the member of staff who reported the missing child.	
Bursar / Bursary / IT Team	Commence a check of CCTV on all gates to establish if the child has left the school	Conducted remotely if at the end of the school day and Bursary staff have left the school site

Responsibility	Action	Comment
	Commence a check of InVentry to establish if the child has signed out (those on the Unaccompanied Register)	Contact details for IT team in an emergency are in Appendix 1.
SMT Duty Member of Staff	Notify the police	Consider an early report if all search options have been exhausted While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
	Co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers. In some circumstances it may be preferable to ask the parent to return home and wait, in case the child has managed to make their way home.	

Late Stay:

At the end of the school day the Late Stay supervisor / Pre Prep Late Stay Manager will:

- Contact the duty SMT member of staff
- Enlist support from members of staff still on the school site
- Remain responsible for the incident unless directed otherwise by the Headmaster or SMT member

Where a child does not arrive at an after-school activity, the member of staff leading the activity will notify the School Office as soon as is practicable.

Where an expected child does not arrive at Late Stay the Late Stay supervisor / Pre Prep Late Stay Manager will be informed and efforts will be made to locate the child on the premises or by telephoning all available parent/carer contact details. Where no contact with parent/carer can be made it is assumed that the child has been collected or is journeying home with parental agreement. Messages will be left on home or mobile telephone numbers where possible.

Contact telephone numbers for SMT, and Late Stay mobiles at Appendix 1 and updated alongside the School's Emergency Response Policy.

15. Uncollected children (those not in Pre Prep)

The Late Stay 'Sweeper' carries out a 'sweep' of the school site and surrounding roads once the register for Late Stay has been completed. Any child that is identified as being 'uncollected' is then invited to go to Late Stay.

16. Children missing off site or during on a trip

In the event of a missing child when on a school trip, members of staff should follow the actions detailed in the risk assessment and follow the emergency procedures. This will involve actions such as contacting school, local authorities as well as parents or guardians.

17. Delays when Returning to St Faiths from away sports fixtures

Parents are updated via a variety of means if there is a delay in returning to school, X (formerly Twitter) as well as the school text messaging service is used to provide updates. A member of the Sports Department Staff supervising the fixture will remain to ensure that pupils are collected by parents, or taken to Late Stay (timing of day dependent, and as appropriate).

18. Procedure for staff once a pupil has been found

Once the incident is resolved, the SMT and staff team will review relevant policies and procedures and implement any necessary changes paying particular attention to the School's site security and risk assessment policies.

Incidents of children going missing from the school will be recorded by the Director of Pastoral Care in MyConcern².

² The school safeguarding database.

Appendix 2 - Quick check prompts

Is the child registered?

Who was the last person to see the child?

Is the child at the Health Centre or Discovery Zone?

Is the child at a music lesson?

Is the child at a speech and drama lesson?

Is the child at an activity?

Is the child at a sporting fixture?

Is the child on the unaccompanied register?

Has the child been signed out / gone home with parent?

Get help / contact SMT

Search buildings:

- Toilets;
- Cupboards;
- Out of bounds areas.

Who are the child's friends?

How does the child usually travel to / home from school?

Appendix 3 – Site Plan (Grid)

