



ST EDMUND'S SCHOOL CANTERBURY

Child Missing Education Policy & Attendance Protocols

This is a 3-18 Whole School Policy

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE SCHOOL SAFEGUARDING
POLICY AND KEEPING CHILDREN SAFE IN EDUCATION 2026.**

THESE CAN BE FOUND ON THE SCHOOL WEBSITE HERE:

<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>

1. Policy Statement

St Edmund's School is committed to safeguarding and promoting the welfare of every pupil. The School recognises that regular attendance is fundamental to safeguarding, educational achievement, emotional wellbeing and positive outcomes for children and young people.

Children who are absent from education, particularly on repeated or prolonged occasions, may be at increased risk of abuse, neglect, exploitation, child criminal exploitation, child sexual exploitation, county lines activity, radicalisation, forced marriage, female genital mutilation, domestic abuse, mental ill health and other safeguarding concerns.

The School therefore regards attendance as a safeguarding priority rather than solely an administrative requirement.

The School is committed to:

- promoting excellent attendance for every pupil;
- identifying barriers to attendance at the earliest opportunity;
- working collaboratively with parents, carers and external agencies;
- ensuring robust systems for monitoring attendance;
- preventing pupils becoming children missing education;
- fulfilling all statutory duties relating to admissions, attendance registers and local authority notifications;
- ensuring every child receives their legal entitlement to education in a safe environment.

This policy forms part of the School's wider safeguarding framework and should be read alongside the Safeguarding and Child Protection Policy, Attendance Policy and Missing Pupil Policy.

2. Scope

This policy applies to:

- all pupils from pre-Reception to Year 13;
- day pupils;
- boarding pupils;
- pupils of compulsory school age;
- pupils receiving alternative educational provision arranged by the School;
- staff, governors, volunteers and contractors whose work involves responsibility for pupil welfare or attendance.

While statutory Children Missing Education duties principally apply to compulsory school-aged pupils, the School applies the safeguarding principles within this policy to all pupils regardless of age.

3. Aims

The aims of this policy are to:

- safeguard pupils through effective attendance monitoring;
- ensure all pupils remain engaged in suitable full-time education;
- identify children at risk of becoming missing education;
- ensure robust admissions and attendance registers;
- establish clear attendance monitoring procedures;
- provide early intervention where attendance deteriorates;
- support families experiencing difficulties affecting attendance;

- fulfil statutory reporting duties;
- promote multi-agency working;
- minimise educational disruption;
- maintain accurate records capable of evidencing compliance during inspection.

4. Legislative and Statutory Framework

This policy has been prepared with reference to the following legislation and statutory guidance:

- Education Act 1996
- Education and Inspections Act 2006
- Children Act 1989
- Children Act 2004
- Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Independent School Standards Regulations
- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- Children Missing Education – Statutory Guidance for Local Authorities
- Working Together to Improve School Attendance
- Equality Act 2010
- SEND Code of Practice

Where statutory guidance is revised, this policy will be interpreted in accordance with the latest published requirements until formal review.

5. Definitions

Attendance

Attendance refers to a pupil's participation in the education provided by the School, whether on-site or through authorised educational provision.

Children Missing Education (CME)

For the purposes of this policy, a Child Missing Education is a compulsory school-aged child who:

- is not registered at a school;
- is not receiving suitable education otherwise than at school;
- or whose whereabouts or educational provision cannot be established.

Persistent Absence

Persistent absence refers to attendance falling below the threshold defined by the Department for Education within current statutory attendance guidance.

The School recognises that pupils approaching persistent absence require early intervention before statutory thresholds are reached.

Severe Absence

Severe absence refers to attendance falling below the threshold defined within current national attendance guidance.

Such cases require enhanced safeguarding oversight.

Children Absent from Education

The School recognises that children who are repeatedly absent from education may require safeguarding intervention before they become children missing education.

Repeated absence is therefore treated as an early safeguarding indicator.

Unexplained Absence

An unexplained absence is any absence where:

- no satisfactory explanation has been received;
- contact with parents cannot be established;
- the pupil's whereabouts cannot be confirmed.

Unexplained absence is treated as a safeguarding matter requiring immediate follow-up.

