ATTENDANCE POLICY (INCL. CHILD MISSING EDUCATION (CME) PROCEDURES AND MISSING CHILD PROCEDURES)

Policy area

Students, Safeguarding

SLT Lead

Assistant Headteacher, Personal development and well-being (Fiona Parsons)

Statutory Regulations

Schedule to the Education (Independent School Standards) Regulations 2014
The Independent Schools (ISS) Guidance April 2026

Last Updated

September 2026

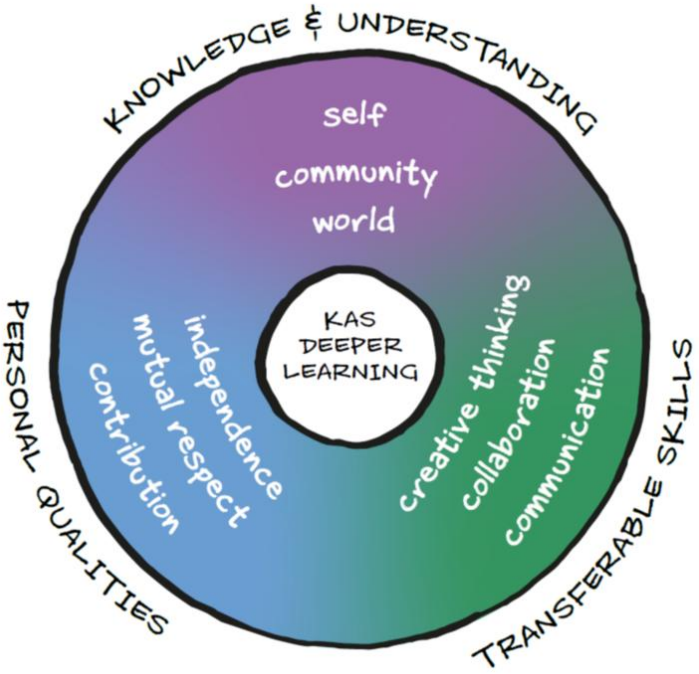
Last Approved

October 2024 (by Education Committee)

Next review

September 2027

Policy statement and principles



The KAS Deeper Learning Wheel

All King Alfred policies relating to students are informed by our vision of a holistic education, which is represented by the graphic above. The Safeguarding & Child Protection Policy connects to each of the three sections:

In **Knowledge and Understanding**, we aim for all our students to develop a strong understanding of themselves as learners and successful members of the school community. Social responsibility is actively promoted across the school.

In **Personal Qualities**, we aim to support students to make wise and sensible decisions about their own behaviour (independence), to understand the importance of operating within school boundaries (mutual respect), and to appreciate their role in creating a safe and supportive environment (contribution).

In **Transferable Skills**, we aim to support students to recognise others' opinions and value their contribution; and to communicate effectively and respectfully with others

- This policy is available on the school website and is also available to parents from the Director of Finance and Operations on request.
- This policy is reviewed and revised annually or more often if there are changes in guidance or legislation.
- Advice , and guidance to Staff is contained in the school's Staff Code of Conduct document.

KING ALFRED SCHOOL
ATTENDANCE POLICY

(incl. Child Missing Education (CME) and Missing Child Procedures)

This policy should be read in conjunction with the King Alfred School Safeguarding and Child Protection Policy.

This policy has been written with regard to the following guidance and legislation:

- Education (Independent School Standards) Regulations 2014
- Education and Skills Act 2008
- Children missing education - GOV.UK (www.gov.uk) August 2024
- Children Missing Education - Guidance for Local authorities
- Keeping children safe in education - GOV.UK (www.gov.uk)
- Guidance for parents on school attendance 2023
- Working together to improve school attendance 2024
- Summary table of responsibilities for school attendance 2024
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

INTRODUCTION

Attendance at school is important for a variety of reasons in a student's life. Prolonged absence, irregular attendance or continued lateness can all undermine a student's experience, academic progress, social experience and sense of being part of the KAS community. This policy applies to the whole school including the EYFS years and Sixth Form. A copy is sent to all parents and is also available on the website.

