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**MISSING CHILD POLICY**

*Distribution: School website, School Policy Drive.*

***Note:* This policy should be read in conjunction with Child Protection documents for Heathfield and Rishworth.**

**Heathfield School is committed to the promotion of the welfare of all children and recognises the primary importance of maintaining a safe environment for all children and adults. The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with DCSF Guidance *Safeguarding Children and Safer Recruitment in Education.* For this reason, health and safety is of paramount importance and should be an integral part of all processes. In the event of a student not being collected, it is vitally important that all adults use professional and personal judgement in order to ensure the safety and well-being of children.**

1. **Policy**

The School aims to keep all students’ safe and secure at all times.

School Procedures ensure that up-to-date information and contact numbers are held centrally, and can also be accessed by all staff. Colleagues are able to access and use the centralised computer record system, currently iSAMS. In addition, parents are supplied with contact numbers for the School.

This policy exists to help staff ensure the welfare of any pupil who has been left at School after closure and to establish the cause as soon as possible.

1. **Heathfield Immediate Procedure**

Any student who is not collected by 4.40 pm and who is not otherwise engaged in a supervised after-school activity will be escorted to Out of School Care building where he / she will be registered and then cared for until the close of Out of School Care at 5.45 pm.

The Out of School Care Manager (or duty manager) will attempt to contact parents to establish the cause of the delay. A senior member of staff will be contacted and kept up to date with any developments. If, at 5.45 pm, the student has not been collected, the Out of School Care staff will contact the Matronic Department at Rishworth to arrange for the student to be taken there. Attempts to contact the parents / carers and / or the supplied emergency contact numbers will continue throughout the evening. A message with relevant contact details will be left inside the window of the Out of School Care building in case an adult comes to the Heathfield Out of School Care.

1. **Rishworth Immediate Procedure**

Any student who is not collected by 4.40 pm and who is not otherwise engaged in a supervised after-school activity will report to the Library where he / she will be registered and cared for until the close of the Library at 5.45pm

Attempts to contact the parents/carers and/or the supplied emergency contact numbers will continue throughout the evening.

1. **Overnight Provision**

If parents cannot be contacted/are not able to collect their child, the student will be cared for overnight in an appropriate environment in one of the boarding or Matronic areas.

The Matronic staff will inform the senior member of staff at Rishworth of the situation.

The senior member of staff using all known available knowledge will consider whom to contact and at what stage (Head of Heathfield, Headmaster, Police, Social Services, etc.)

The senior member of staff should ensure that proper records are kept of all significant points relating to the incident and that clear channels of communication are established and maintained from the outset.

At every stage of the above procedure the student will be informed of the current situation and possible next steps to ensure the student is calm and conversant.

**APPENDIX 1**

**RISHWORTH SCHOOL: REGISTRATION POLICY**

***Available to staff via School’s Internal Policy Library and Staff Handbook***

**1.0 Purpose**

* 1. This policy outlines the requirements which the School must meet for the registration of its students’ absences and attendances and the procedures it follows to meet those requirements. The policy applies to all students who attend Rishworth, both boarding and day.

Central to this policy is that students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary.

* 1. By having, and following, this policy the School aims to:
* promote excellent student attendance and reduce absence, including persistent absence;
* ensure every student has access to full-time education to which they are entitled; and
* act early to address patterns of absence.

1.3 Parents are expected, at all times, to perform their legal duty by ensuring their children of compulsory school age who are registered at Rishworth attend regularly.

1.4 Students are expected, at all times, to attend registration and their lessons punctually.

**2.0 Requirements**

2.1 These requirements are contained in:

* The Education Act 1996 – sections 434 (1) (3) (4) and (6) and 458 (4) and (5)
* The Education (Pupil Registration) (England) Regulations 2006
* The Education (Pupil Registration) (England) (Amendment) Regulation 2010
* The Education (Pupil Registration) (England) (Amendment) Regulation 2011
* The Education (Pupil Registration) (England) (Amendment) Regulation 2013
* The Education (Pupil Registration) (England) (Amendment) Regulation 2016

2.2 These requirements are summarised in the DfE publication ‘School Attendance, guidance for maintained schools, academies, independent schools and local authorities’ (July 2019) and guidance is taken from the DfE publication ‘Children Missing Education’ (September 2016) which (in addition to the above requirements) further references the Education Act 1996 (Section 7, 8, 14 and 19) and the Education and Inspections Act 2006 (Section 4 and 38).