6. Core Principles

The School is committed to the following principles.

Safeguarding First

Attendance is primarily a safeguarding responsibility.

Poor attendance is never viewed solely as a behavioural issue or parental responsibility.

Early Identification

Attendance concerns will be identified at the earliest possible stage through regular monitoring and professional curiosity.

Support Before Enforcement

The School adopts a supportive, child-centred approach, seeking to understand barriers before considering formal escalation.

Whole-School Responsibility

Attendance is everyone's responsibility.

All staff contribute to:

- identifying concerns;
- recording attendance accurately;
- sharing safeguarding information;
- promoting positive attendance.

Child-Centred Practice

Every decision will place the child's welfare at the centre of professional decision making.

Individual circumstances will always be considered, including:

- SEND;
- medical needs;
- mental health;
- family circumstances;
- safeguarding risks.

Multi-Agency Working

Where appropriate, the School will work collaboratively with:

- Local Authority Attendance Teams;
- Children's Social Care;
- Early Help Services;
- Health professionals;
- Police;
- Virtual Schools;
- Alternative Providers;
- other educational settings.

Accurate Record Keeping

The School recognises that accurate attendance records form an essential safeguarding document.

Attendance records must therefore be:

- accurate;
- contemporaneous;
- securely stored;
- capable of evidencing statutory compliance;
- available for inspection

7. Governance

The Governing Body (or Proprietor) recognises that effective attendance arrangements are an integral component of safeguarding and educational quality.

Governors will ensure that:

- the School complies with all statutory duties relating to attendance, admissions registers and children missing education;
- attendance is recognised as a safeguarding priority throughout the School;
- appropriate resources are allocated to attendance monitoring and safeguarding;
- there is appropriate strategic oversight of attendance and children missing education;
- attendance information is reviewed regularly to identify trends, emerging risks and areas requiring improvement;
- leaders are held to account for attendance outcomes and statutory compliance;
- this policy is reviewed annually, or sooner where statutory guidance changes.

The Governing Body will receive regular reports on attendance, persistent absence, severe absence and children missing education as part of its safeguarding oversight.

8. Responsibilities of the Head (applicable to Heads of Junior and Senior School)

The Head has overall responsibility for ensuring that the School complies with its statutory responsibilities relating to attendance and children missing education.

The Head will ensure that:

- attendance is embedded within the School's safeguarding culture;
- attendance expectations are clearly communicated to pupils, parents and staff;
- effective attendance systems operate across all phases of the School;
- appropriate staffing and resources are available to support attendance monitoring;
- attendance concerns are addressed promptly and proportionately;
- safeguarding concerns arising from poor attendance receive appropriate oversight;
- statutory notifications are made to the Local Authority within required timescales;
- attendance data informs strategic decision-making;
- this policy is implemented consistently across the School.

The Head may delegate operational responsibilities but retains overall accountability for statutory compliance.

9. Responsibilities of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has strategic responsibility for ensuring attendance concerns are considered within the School's safeguarding arrangements.

The DSL will:

- maintain oversight of pupils whose attendance presents safeguarding concerns;
- ensure attendance concerns are considered during safeguarding risk assessments;
- liaise with Children's Social Care and external safeguarding agencies where attendance indicates increased risk;
- ensure safeguarding records appropriately reflect attendance concerns;
- advise staff where unexplained absence raises safeguarding issues;
- contribute to attendance support planning where safeguarding concerns exist;
- ensure children with Child Protection Plans, Child in Need Plans, Looked After Children and other vulnerable pupils receive enhanced attendance monitoring;
- ensure information is shared appropriately when pupils transfer between schools.

- Where a pupil's absence gives rise to immediate safeguarding concerns, the DSL will determine whether referral to Children's Social Care, the Police or other agencies is required.

10. Responsibilities of the Deputy Head (Pastoral) (or Assistant Head in Junior School)

The Deputy Head (Pastoral) provides strategic leadership for attendance across the School.

Responsibilities include:

- overseeing implementation of attendance procedures;
- monitoring attendance trends;
- identifying emerging attendance concerns;
- chairing attendance review meetings where appropriate;
- ensuring consistent application of attendance procedures across all sections of the School;
- overseeing attendance interventions;
- ensuring appropriate pastoral support is available for pupils experiencing attendance difficulties.