The school recognises that students may sometimes have difficulties in attending regularly for a variety of complex reasons, e.g. medical conditions, including physical and mental health, and social and emotional factors. In line with our child centred philosophy, we will always seek to understand the underlying reasons for non-attendance, and work constructively and supportively with the family and child.

However, it is a **parental responsibility** to ensure that their child attends school.

1. The Scope of Attendance

The school day runs from 8.55 am – 4pm in the Upper School and from 8.55 am – 3.45pm (Lower School, Manor Wood and 9.05am – 3.30pm Ivy Wood). Attendance is expected during these hours.

Attendance registers are maintained electronically and kept for at least six years from the date of the entries, in line with the latest regulations. Back-up copies are automatically generated overnight and are retained for at least six years.

The School maintains an attendance register in accordance with the Education (Pupil Registration) (England) Regulations, 2006 and CME guidance

Registers are completed using the appropriate national attendance and absence codes system prescribed by law (See Appendix 3)

The Upper School's Senior Attendance Champion is Fiona Parsons who can be contacted at fionap@kingalfred.org.uk. The Lower School Attendance Champion is Karen Thomas who can be contacted at karent@kingalfred.org.uk

2. The Pattern For School Holidays

The school term dates are published in advance and must be observed. The holidays are designed to be generous enough to allow pupils to re-charge their batteries and to spend time with their families.

The school is unable to authorise absence for holidays during term time. If there are special circumstances which requires travel, such as the bereavement of a family member, parents should request authorisation by contacting either the Head of Lower School (LS) or the Head of Year (US).

Only the school may authorise absence from school, a power which is delegated to schools by government and on which it is inspected. The school relies on parents to avoid at all costs obliging the school to categorise an absence as unauthorised.

3. Absence Other Than Because of Illness

In line with National guidelines, any other requests for absence that are not due to medical illness should be addressed to the Head of Lower School (LS) or Form Tutor and Head of Year (US) with as much notice as possible Heads of Year and relevant Lower School staff can only permit up to 3 days of absence. Parents should write to the Head and copy in the Head of Year for periods over this.

4. Safeguarding and Welfare of Children

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues. It is the school's responsibility to identify pupils who are regularly absent to support problems as they first emerge.

In accordance with the official School Attendance Guidance (DfE October 2014), King Alfred School will inform the appropriate local authority of any pupils who fail to attend school regularly, or has been absent without the school's permission for a continuous **period of 10 days or more.**

If a student is unable, or expected to be unable, to attend school for 15 days because of sickness (whether consecutive or not) the school will notify the local authority.

The school will inform the local authority, in advance where the circumstances are known, of any pupil who is going to be deleted from the admission register, in accordance with the circumstances (e.g. home education, illness) set out in *School Attendance.*

5. Children Missing From Education

Staff must report to the DSL and deputies any unexplained absences, any regular pattern or absences, any agreed absences that are prolonged and any indication that a pupil/family have a planned absence in term time that has not been approved by the school. The school will hold at least two contact numbers for the child. The Head and DSL will discuss such absences with Barnet Social Care Services.

In addition, the following circumstances will also be reported to the local authority where the child lives:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence).
- Failure to attend school regularly (see KCSIE).
- If a child has been taken out of school to be home educated.
- If a child has been certified as medically unfit to attend.
- If a child is in custody for more than four months or has been permanently excluded.

This duty arises as soon as the grounds above are met and in any event before deleting a child's name from the admission register.

In the case of a child leaving the school when the next school is not known, the circumstance will be reported as soon as possible to the Local Authority in which the pupil lives.

6. Admission Register

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 Lead DSL without delay. They will consider notifying the local authority at the earliest opportunity if required.

The School admission register, 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 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. Schools also have a statutory obligation to inform the Local Authority (Barnet) when a pupil's name is going to be deleted from the School's register on certain grounds such as: child removed to be home educated; when the family has apparently moved away; when the child is in custody for more than 4 months; when the child has been permanently excluded. The full list is set out in the DfE WTISA guidance.

The School will also inform the appropriate Local Authority when it adds or removes a pupil's name to the admissions register at non-standard transition points (e.g. where a child leaves the School before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the

School). Notifications of additions to the School's register should take place within 5 days of the entry. The School will comply with any Local Authority requests for information on pupil movement at standard transition points.

Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Office and the DSL. Admissions Office staff should liaise closely with the DSL, in order that it can be provided to the Local Authority within the statutory deadlines. In addition to the School's terms and conditions for unsatisfactory attendance, the School will notify the Local Authority of any pupil who fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

A child that has failed to return to school after 10 days of authorised absence or has been absent without the School's permission for a period of 20 days or more (in the absence of any appropriate causes) will be deleted from the School's register, after reasonable enquiries from the School and Local Authority have taken place and have failed to establish the pupil's whereabouts, or have established the pupil's whereabouts but have agreed with the Local Authority that there are no reasonable grounds to believe the pupil will attend school again, taking into account any reasonable steps the School or Local Authority could make to secure the pupil's attendance.

Monitoring and reporting longer-term absences are the responsibility of Form/Class Teachers and HoYs working with the team of Designated Safeguarding Leads (DSLs).

Where a child is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not), the School must inform the local authority (where the school is situated).

In accordance with DfE guidelines, in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the School to provide a pupil with a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible.

7. NOTIFICATION OF SCHOOL ABSENCE OR LATENESS

All student absences should be notified in accordance with school procedures.

Registration:

The school is required by law to take attendance registers twice daily – once at the start of the morning session and once during the afternoon session.

The school day begins with registration at 8.55am in form rooms in Upper School or classrooms in Lower School. Registration is a legal requirement and a child who misses it must check in at the relevant Reception. Ivy Woodl parents may check in on behalf of their children.

The afternoon registers are taken. Registers are taken on SIMS in classrooms at 8.55am, and registration closes at 9.15am.

Lateness:

If a student is going to be late a parent should call the front desk on 020 8457 5200. However, the student should, as appropriate, also sign in at Reception. Lower School parents are asked to call the Lower School office re lateness. If a student is going to be late a parent should call the front desk on 020 8457 5200. However, the student should, as appropriate, also sign in at Reception. Lower School parents are asked to call the Lower School office re lateness. ɵ

Absence due to sickness:

In the Upper School absence due to illness should be reported before 8.45am on **020 8457 5297** or email **absence@kingalfred.org.uk** copying in the Form Tutor.

In the Lower School absences due to illness should be reported by email to **lowerschool@kingalfred.org.uk** or by calling **020 8457 5243**.

Parents may be asked to provide a doctor's note in some circumstances.

Parents should inform the school of any significant change or influence in their child's life which may impact on attendance or learning. This should be done via the Form Tutor (US) or class teacher (LS).

8. MONITORING OF ATTENDANCE – LOWER SCHOOL

The attendance of each child is monitored by the Head of Lower School. Class teachers also keep a watchful eye on attendance. Most parents call or email the school if a child is absent. If however, no communication is received, a call or email is made/sent to the parents of the absent child on the day of absence. If the attendance level falls below **90%** we begin to make enquiries and keep a close eye on attendance. If the school continues to have concerns, then the parents are called to be alerted to the degree of absence. If the attendance level continues to fall, the Head of Lower School contacts the parents and offers a meeting to discuss ways in which the school can be supportive.

9. MONITORING OF ATTENDANCE – UPPER SCHOOL

Staff at KAS place a high value on attendance and all school staff have a legal responsibility to keep accurate records of pupils' attendance. Most parents call or email the school if a child is absent. If however, no communication is received, a call or email is made/sent to the parents of the absent child on the day of absence. The Attendance Officer (6th Form Pastoral Assistant and US Education Administrator & Pastoral Assistant), Form Tutor, Head of Year and Assistant Head, Pastoral check attendance regularly and whilst particular circumstances of individual pupils and families will always be taken into consideration, parents and carers can expect the following series of actions to take place.

