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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 Early Years Foundation Stage and other regulatory guidance. This policy should be read in conjunction with the School's policies below.

Guidance:

- Inspection handbook :: Independent Schools Inspectorate
- Independent school standards guidance
- ISI Inspection Framework September 2026.pdf
- EYFS statutory framework 2026
- Keeping children safe in education 2026: September 2026
- Working together to safeguard children 2026
- Children missing education: statutory guidance for local authorities and schools - GOV.UK
- Working together to improve school attendance: July 2026

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

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. Registration

Recording Attendance twice daily pupil registration is a legal requirement. All pupils are registered at 0820 and 1330 by their Tutor. Pupils who are late to school and miss registration with their Tutor should sign in electronically in School House Reception**.** Unexplained absences in lessons are followed up by class teachers and the School Office promptly informed.

9. 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.

As part of our policy, students are required to register upon arrival at school, following the standard procedure. In cases where an independently travelling pupil is reported absent, prompt follow-up actions will be taken as a matter of urgency. Once a child leaves the school premises with parental permission to travel home alone, responsibility for their onward journey rests with parents and carers, unless the child is attending a St Faith's-run school activity.

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.

10. 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.

11. 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.

12. 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.

13. **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.

Initial Checks by Main Office

Determine whether the pupil has:

- Been registered in SIMS.
- Been signed out via EntrySign for an appointment or early departure.
- Had any absence messages recorded via email, MSP, or voicemail.
- Attended a Late Stay or activity session.
- Been included on VMT or S&D timetables.
- Been recorded on the Unaccompanied Register.

Check with:

- The pupil's Tutor.
- The teacher who last taught the pupil.
- The Deputy Head's PA / DSL (including possible detention).
- Sports staff regarding fixtures, training, gym sessions, etc.
- OnCall staff to establish whether the pupil has been seen.

Establish:

- Who last saw the pupil.
- How the pupil normally travels to and from school.
- Whether friends have seen the pupil recently.
- Whether the pupil has been signed out or collected by a parent.

Also check whether the pupil is:

- In the Health Centre.
- In the Discovery Zone.
- In the Library.
- With the School Listener.

Check:

- The Unaccompanied Register.
- The Mobile Phone Register and attempt to call the pupil's mobile phone.
- Contact parents discreetly and without causing alarm. This is not a “your child is missing”, it’s a check to see if you have picked them up or, you know if they are going somewhere else.

Timing-Specific Checks: Prior to Morning Registration

Main Office should:

- Check with the Tutor.
- Review emails, voicemail messages, SMT communications and SIMS comments.
- Check for previous day's absences.
- Check EntrySign for late arrivals.
- Check the classroom.
- Check morning activities.
- Check the Health Centre and Discovery Zone.
- Check home-to-school transport arrangements (bus, unaccompanied register, etc.).
- Check whether siblings are present in school.
- Contact parents discreetly and without causing alarm. This is not a “your child is missing”, it’s a check to see if you have picked them up or, you know if they are going somewhere else.

Timing specific checks: Following AM or PM Registration

Main Office should:

- Check SIMS for:
- Comments.
- Current classroom location.
- Room changes.
- Fixtures.
- Check VMT records.
- Check EntrySign to confirm whether the pupil has been signed out.

Check:

- Health Centre.
- Discovery Zone.
- The Listener.
- Deputy Head's PA.
- DSL.
- Library.

Speak with:

- Tutor.
- Teachers who last saw the pupil.
- Check for additional activities, including:
- Scholarship enrichment sessions.
- Subject workshops.
- Lesson swaps.
- Buddy systems.
- Sports training.
- Gym sessions.
- Trampolining.

- Other extracurricular activities.

Confirmation That the Child Is Missing

If all reasonable checks (above) have been completed and the pupil remains unaccounted for:

- Office contact
    - the Head.
    - The DSL
    - the Bursar.
    - the Duty SMT Member.

Immediate Actions

CCTV Review
The Bursar requests the Director of IT and/or PA to the Bursar to review CCTV footage for sightings.

Staff Communication
The Head's PA (or Front Office in their absence) sends an All-Staff email accompanied with a photograph of the missing child.

Email to read..

*In accordance with our Missing Child Procedure, this is a notification to all staff currently on site to be vigilant and on the lookout for **[Pupil Name]** from **[Form/Class]** (photograph attached).*

*If you have any information regarding **[Pupil Name]** or their whereabouts, please contact the Front Office immediately.*

Staff who are currently in buildings across the site should complete a thorough sweep of their area and then report back to the Front Office once this has been done.

All other staff on site should report to the Front Office, where they will be deployed to support the search effort.

Thank you for your immediate assistance.

Building Search

The Bursar coordinates with Front Office and organises a structured search of the site. Coordination is completed through the walkie talkie system.

Ongoing Communication

The Bursar keeps the Head informed throughout the search.

Escalation Meeting

If all search options have been exhausted, the:

- Head (in the absence of the Head the Duty SMT member),
- Bursar, and

- Duty SMT Member

meet in the Headmaster's study to determine next steps.

External Escalation

The Head:

- Contacts the parents to inform them that their child is missing.
- Contacts Cambridgeshire Police.

14. 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.

15. 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).

16. 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 Designated Safeguarding Lead in MyConcern[1].

[1] The school safeguarding database.