The Deputy Head (Pastoral) will work closely with the DSL to ensure attendance concerns are viewed through a safeguarding lens.

11. Responsibilities of the Attendance Lead

The School will identify an Attendance Lead with operational responsibility for attendance management.

The Attendance Lead will:

- oversee daily attendance monitoring;
- ensure attendance registers are completed accurately and promptly;
- investigate unexplained absences;
- maintain attendance records;
- coordinate communication with parents;
- identify pupils requiring early intervention;
- maintain attendance data;
- support attendance meetings;
- liaise with Local Authority attendance services where appropriate;
- ensure attendance information is reported to senior leaders.

The Attendance Lead will maintain effective working relationships with pastoral leaders, boarding staff and safeguarding staff.

12. Responsibilities of Pastoral Leaders

Housemasters, Heads of Section and other pastoral leaders play a central role in promoting excellent attendance.

Pastoral leaders will:

- encourage positive attendance;
- monitor attendance within their allocated pupils;
- identify emerging patterns of absence;
- investigate attendance concerns promptly;
- maintain communication with families;
- escalate safeguarding concerns;
- contribute to attendance support plans;
- work collaboratively with the DSL and Attendance Lead.

Pastoral leaders should seek to understand the reasons behind deteriorating attendance rather than viewing absence solely as a disciplinary matter.

13. Responsibilities of Teaching Staff

All teaching staff are responsible for promoting attendance and safeguarding pupils through accurate registration.

Teaching staff will:

- complete attendance registers accurately and within required timescales;
- challenge inaccuracies in registers;
- notify relevant staff of attendance concerns;
- report pupils unexpectedly absent from lessons;
- contribute information regarding attendance patterns;
- remain professionally curious where absence appears unusual;
- support reintegration following absence.

Attendance registers are legal documents and must be completed accurately at every registration session.

14. Responsibilities of Boarding Staff

Boarding staff have additional safeguarding responsibilities because of their supervisory role outside the academic day.

Boarding staff will:

- ensure boarders are present and accounted for at required times;
- report concerns regarding missing boarders immediately;
- liaise with House staff regarding attendance concerns;
- support pupils experiencing difficulties affecting attendance;
- contribute information to safeguarding assessments;
- follow the Missing Pupil Policy where appropriate.

Boarding attendance procedures complement, but do not replace, statutory attendance registration requirements.

15. Responsibilities of Administrative Staff

Administrative staff play an essential role in maintaining accurate attendance records.

Responsibilities include:

- maintaining attendance and admissions registers;
- recording authorised and unauthorised absence;
- contacting parents where pupils are absent without explanation;
- maintaining attendance documentation;
- processing admissions and deletions from the register;
- supporting statutory returns;
- maintaining secure attendance records;
- notifying relevant senior staff of unresolved absences.

Administrative staff should escalate concerns immediately where a pupil's whereabouts cannot be confirmed.

16. Responsibilities of Parents and Carers

Parents and carers have legal responsibility for ensuring that children of compulsory school age receive suitable education.

Parents are expected to:

- ensure their child attends regularly and punctually;
- notify the School promptly of any absence;
- provide appropriate reasons and supporting evidence where requested;
- maintain communication with the School regarding attendance concerns;
- attend attendance meetings where requested;
- support agreed attendance improvement strategies;
- notify the School of changes of address or contact details;
- inform the School immediately if their child transfers to another educational setting.

The School recognises that attendance difficulties may arise from complex family circumstances and will seek to work constructively with parents to remove barriers wherever possible.

17. Responsibilities of Pupils

Pupils are expected to:

- attend school regularly;
- arrive punctually;
- attend all timetabled lessons and activities unless authorised otherwise;
- inform an appropriate member of staff if they feel unable to attend because of wellbeing or safeguarding concerns;

- engage positively with attendance support arrangements where these are in place.

The School encourages pupils to speak openly about any difficulties affecting their attendance and will respond sensitively and appropriately.

18. Shared Responsibility

Excellent attendance is achieved through partnership.