1. Students with attendance below 90% for the academic year: Contact by email or telephone from the Form Tutor or Head of Year to advise that a student's attendance is becoming a cause for concern. Discussion of a student's circumstances and an agreement to improve attendance.
2. Students with attendance below 85% for the academic year: Meeting between parents/carers and appropriate pastoral staff. Discussion of student's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets to be put in place. Additional support applied as necessary.
3. Students with attendance below 80% for the Academic Year: Meeting with parents/carers and senior staff. Discussion of student's circumstances, including possible consideration of amendments to the student's academic programme. Agreement of high-priority attendance improvement plan. Monitoring and attendance targets put in place. Additional support applied as necessary. At this point a home visit from members of staff to the student at home may be implemented at the school's discretion.
4. Students with attendance below 70% for the academic year: Formal review with the Assistant Head Pastoral, Head of Upper School and/or Head. This may include consideration of repeating the academic year and a review of the student's place in the school.
5. Where a student has been through points (1), (2) and (3) above then improved their attendance only for it to decline again, it is at the discretion of the school to decide which stage of the process the student should be placed upon, involving student and parents accordingly. Outside agencies such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

10. MONITORING OF ATTENDANCE – SIXTH FORM

As the Sixth Form prepares students to leave formal schooling for Higher Education or employment, more flexibility and freedom are granted to students to enable them to prepare for life beyond the school.

1. Year 12 and Year 13 students are expected to attend all morning registration sessions, call overs and Form Hours. Students with attendance below 90% of their lessons for the academic year: Contact by email or telephone from the Sixth Form Support Officer to advise that a student's attendance is becoming a cause for concern. Discussion of a student's circumstances and an agreement to improve attendance.
2. Students with attendance below 85% of lessons for the academic year: Meeting between parents/carers and one of the Assistant Heads of Sixth Form. Discussion of student's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets to be put in place. Additional support applied as necessary.
3. Students with attendance below 80% of their lessons for the Academic Year: Meeting with parents/carers and Director of Sixth Form. Discussion of student's circumstances, including possible consideration of amendments to the student's academic programme. Agreement of high-priority attendance

improvement plan. Monitoring and attendance targets put in place. Additional support applied as necessary. At this point a home visit from members of staff to the student at home may be implemented at the school's discretion.

4. Students with attendance below 70% of their lessons for the academic year: Formal review with the Assistant Head Pastoral, Director of Sixth Form and/or Head. This may include consideration of repeating the academic year and a review of the student's place in the school.

11. SENSITIVE OR COMPLEX CIRCUMSTANCES

In cases where attendance is affected due to psychological, emotional, social or other health related issues, parents should liaise as soon as possible with the class teacher in Lower School or the Form Tutor and Head of Year in Upper School. For more sensitive or complex cases, parents of children in Lower School should contact the Head of Lower School (Karen Thomas, karent@kingalfred.org.uk) or for Upper School, the Assistant Head, Pastoral (Fiona Parsons, fionap@kingalfred.org.uk).

Our school recognizes that a sudden or prolonged drop in attendance can be an early indicator of underlying safeguarding, social, emotional, or mental health (SEMH) difficulties. In accordance with **Keeping Children Safe in Education (KCSIE) 2026**, staff are trained to look beyond attendance figures as mere compliance, viewing persistent absence as a potential sign of distress.

Where a pupil exhibits signs of **Emotionally Based School Avoidance (EBSA)** or severe anxiety, we will not treat the absence as a standard behavioural or disciplinary matter. Instead, the DSL and pastoral teams will initiate a child-centred, compassionate early help response. We will collaborate directly with the pupil and their parents/carers using a curious, non-confrontational approach to identify and break down specific barriers to school life. Where required, we will implement supportive, individualized reintegration strategies—such as phased timetables, designated safe spaces, or emotional regulation check-ins—and coordinate with external multi-agency Early Help Services to ensure the child is safe and supported. Legal enforcement measures will only ever be considered as a last resort after all supportive avenues have been fully explored and exhausted.

Appendix 1

MISSING PUPIL PROCEDURE

As stated in KCSIE (2024 p.48) "Children being absent from education for prolonged periods of time and/or on repeated occasions can act as a vital warning sign of a range of safeguarding issues." This may include abuse and neglect, mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM or risk of forced marriage and child sexual and criminal exploitation.

It is important that the School responds to persistently absent pupils and children missing education in order to identify the existence of any underlying safeguarding risk and in the case of absent pupils, to help prevent the risks of a child going missing in the future. Staff should therefore be aware of the school's attendance policy, particularly unauthorised absence and CME procedures.

