



Missing Child Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

This policy should be read in conjunction with the policies on Supervision of Pupils and Pupil Attendance.

1. Introduction

- 1.1 All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.
- 1.2 A child going missing from education is a potential indicator of abuse or neglect. Abbot's Hill staff should be alert to children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

2. What staff should be aware of

- 2.1 It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage. Details are included in Annex A **of Keeping Children Safe in Education** (2019) which is provided to all staff working directly with children. Any concerns about pupils missing from education should be reported in the same way as other safeguarding concerns.

3. Admissions and attendance registers

- 3.1 The law requires the school to have an admissions register and an attendance register. All pupils must be placed on both registers.
 - The Registrar is responsible for placing pupils on the admissions register, in accordance with the requirements of the Independent School Standard Regulations and for removing them from this.
 - Attendance registers are completed by Nursery staff, Class Teachers (Prep School) and Form Tutors (Senior School) and are collated by Main Reception.

4. Actions to be taken if a child goes missing from education

- 4.1 The Head will ensure that the local authority is informed of any pupil who is going to be deleted from the admission register. This will be in accordance with the Children Missing Education Statutory Guidance (September 2016). Full details are in Appendix A.
- 4.2 This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that Abbot's Hill School complies with this duty, so that the local authority can, as part of their duty to identify children of compulsory school

age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

- 4.3 We will also 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 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

5. Monitoring pupils during the school day

- 5.1 The safety and security of the children in our care are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.
- 5.2 Each pupil is registered at the start of the school day. Young children are handed in to the care of their Class Teacher or the Breakfast Club team, whilst older pupils come in on their own and make their way to their form room or tutor base.
- In the Senior School, pupils may go directly to their Common Room before moving on to Breakfast Club or Registration.
 - Prep School pupils arriving before 8.00am are asked to register in the Main Reception, where a member of staff is on duty from 7.30am.
 - From 8.00 am Prep School pupils in Years 3-6 can be supervised in the playground.
 - Pupils in Reception – Year 2 are supervised at Breakfast Club before being escorted to their classrooms at the start of the school day.
 - Children in Nursery are signed in and out by Nursery staff when they arrive and leave and their whereabouts during the school day is monitored and documented by Nursery staff.
- 5.3 An afternoon register is taken in the Prep School before lessons begin, whilst in the Senior School, girls are registered as they go into lunch.
- 5.4 During the school day and on educational visits, staff maintain a high level of supervision and are aware of the location of the children in their care.
- 5.5 Main Reception collates the attendance registers each morning and afternoon and circulates an absence list to all staff. This is monitored by staff with pastoral responsibilities in order to identify any potential safeguarding risks.
- 5.6 Pupils leaving the school site for educational visits are supervised according to the arrangements outlined in the AHS Journeys handbook. The correct staff:pupil ratios are adhered to. Staff implement strategies to ensure the safety of all pupils, which includes full risk assessments. Head counts take place frequently when pupils are off site.
- 5.7 However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedure will be followed:
- Staff will maintain the safety and well-being of other children
 - A roll call will be taken
 - Consideration will be given to setting off the fire alarms and evacuating everyone from the buildings across the school site

- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds, going to places at which the pupil was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 45 minutes, or as reasonable in the circumstances, the Head (or Deputy Head, in her absence) will endeavour to contact the parents of the missing pupil by telephone.
- The Head (or Deputy Head, in her absence) will contact the police if the parents have not been contacted, after such period of time as is appropriate in the individual circumstances.
- Once the police or parents (as appropriate to the situation) arrive, the school will liaise closely with them as to the appropriate course of action.
- If off-site, a member of staff will remain with the police to comfort the child when found and maintain contact with the school so long as the safety of the rest of the party is not compromised, in particular with reference to the staff/pupil ratio, as a result.

5.8 Following any incident where a pupil has gone missing, a written report must be produced to include what happened, the actions taken and the reasons for the pupil being missing.

5.9 Measures and procedures will be monitored, reviewed and updated regularly as appropriate.

Issue Date: October 2019

Review Date: October 2020 or earlier if major change requires



Mrs Kathryn Gorman
Head

Appendix A: Grounds for deleting a pupil from the school admission

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.