The School recognises that sustaining high levels of attendance requires collaboration between:

- pupils;
- parents and carers;
- teaching staff;
- pastoral teams;
- boarding staff;
- safeguarding professionals;
- administrative staff;
- governors;
- external agencies.

Every member of the School community has a role in ensuring that pupils remain safe, engaged in education and protected from the risks associated with absence and children missing education.

19. Attendance as a Safeguarding Responsibility

St Edmund's School recognises that good attendance is fundamental to safeguarding, educational achievement, personal development and wellbeing.

The School acknowledges that absence from education, particularly where it is repeated, prolonged or unexplained, may be an indicator that a pupil is experiencing abuse, neglect or other safeguarding concerns.

Attendance concerns will therefore always be considered alongside other information known about the child.

Absence may indicate, or increase vulnerability to:

- neglect;
- physical abuse;
- emotional abuse;
- child sexual abuse;
- child sexual exploitation;
- child criminal exploitation;
- county lines activity;
- serious violence;
- radicalisation;
- forced marriage;
- female genital mutilation;
- domestic abuse;

- parental mental ill health;
- substance misuse;
- homelessness;
- mental health difficulties;
- online exploitation;
- peer abuse;
- family breakdown.

For this reason, attendance concerns are routinely discussed within safeguarding meetings and pastoral forums.

Where appropriate, attendance information will inform safeguarding risk assessments.

20. Promoting Excellent Attendance

The School aims to create a culture in which excellent attendance is recognised as a shared expectation.

This will be achieved through:

- positive relationships with pupils;
- strong pastoral care;
- effective communication with parents;
- early identification of barriers;
- appropriate support and reasonable adjustments;
- high expectations for attendance;
- consistent application of School procedures.

The School recognises that attendance improves where pupils feel safe, valued and supported.

21. Attendance Monitoring

Attendance is monitored continuously.

Registers are reviewed:

- during every registration session;
- daily;
- weekly;
- termly;
- annually.

Monitoring seeks to identify:

- declining attendance;
- repeated short-term absences;
- emerging patterns;
- persistent absence;
- severe absence;
- unexplained absence;
- punctuality concerns;

- vulnerable pupils;
- safeguarding indicators.

Attendance data is reviewed by senior leaders to identify trends requiring intervention.

22. Daily Attendance Monitoring

Attendance is reviewed throughout each school day.

Unexplained absence will trigger immediate investigation.

The School will seek to establish:

- whether the pupil is safe;
- whether parents are aware of the absence;
- whether safeguarding concerns exist;
- whether emergency procedures should be initiated.

No unexplained absence is regarded as routine until the pupil's whereabouts have been confirmed.

23. First-Day Response

Where a pupil is absent without explanation, the School will make reasonable efforts to establish the pupil's whereabouts as quickly as possible.

This will normally include:

- checking authorised absence notifications;
- checking boarding records where applicable;
- reviewing lesson registrations;
- contacting pastoral staff;
- contacting parents;
- contacting emergency contacts where appropriate;
- checking known medical appointments;
- reviewing safeguarding records.

Where contact cannot be established, escalation will occur without unnecessary delay.

24. Professional Curiosity

Staff are expected to exercise professional curiosity where attendance patterns appear unusual.

Examples include:

- repeated illness before assessments;
- regular Monday or Friday absences;
- frequent medical appointments;
- repeated lateness;
- unexplained lesson absence;
- repeated requests for exceptional leave;
- sudden deterioration in attendance;
- attendance changes following safeguarding concerns.

Staff should consider whether attendance patterns indicate wider safeguarding needs.

25. Identifying Attendance Concerns

Attendance concerns may arise from:

- deteriorating attendance;
- repeated authorised absence;
- repeated unauthorised absence;
- unexplained absence;
- lateness;
- emotional barriers to attendance;
- family difficulties;
- medical conditions;
- mental health needs;
- SEND;
- safeguarding concerns.

Each case will be considered individually.

26. Early Intervention

The School seeks to intervene before attendance reaches statutory concern thresholds.

Early intervention may include:

- discussion with the pupil;
- discussion with parents;
- pastoral support;
- medical support;
- SEND review;
- wellbeing support;
- mentoring;
- attendance meetings;
- reasonable adjustments;
- temporary support plans.