This document should be read alongside the schools:

- Critical Incident Management Plan
- Safeguarding Children in Education Policy.

1. AIMS

- to minimise the risk of pupils going missing whilst in the care of the school.
- to enable quick and effective reaction to a pupil going missing.

2. OBJECTIVES OF THE PROCEDURES

- to set out the school's commitment to safeguarding all pupils in its care.
- to establish clear, workable procedures to be followed by staff in the event of a pupil going missing.

3. NON-ARRIVAL OF A PUPIL AT SCHOOL:

If a pupil has been marked absent in morning registration by 8.55am, is not signed in late or registered in their period 1 lesson and no explanatory message has been received by the School Office:

The Lower School office will ring the parents using the contact numbers the School holds on its systems.

The Upper School will contact parents by text message for a reason for their child's absence. This will be followed up by a phone call if necessary. If a parent believes that their child should be in School, the Missing Child Search Procedure will be activated. If the child has a * code on SIMS, this signifies there are concerns related to Wellbeing, Inclusion, Safeguarding or Pastoral needs. An email notification will need to be sent to the HoY.

If the School is unable to contact parents and no message has been received by us about the whereabouts of a child then Lower School Head will contact the police or Local Authority.

If a parent believes that their child should be in School, the School Office will check again as to the child's whereabouts; in their lesson, a music lesson, with the School Nurse etc.

If the child still cannot be located then the School's Critical Incident procedure will be activated and Head informed.

4. PUPIL MISSING FROM SCHOOL PREMISES

Prevention

- **Staff:**
- are vigilant at all times
- understand and implement school policies and procedures
- ensure that security doors and gates are closed when not in use
- take the register of pupils using SIMS at morning and afternoon registrations
- ensure that children who are allowed off-site during the school day (Years 10-13) sign in and out
- duty staff at the gate during first break and lunch as a point of contact for students and remind them to sign in and out
- year groups briefed by the Head of Year at the beginnings of terms about what to do and who to call should there be an issue during the school day whilst off school grounds
- carry out headcounts, where possible, when moving from one site to another
- ensure that there is a member of staff aware of the front and back of a line of pupils when moving between sites

Staff are aware of the risk that children may go missing during the school day. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at transition points between sessions, in addition to the registration procedures. If for any reason a member of staff cannot account for a child's whereabouts at any point during the school day, the following procedure will be activated:

Action

Staff:

- take a register to ensure all other children are present
- ask other staff and pupils when they last saw the missing child
- ask office staff, or attendance officer or Head of Year in the respective buildings to:
    - check the peripatetic Music lesson and Learning Support timetables
    - check whether the pupil is ill and in the nurse's office or legitimately absent
    - arrange for the supervision of the remaining pupils
    - search the building/site
    - check for signs of exit from the building/site
- inform the respective SLT Member (Head of Lower School /Deputy Head Upper School or Assistant Head Upper School, DSL) if the pupil has not been found.

SLT Member (accompanied by Head of Year in the US):

- takes responsibility for further action
- assesses the situation and initiates a more thorough search
- informs the Head of School
- contacts the child's parents as soon as the checks have been made at school (usually no more than 1 hour from when the pupil is reported missing)
- contacts the emergency services, if necessary

If the child in Key Stage 1 or the EYFS has not been found within 10 minutes:

- The Police will be called on 999.
- The child's parents will be notified.
- The Head will be notified.
- Once the police arrive, all relevant information about the child will be passed to the police who will take over the search. The police will be provided with the following information:
- A photograph of the child and a detailed description including a description of their clothing.
- The circumstances of the incident, including anything that may have triggered the disappearance.
- How long the child has been missing
- Where the child was last seen.
- Who is looking for the child, where they are searching and what their mobile telephone numbers are.
- Information on whether the child has any medical needs or learning needs.
- The names and contact details of parents of the child.

5. MISSING OUTSIDE SCHOOL HOURS OR OUTSIDE SCHOOL PREMISES

Risk Assessments and emergency procedure guidance is in place for staff leading or supervising visits off the School site. Emergency contact details for parents are provided for staff. Full details can be found in the School's Educational Visits policy.