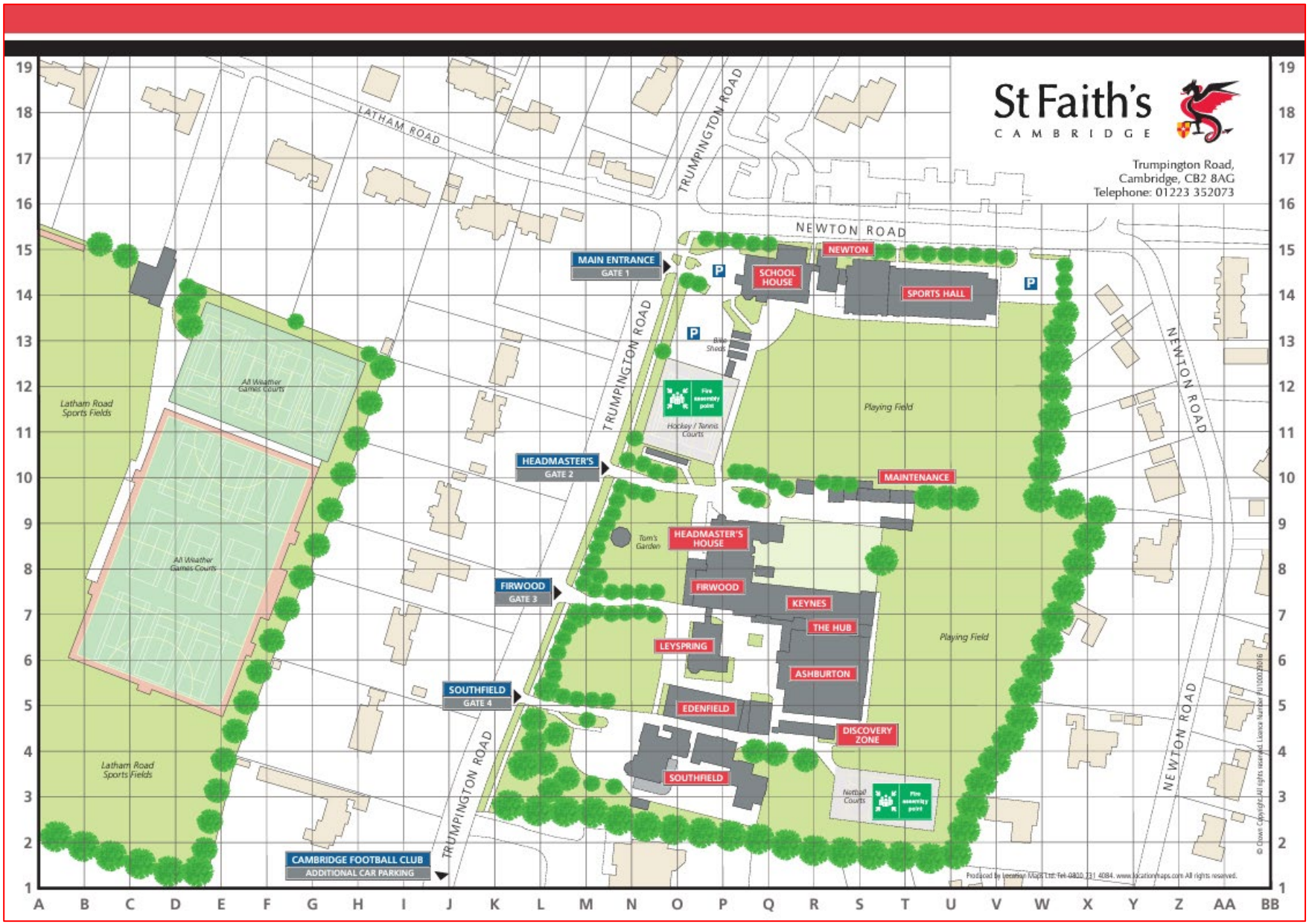
Appendix 1 - SMT contact details

Name	School email address
Headmaster Crispin Hyde-Dunn	headspa@stfaiths.co.uk
Deputy Head Joe Davenport	jdavenport@stfaiths.co.uk
Bursar Simon Holmes	sholmes@stfaiths.co.uk
Director of Pastoral Care Mike Critchley	mcritchley@stfaiths.co.uk
Head of Pre Prep Louise Wakefield	lwakefield@stfaiths.co.uk
Deputy Head Academic Laura Davies	ldavies@stfaiths.co.uk
Director of Teaching & Learning Francesca Hughes-Morgan	Fhughes-morgan@stfaiths.co.uk

Late Stay Mobile Numbers

Pre Prep: 07732 900743
Years 3 to 8: 07773 368508

Appendix 2 – Site Plan (Grid)


St Faith's
CAMBRIDGE
Trumpington Road,
Cambridge, CB2 8AG
Telephone: 01223 352073
LATHAM ROAD
TRUMPINGTON ROAD
NEWTON ROAD
MAIN ENTRANCE
GATE 1
NEWTON
SCHOOL HOUSE
SPORTS HALL
Bike Sheds
Fire assembly point
Hockey / Tennis Courts
Playing Field
HEADMASTER'S
GATE 2
MAINTENANCE
Tom's Garden
HEADMASTER'S HOUSE
FIRWOOD
GATE 3
FIRWOOD
KEYNES
THE HUB
LEYSPRING
ASHBURTON
SOUTHFIELD
GATE 4
EDENFIELD
DISCOVERY ZONE
SOUTHFIELD
Netball Courts
CAMBRIDGE FOOTBALL CLUB
ADDITIONAL CAR PARKING
All Weather Games Courts
Latham Road Sports Fields
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA BB
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19