Intervention will always seek to identify and address the underlying causes of absence.

27. Attendance Support Plans

Where attendance concerns continue, an Attendance Support Plan may be implemented.

Plans may include:

- agreed attendance targets;
- identified barriers;
- pastoral support;
- wellbeing interventions;
- review meetings;
- responsibilities for parents;
- responsibilities for the School;

- timescales for review.

Attendance Support Plans will be proportionate to individual need.

28. Persistent Absence

Where a pupil's attendance falls towards, or below, nationally defined persistent absence thresholds, the School will increase the level of monitoring and support.

This may include:

- attendance review meetings;
- enhanced pastoral monitoring;
- DSL involvement;
- Early Help assessment;
- medical evidence where appropriate;
- multi-agency working;
- attendance contracts;
- regular review by senior leaders.

Persistent absence is treated as a safeguarding concern as well as an educational concern.

29. Severe Absence

Where attendance falls within nationally defined severe absence thresholds, the School will undertake enhanced safeguarding oversight.

Consideration will be given to:

- immediate safeguarding risks;
- unmet SEND needs;
- mental health;
- family circumstances;
- alternative provision;
- Children's Social Care involvement;
- attendance service involvement.

Cases of severe absence will normally receive oversight from both the DSL and Deputy Head (Pastoral).

30. Vulnerable Pupils

Certain pupils require enhanced attendance monitoring because absence may increase safeguarding risk.

This includes, but is not limited to:

- children subject to Child Protection Plans;
- Children in Need;
- Looked After Children;
- Previously Looked After Children;
- children with a social worker;
- pupils with SEND;

- pupils with medical conditions;
- pupils experiencing mental health difficulties;
- young carers;
- pupils known to Early Help;
- pupils at risk of exploitation;
- boarders experiencing welfare concerns;
- pupils returning following safeguarding incidents.

Attendance for these pupils will be reviewed more frequently.

31. Multi-Agency Working

Where attendance concerns cannot be resolved through School support alone, the School will work collaboratively with external agencies.

This may include:

- Local Authority Attendance Services;
- Children's Social Care;
- Early Help;
- Educational Psychology;
- CAMHS and other health professionals;
- Police;
- Virtual School;
- alternative education providers.

Information sharing will be undertaken lawfully and in accordance with safeguarding guidance.

32. Children Missing Education (CME)

The School recognises that children missing education are among the most vulnerable children in society.

A child missing education is at significantly increased risk of:

- abuse;
- neglect;
- exploitation;
- criminal involvement;
- radicalisation;
- poor educational outcomes;
- becoming not in education, employment or training.

The School will take all reasonable steps to prevent pupils becoming children missing education.

33. Indicators that a Child May Become Missing Education

Indicators may include:

- repeated unexplained absence;

- prolonged absence;
- inability to contact parents;
- sudden withdrawal from School;
- notification of overseas travel without educational arrangements;
- family disengagement;
- frequent house moves;
- safeguarding concerns;
- refusal to engage with attendance support;
- uncertain destination following withdrawal.

Any combination of these indicators will increase the level of safeguarding oversight.

34. Immediate Response to Unknown Whereabouts

Where the School cannot establish a pupil's whereabouts, immediate enquiries will be undertaken.

These may include:

- contacting parents;
- contacting emergency contacts;
- checking with siblings;
- speaking with boarding staff;
- checking transport arrangements;
- reviewing safeguarding records;
- liaising with known professionals.

If the pupil remains unaccounted for, the DSL will determine whether referral to Children's Social Care or the Police is required in addition to local authority notification.

35. Local Authority Notification

Where required by legislation, the School will notify the Local Authority without delay where:

- a pupil is removed from roll on prescribed grounds;
- a compulsory school-aged pupil leaves without a confirmed destination;
- the School has been unable to establish a pupil's whereabouts;
- statutory children missing education notification requirements are met.

The School will provide all information required under the Education (Pupil Registration) (England) Regulations.

36. Preventing Children Missing Education

The School seeks to prevent children becoming missing education by:

- maintaining accurate admissions records;
- maintaining accurate attendance registers;

- prompt first-day response;
- effective safeguarding procedures;
- close partnership with parents;
- robust transfer procedures;
- early intervention;
- timely referrals;
- effective multi-agency working.