Prevention

Staff:

- are vigilant at all times
- understand and implement school policies and procedures
- take the register of pupils
- carry out regular headcounts, especially on arrival and departure
- ensure that there are sufficient adults supervising the school activity
- inform the children, before they leave the school premises, of actions to take should they be separated from their group or class
- instruct children to walk in pairs on the pavement
- ensure that there is a member of staff at the front and at the back of the line of children
- ensure that children are not left unsupervised
- ensure that an approved Risk Assessment has been disseminated to all adults supervising
- HoYs ensure that students who are allowed off-site during the school day know how to report any issues and sign in and out of the premises.

Action

Staff:

- take a register to ensure all other children are present.
- ask other staff and pupils when they last saw the missing child or have contact with them (mobile use in the US)
- arrange for the supervision of the remaining pupils and for one adult to check the building/venue/site.
- inform, where possible, the venue staff and take advice.
- inform one of the following School Contacts:
    - the school office staff in the respective part of the school (if during office hours) who will pass information to an SLT member or Head of Year and DSL
    - Head or Director of Finance and Operations during holiday or weekend activities.
- initiate a more thorough search, using available adults, keeping the School Contact informed.

SLT Member (accompanied by the Head of Year in the Upper School):

- takes responsibility for further action.
- informs the Head.
- contacts the child's parents once the initial searches have been done and usually within 1 hour of the child being reported missing

- arranges for the emergency services to be called by the Lead Staff Member (in charge of school activity), if necessary.

6. FURTHER ACTION TAKEN IF PUPIL NOT FOUND

SLT Member:

- initiates a wider search (other parts of the school/venue and the local area) using as many adults as possible.
- seeks information as to the pupil's state of mind, or personal problems, which could have a bearing on the situation.
- checks school medical records to obtain any relevant medical information regarding any medical condition or medication being taken.
- contacts the parents.
- arranges another adult to contact all numbers on the database related to the child.
- contacts the emergency services or makes sure such services have been called offsite.
- maintains telephone contact with parents, giving regular feedback.
- keeps the Head informed.

The Head:

- liaises with SLT Member and emergency services.
- informs the Chair of Council, when appropriate.
- deals with any media enquiries, if necessary.
- refers the matter to the relevant local authority safeguarding officer, if necessary.

The procedure to be followed in the event of a child in Key Stage 1 or the EYFS going missing whilst off-site:

- The Group Leader will be notified immediately. They will take responsibility for coordinating the search.
- A search of the immediate vicinity will begin.
- Appropriate care, supervision and staff: pupil ratios must be maintained for the remainder of the children. All adults who can be made available will be deployed to search for the missing child. These adults will be asked to carry their mobile phones with them if possible.
- In order to ensure the situation remains as calm as possible, care will be taken to avoid telling other pupils about the missing child unless it is necessary to do so in order to assist with the search.
- If available, staff at the venue will be informed and asked to assist with the search.

If the child in Key Stage 1 or the EYFS has not been found within 10 minutes:

The Head of Lower school will be notified; she will inform the child's parents and maintain regular contact with the Group Leader.

- The police will be called on 999.
- The Head will be notified.
- The remaining children will be taken back to School.
- Once the police arrive at the venue, all relevant information about the child will be passed to the police who will take over the search. The police will be provided with the following information:
- A detailed description of the child, including a description of their clothing.
- The circumstances of the incident, including anything that may have triggered the disappearance.
- How long the child has been missing
- Where the child was last seen.
- Who is looking for the child, where they are searching and what their mobile telephone numbers are.
- Information on whether the child has any medical needs or learning needs.
- The names and contact details of the parents of the child.

Critical Incident Procedure – Missing Child

• Staff to alert a member of SLT who will immediately alert the Head.

• Support staff and other available teaching staff will be asked to organise a search of the School site, paying particular attention to cloakrooms, lavatories, playgrounds or free classrooms, where a pupil may have gone.

• Support staff (Estates Team or IT Services) may be asked to review CCTV records for signs of entrance / exit by the pupil.

• Appropriate pastoral staff will contact parents, carers and other relatives, in addition to known friends of the pupil, and ask them to make efforts to contact the pupil to establish their whereabouts.