The requirements are further summarised in the Independent Schools Inspectorate Handbook ‘Commentary on the Regulatory Requirements’ September 2016.

As set out in Working Together to Safeguard Children statutory guidance, Rishworth School works closely with the Calderdale Safeguarding Children Board to implement a ‘First Day Calling Procedure’ (see procedure below).

2.3 A student’s name must be included in the register from the beginning of the first day on which the student is to attend Rishworth.

2.4 The register is to be completed at the start of each morning session and at the beginning of each teaching lesson.

2.5. The register must show whether the student is:

1. present;
2. absent;
3. attending an approved educational activity outside school (approved by the School and supervised by a person also approved by the School, including work experience or sporting activity);
4. unable to attend through exceptional circumstances (unavoidable closure of the School site or part of it; unavailability of transport provided by the School, or local authority, where the home is not within walking distance);
5. taking authorised absence (granted leave of absence by the School; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
6. taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

2.6 A student must not be marked present at the point registration occurs unless (s)he is physically present.

2.7 Where a student is attending another school at which he/she is a registered student he/she must be marked in the attendance register as attending an approved educational activity.

2.8 The list of codes to be used to indicate attendance and absence are taken from the DfE standard set of codes and are set out in the scheduled appended.

2.9 The designation N (No reason yet provided for absence) is first to be entered when no reason has yet been provided for absence, and is later corrected.

2.10 **The designation N (No reason yet provided for absence) must never be allowed to remain in a register indefinitely: it must be corrected to the appropriate symbol as soon as possible and always within two weeks of that symbol having been entered.**

2.11 Any correction to an original entry must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made distinguish clearly between the original entry and the correction, save when the symbol N is used, in which case overwriting is allowable electronically.

2.12 The School, through the Bursar’s office, operates a backup system for the storage of all electronic information. Please refer to the Rishworth School ICT Backup Policy for details. In addition to this policy a copy of the Admissions Register is created termly and saved to disk monthly.

2.13 It is the Tutor’s responsibility to spot patterns of absence and act upon them without delay. This will include speaking with a student and, as necessary parents. The relevant Head of Section should be informed of any initial action and will intervene as necessary, should this be required.

2.14 The School registers boarding as well as day students and sixth form students.

**3.0 Absence**

3.1 It is the School’s policy (and the DfE directive) that students should not miss School for any but the most exceptional circumstances. Family holidays, for example, would not normally be considered as an exceptional reason. Where such absences are genuinely unavoidable (for example, a family wedding or medical appointment) a Request for Student Leave of Absence Form should be completed and forwarded to the Head, requesting the absence for the student and outlining the reason(s) for the request. Copies of the form can be obtained from the School Office or downloaded from the School’s website. A minimum of two weeks’ notice is expected in every case. Parents are responsible for making sure that their children receive a full-time education. If a child fails to attend school, under current legislation, parents may be guilty of an offence and can be prosecuted.

3.2 The school has a duty to follow up any unexplained absences to:

* Ascertain the reason;
* Ensure the proper safeguarding action is taken;
* Identify whether the absence is approved or not; and,
* Identify the correct code to use before entering it on the school’s electronic register, or management information system which is used to download data to the School Census.

3.3 Where a student has not returned to school for **10** days after an authorised absence or is absent from school without authorisation for **20** consecutive school days (28 days in the case of exclusion for non payment of fees for UK resident students, 10 days in the case of any student where the School sponsor their TIER 4 visa in order to comply with immigration rules as per Clause 9.10 of the Terms & Conditions), the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

3.4 The School has a legal duty to report certain attendance issues to its local authority: 10 daysunauthorised absence (other than for reasons of sickness or leave of absence); failure to attend regularly, and deletion from the school register when the next school is not known. In the last-mentioned case, the School is required to report the circumstances as soon as possible to the local authority in which the student lives.