Children Missing Education is viewed as the end point of a series of escalating attendance concerns rather than a standalone event.

37. Admissions Register

The School will maintain an Admissions Register for every pupil in accordance with the Education (Pupil Registration) (England) Regulations and the Independent School Standards.

The Admissions Register forms part of the School's safeguarding records and must be accurate, complete and kept up to date.

The register shall contain all information required by legislation including, where applicable:

- full legal name;
- date of birth;
- sex (as required by legislation);
- home address;
- names of all parents known to the School;
- parental responsibility information where known;
- emergency contact details;
- admission date;
- previous school;
- boarding or day status;
- destination school where applicable;
- date of leaving;
- grounds for deletion from roll.

The School will seek to ensure information is verified at admission and updated promptly where circumstances change.

The Executive Assistant maintains the Admissions Register for the 3-18 school.

38. Accuracy of Admissions Records

Parents are expected to notify the School immediately of any changes to:

- home address;
- parental responsibility;
- contact details;

- emergency contacts;
- living arrangements;
- court orders affecting parental responsibility;
- intended school transfers.

The School may request documentary evidence where appropriate.

Maintaining accurate contact information is an important safeguarding requirement.

39. Attendance Register

The Attendance Register is a statutory legal record.

The School will:

- complete attendance registers at the beginning of both morning and afternoon sessions;
- use the attendance codes prescribed by the Department for Education;
- ensure registers are completed promptly;
- ensure registers are accurate;
- maintain appropriate audit trails where amendments are made.

Attendance registers may be retained electronically using the School Management Information System – ISAMS.

40. Lesson Registration

In addition to statutory registration sessions, the School requires attendance to be recorded during lessons throughout the day.

Lesson registration provides additional safeguarding assurance by enabling staff to identify pupils whose whereabouts become unknown during the school day.

Subject teachers must complete registers promptly for every timetabled lesson.

41. Late Arrival

Late arrival will be recorded using the appropriate attendance code.

The School will distinguish between:

- pupils arriving before registers close;
- pupils arriving after registers close;
- authorised late arrival;
- unauthorised lateness.

Persistent lateness will be monitored as part of attendance oversight.

Repeated lateness may trigger pastoral intervention.

42. Registration Procedures

Detailed operational procedures for registration are contained within Appendix A.

These procedures include:

- Senior School registration;

- Junior School registration;
- Boarding procedures;
- fire evacuation arrangements;
- business continuity arrangements;
- paper register contingency procedures.

Operational procedures may be updated without requiring amendment of this policy provided statutory compliance is maintained.

43. Unexplained Absence

Where a pupil is absent and no satisfactory explanation has been received, the School will take reasonable steps to establish the pupil's whereabouts without delay.

These enquiries may include:

- telephone contact;
- email contact;
- emergency contacts;
- pastoral staff;
- boarding staff;
- transport providers;
- healthcare professionals where appropriate.

The School will continue enquiries until satisfied that the pupil is safe or responsibility has transferred to another agency.

44. Missing During the School Day

Where a pupil cannot be accounted for during the school day:

- immediate enquiries will begin;
- pastoral staff will be informed;
- the School site will be searched where appropriate;
- safeguarding staff will be notified;
- parents will be contacted where necessary.

If concerns remain regarding the pupil's safety, the School's Missing Pupil Policy will immediately be implemented.

45. Removal from the Admissions Register

The School will only remove a pupil from the Admissions Register where one of the statutory grounds applies.

Removal from roll will never occur simply because:

- attendance is poor;
- fees are outstanding;
- parents indicate verbally that they intend to leave;

- another school has been suggested but not confirmed.

Before removing a compulsory school-aged pupil from roll, the School will ensure that all statutory requirements have been satisfied.

46. Confirming Destination

Where a pupil transfers to another school, the School will seek confirmation of:

- destination school;
- expected start date;
- forwarding address where appropriate.

Where no confirmed destination exists, the School will follow Children Missing Education procedures before removal from roll.