• The Head (or other DSLs in the Lower School) will, as soon as is practicable and after all reasonable efforts to locate or contact the pupil have been made, make contact with the appropriate Local Authority Children's Services and, if necessary, the Police.

• The Head should be kept updated about the investigation process and will decide about informing the Chair of Council, in addition to consulting with the appropriate authorities (LADO / Police) about appropriate information to share with parents, staff or any press / media enquiries.

• Pastoral staff will co-ordinate the provision of ongoing support and counselling if necessary, for pupils in school who may be effected.

Once the child is located: the immediate priority is the safety and well-being of the child and all appropriate comfort and support should be provided without delay.

A full investigation of the circumstances of the incident will then be carried out by the Head or a nominated member of SLT. Parents of the pupil concerned will be informed of the results of this investigation as soon as possible. The School will review

its procedures and risk assessments in the light of the investigation and, if necessary, make appropriate adjustments.

The DFO: informs the school insurers.

7. CRITICAL INCIDENT EVALUATION

In line with our Critical Incident Management Plan, there will be a thorough evaluation following any incident of a missing child, chaired by the Head. This will focus on:

- the circumstances by which the child went missing in the first place
- the actions taken thereafter

The evaluation will identify any learning from the incident, which will then be fed into existing policies and procedures.

8. PROCEDURE TO BE FOLLOWED IN THE EVENT OF A PARENT FAILING TO COLLECT A LOWER SCHOOL CHILD AT THE APPOINTED TIME

Occasionally, parents are unable to collect their child at the appointed time. In most cases, they are usually able to telephone the School to let us know that they will be late or to inform us that they have arranged for another adult to collect their child. If a child is not collected at the appointed time and the parent has not contacted the School, the following procedure will be activated:

• The child will be supervised in Lower School office.
• The LS office staff will telephone the child's parents using the contact numbers the School has been provided with. If the staff are unable to reach the child's parents they will telephone the emergency contact numbers the School has been given.
• The Head of the Lower School will be informed.
• Repeated attempts will be made to contact the child's parents.
• The child will remain in the care of a member of the LS Team until 6pm. If necessary, appropriate arrangements will be made for the child to have a meal or snack.
• If the child has not been collected by 6pm the Head or Dep. Head of Lower School will contact the Local Authority Duty Social Worker and act on the advice received.
• Incidents of late collection will be recorded by the Head and discussed with parents at the earliest opportunity.

Where there are previous or current pastoral concerns around a child/family, the DSL will be notified at the earliest convenience. The DSL may need to liaise with external agencies such as Children's Social Care if this raises additional safeguarding concerns.

Appendix 2

Female Genital Mutilation (FGM) and absence concerns

FGM is a safeguarding concern and further detail is given in our Safeguarding and Child Protection Policy. Absences at certain times of year could give rise to concerns about FGM. The procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks. Schools should be alert to the possibility of FGM as a reason why a girl in a high-risk group is absent from school or where the family request an 'authorised absence' for just before or just after the summer school holidays.

Although, it is difficult to identify girls before FGM takes place, where girls from these high-risk groups return from a long period of absence with symptoms of FGM, staff should speak to the DSLs who will (where appropriate) activate local safeguarding procedures.

Risk Factors include:

- low level of integration into UK society
- mother or sister who has undergone FGM
- girls who are withdrawn from PSHEE
- a visiting female elder from the country of origin
- being taken on a long holiday to the family's country of origin
- talk about a 'special' event or procedure to 'become a woman'

Post-FGM Symptoms include:

- difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- unusual behaviour after a lengthy absence
- reluctance to undergo normal medical examinations
- asking for help but may not be explicit about the problem due to embarrassment or fear

Appendix 3:

Attendance Codes

Attendance Codes KAS 2026/27

/	Present
N	Unauthorised absence
L	Late
C	Authorised absence
V	School trip / offsite visit
D	Dual registration
p	Participating in a sporting event
M	Medical appointment
I	Illness, unwell
B	Attending any other approved educational activity
W	Work Experience
X	Not required to attend (provisions that need approval from hoy)
R	Religious observance
S	Study leave for public examination
E	Suspension or exclusion (internal and external)
-	No mark recorded