3.5 The School will inform the local authority (where the child is a UK resident) when a student’s name is to be deleted from the admissions register on certain grounds, namely (i) when the child has been taken out of school to be home educated; (ii) when the family has apparently moved away; (iii) when the child has been certified as medically unfit to attend; (iv) when a child is in custody for more than four months; or (v) the child has been permanently excluded. (It may be necessary to make, as appropriate within any existing rules and guidelines, an additional report to the Immigration Authorities where the child is an international student.)

**4.0 Procedure**

4.1. Registration takes place twice daily - morning registration commences at 8.30am and concludes at 8.40am and occurs in every lesson thereafter.

4.2 Registration will be taken electronically, save in exceptional circumstances (e.g. system failure) when it will be taken manually (see below).

4.3 Before Registration Tutors will check announcements through internal email.

4.4Tutors will need to attend their Form Rooms **no later than 8.25 am** each morning to log on to iSAMS and be ready to take Registration at 8.30 am prompt; this five minute window is needed to ensure that the system has time to become operational for morning registration as it is important that registration is always undertaken promptly.

4.5The list of codes to record student attendance and absence must be used at all times.

4.6 Any students arriving late for registration must sign his or her name in the ‘Late Book’, which is kept in School Office.

4.7 **First Day Calling Procedure**

If a day student has failed to arrive by 9.20 am, and no explanation for non-attendance has been received from the parents or guardian, the School Office will make reasonable enquiries of the parents, guardian or other stakeholders as to the reason for the student’s non-attendance and record we have completed these procedures (see below). It will, as soon as possible, make the same enquiries of boarding staff in respect of any boarder whose non-attendance at registration has been marked with the symbol ‘N’. The School Office will amend the electronic register when information about a student’s absence has been obtained or verified. In any event the School Office will keep a list of printed absence; this information can then be used for fire procedures.

Procedure:

* Registers saved by 8.40am.
* Late children checked and registered.
* Absence emails and answer machine messages listened to.
* Check lessons to see if student has arrived but not signed in at Reception.
* First phone call to parents by 9.40am asking for a response.
* If no reply a second phone call, text or email is sent requesting a response.
* By 10.20am the Head or DSL should be informed of any child still unaccounted for.
* If still no response, start calling, ringing down all contacts on our system until a reply is received including social workers etc.
* Continue throughout day to try to make contact using contact list and if known, child’s own phone number.
* If child does not present in school on second day, there has been no contact received from any of the contacts and the child’s whereabouts are unknown, contact Police. This should be done using the 101 number.

4.8On the day that a student returns to school, he/she should provide explanation for their absence from a parent or guardian. This can be in the form of a letter, email or telephone call and is submitted to the School Office and added to the student’s file. If explanation has not been received by the second day after a student’s return from absence, the parent/guardian concerned is phoned and informed that the absence will be counted as an unauthorised absence unless a note is received the next day; any such note, once received, should be dealt with in the manner just outlined.

4.9 Manual Registration - When for any reason registration cannot be taken electronically, Tutors should use and complete the register by collecting a paper register from the School Office.

4.10For the purposes of the Fire Procedures, a member of the School Office will take to the designated assembly point all the paper registers and a printed absence list for that Form for that day, together with the Late Book (if needed); the registers will then be distributed to Tutors for a roll call to be taken.

4.11 Registration is to be used by Tutors as an opportunity to check uniforms and deal with other pastoral matters and to ensure that students attend lessons in a tidy and orderly manner.

4.12 It is a tutor’s responsibility to monitor the attendance of their tutees. Where there is a concern, the matter should be discussed with the appropriate Head of Section or Senior Manager. Where an attendance problem is identified in that conversation, and as the first line of contact with parents, the Form Tutor will liaise with parents about the matter in the first instance. It is important that any contact is in writing so that a full record of any dialogue can be kept should the matter need to escalate. As a guide, we expect students to have full attendance. However, there will be occasions when, for example, a tutee is unwell and kept off school. Tutors should raise the matter as a potential attendance issue where absence becomes significant in scale or appears to be following a pattern. Letters are sent home if attendance falls below 90%.

4.13 A copy of this policy is available to Tutors and the School Office via the Policy Library on the school system.