47. Elective Home Education

Where parents indicate an intention to educate their child otherwise than at school, the School will:

- discuss the implications with parents;
- fulfil its statutory notification duties;
- provide information required by the Local Authority;
- maintain appropriate safeguarding records.

The School recognises that the Local Authority has responsibility for determining the suitability of elective home education arrangements.

48. Local Authority Notifications

The School will notify the Local Authority where required by legislation, including (but not limited to):

- deletion from roll on prescribed grounds;
- non-standard admissions;
- non-standard departures;
- compulsory school-aged pupils with no confirmed destination;
- other circumstances required by legislation.

Notifications will be made within statutory timescales.

49. Transfer of Safeguarding Information

Where pupils transfer to another school, safeguarding information will be transferred securely and promptly in accordance with statutory safeguarding guidance.

Where appropriate, this includes:

- safeguarding records;
- attendance information;
- child protection information;
- welfare concerns;
- medical information.

The DSL will oversee safeguarding transfers.

50. Record Retention

Admissions and attendance records form part of the School's safeguarding record.

The School will retain these records for the minimum statutory retention period and, where safeguarding considerations require, for longer in accordance with the School's Data Retention Policy.

Electronic records will be securely backed up.

Access will be restricted to authorised staff.

51. Data Protection

Attendance information constitutes personal data.

The School will process attendance records in accordance with:

- UK GDPR;
- Data Protection Act 2018;
- the School's Data Protection Policy;
- safeguarding information-sharing guidance.

Information will only be shared where lawful and proportionate.

52. Quality Assurance

The School will undertake regular quality assurance of attendance systems.

This includes:

- register audits;
- admissions register audits;
- attendance coding reviews;
- safeguarding audits;
- data accuracy checks;
- governor scrutiny;
- annual policy review.

Any deficiencies identified will be addressed promptly.

53. Monitoring and Reporting

Senior leaders will regularly review attendance data to monitor:

- whole-school attendance;
- year group attendance;
- persistent absence;
- severe absence;
- vulnerable groups;
- boarding attendance;
- punctuality;
- trends over time.

Attendance reports will be presented to Governors at least annually as part of safeguarding reporting.

APPENDIX A

Registration Procedures

Principles

The School maintains attendance registers as statutory legal records and safeguarding documents.

Registers must:

- be completed accurately;
- be completed promptly;
- use current DfE attendance codes;
- record reasons for absence wherever known;
- be retained in accordance with statutory requirements;
- be capable of evidencing compliance during inspection.

Senior School

Morning Registration

- Tutors register pupils during the designated morning tutor period.
- Subject teachers register every lesson using the School Management Information System – ISAMS.
- House staff review registers immediately following tutor registration.
- The School Office reconciles:
 -
 - o parental notifications;
 - o medical appointments;
 - o authorised absences;
 - o boarding information;
 - o late arrivals.
- Any pupil whose whereabouts remain unknown is investigated immediately.

Afternoon Registration

The same procedures apply during the afternoon registration period.

Junior School (including EYFS)

Form teachers complete statutory morning and afternoon registers.

The School Office:

- reviews attendance;
- follows up unexplained absence;
- contacts parents;
- maintains fire evacuation lists;
- updates attendance records.

Where a pupil is absent without explanation:

- parents are contacted immediately;

- emergency contacts are used where required;
- concerns are escalated to the Head of Pre-Prep;
- safeguarding procedures are implemented where appropriate.

Boarding

Boarding staff:

- confirm overnight attendance;
- account for all resident boarders;
- communicate attendance concerns to House staff;
- report safeguarding concerns immediately.

Boarding registration supplements statutory attendance registration and does not replace it.

Business Continuity

If electronic systems become unavailable:

- paper registers will be used;
- attendance information will be transferred to the MIS as soon as practicable;
- safeguarding procedures remain unchanged.

APPENDIX B

Attendance Escalation Pathway

Stage 1 – Initial Concern

Examples:

- repeated lateness;
- isolated unexplained absence;
- declining attendance.

Response:

- tutor discussion;
- parent contact;
- pastoral monitoring.

Stage 2 – Emerging Concern

Examples:

- repeated absence;
- attendance deterioration;
- concerning attendance pattern.

Response:

- pastoral review;
- attendance meeting;
- Attendance Support Plan;
- safeguarding review if required.

Stage 3 – Persistent Concern

Examples:

- attendance approaching persistent absence;
- repeated unexplained absence;
- safeguarding concerns.

Response:

- Deputy Head or relevant Head involvement;
- DSL oversight;
- Early Help consideration;
- external agency liaison.

Stage 4 – High Risk

Examples:

- severe absence;
- unknown whereabouts;
- safeguarding concerns.

Response:

- immediate safeguarding assessment;
- Children Missing Education procedures;
- Local Authority notification;
- Children's Social Care referral where appropriate;

- Police involvement if necessary.

APPENDIX C

Children Missing Education Referral Procedure

Where the School cannot establish a compulsory school-aged pupil's whereabouts:

Step 1

Immediate enquiries

- parents;
- emergency contacts;
- boarding staff;
- tutors;
- pastoral leaders;
- transport providers where appropriate.

Step 2

Safeguarding review

The DSL considers:

- known safeguarding concerns;
- vulnerability;
- previous attendance;
- family circumstances.

Step 3

Senior Leadership notification

The Head (or nominated senior leader) is informed.

Step 4

Local Authority notification

Where statutory criteria are met, notification is made without delay.

Step 5

Multi-agency working

Where appropriate:

- Children's Social Care;
- Police;
- health professionals;
- neighbouring schools;
- Local Authority Attendance Team.

APPENDIX D

Removal from Roll Checklist

Before removing a pupil from roll, the School must confirm:

- ☐ Statutory ground exists.
- ☐ Destination confirmed (where applicable).
- ☐ Parents informed.
- ☐ Safeguarding concerns reviewed.
- ☐ DSL consulted where appropriate.
- ☐ Local Authority notification completed.
- ☐ Admission Register updated.
- ☐ Attendance Register updated.
- ☐ Child Protection records transferred securely.
- ☐ Records retained.

No pupil should be removed from roll solely because:

- attendance is poor;
- fees remain unpaid;
- another school is anticipated but not confirmed.

APPENDIX E

Attendance Support Plan

The Attendance Support Plan should include:

Pupil Details

- Name
- Year Group
- Form
- House
- Attendance percentage

Attendance Concerns

Summary of:

- attendance pattern;
- barriers identified;
- safeguarding considerations.

Agreed Support

Examples:

- pastoral mentoring;
- wellbeing support;
- medical review;
- SEND adjustments;
- phased reintegration;
- timetable adjustments;
- counselling;
- family support.

Targets

Specific, measurable attendance objectives.

Review Dates

Regular review meetings with parents and pupil.

Outcome

Support concluded, amended or escalated.

APPENDIX F

Governor Monitoring Checklist

Governors should seek assurance that:

- ☐ Attendance remains a safeguarding priority.
- ☐ Attendance data is regularly scrutinised.
- ☐ Persistent absence is reducing.
- ☐ Vulnerable pupils are monitored.
- ☐ Children Missing Education procedures are effective.
- ☐ Admissions Register complies with legislation.
- ☐ Attendance Register complies with legislation.
- ☐ Staff receive attendance training.
- ☐ Policies remain current.
- ☐ Recommendations from audits or inspections have been implemented.

APPENDIX G

Key Statutory References

This policy should be read alongside the current editions of:

- Keeping Children Safe in Education.
- Working Together to Safeguard Children.
- Working Together to Improve School Attendance.
- Children Missing Education – Statutory Guidance.
- Education (Pupil Registration) (England) Regulations.
- Independent School Standards Regulations.
- Equality Act 2010.
- SEND Code of Practice.
- Data Protection Act 2018.
- UK GDPR.

Where statutory guidance is revised, the School will implement revised requirements pending the next formal review of this policy.

Review

This policy will be reviewed:

- annually;
- following publication of revised statutory guidance;
- following significant safeguarding incidents;
- following inspection recommendations;
- where legislative changes require amendment.

Minor operational amendments may be approved by the Head where these do not alter statutory responsibilities.

EOC – 1/9/26

1. September 2022
2. February 2023
3. September 2023
4. September 2024
5. September 2025
6. September 2026

Review Date: September 2027