

POLICY FOR ATTENDANCE AND MISSING PUPILS

Policy Area:	Safeguarding
Relevant Statutory Regulations:	<p>ISSR 2014 - Part 3</p> <p>Education Act 1996</p> <p>NMS Part D Standard 8; Part I Standard 20.5</p> <p>Children Act 2004</p> <p>Equality Act 2010 and the UN Convention on the Rights of the Child.</p> <p>DfE: School Attendance (Pupil Registration) (England) Regulations 2024.</p> <p>DfE: National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024</p> <p>DfE: Working Together to Safeguard Children 2023</p> <p>DfE: Children missing education Statutory guidance for local authorities August 2024</p> <p>DfE: Working together to improve school attendance August 2024</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences (“RIDDOR”) 2013</p> <p>DfE: Statutory guidance on children who run away or go missing from home or care, January 2014</p> <p>KCSIE 2024</p>
Key Contact Personnel in School	
Nominated Member of Leadership Responsible for the policy:	Deputy Head (Pastoral)

Version:	2024.02
Date updated:	01 September 2024
Date of next review:	01 September 2025

St Teresa’s School is committed to safeguarding our pupils and ensuring they are able to benefit from all aspects of their education at school. Please note this policy should be read in conjunction with the Safeguarding and Child Protection Policy. One aspect of this safeguarding is to ensure that all pupils are in their lessons, activities and boarding areas at the correct times. The following policy outlines procedures that aim to ensure the whereabouts of the pupils are always known and what to do in the event of a pupil going missing during the school day or missing from education. This policy is based upon the school’s legal requirements from Keeping Children Safe in Education (September 2024), Working together to improve school attendance (2024), and Children missing education (2024)

The School expects all pupils on roll to attend every day when the School is in session, provided they are fit and healthy enough to do so. Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for making sure the School keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

St Teresa’s keeps an attendance record and an admission register which all pupils are placed on. Staff undergo training to allow them to look out for signs which identify students who may go missing from education and procedures to follow. St Teresa’s recognises regular school attendance correlates directly with success in academic work and provides opportunities for important communication between teachers and pupils. Enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

St Teresa’s values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND. St. Teresa’s regularly analyses attendance data, comparing it with national and local benchmarks which is then reported to Governors. This helps the school identify strategies to enhance attendance, both collectively and for individual students. Additionally, the School will examine links between attendance trends and other factors impacting students, ensuring a data-driven approach to improve their overall educational experience.

The School encourages full attendance and informs parents regularly about the importance of ensuring their child is present at School. Every instance of a pupil’s whereabouts being unknown and giving cause for concern varies and the guidelines outlined below are adapted to each situation. The pupil’s age, their emotional state and the time of day influence what action to take.

When abduction is suspected, the situation will be referred to the Police immediately as a criminal matter. The School recognises that the Police are more likely to respond if any of the following conditions are obtained:

- Pupil is under the age of 14;
- Pupil is in an emotional or depressed state of mind;
- Unusual behaviour prior to disappearance;
- Pupil needs essential medicine or treatment;
- Suspicion of abduction;
- Suspicion of self-harm/suicide;
- Involvement in a violent confrontation prior to disappearance; and/or
- Previously disappeared and suffered, or was exposed to, harm whilst missing.

INFORMATION

A child **absent** from education is a child not at a place where they are expected or required to be. Pupils who are persistently absent (absent repeatedly and/or for prolonged periods). A child absent from education is at risk of becoming a child missing education.

A child **missing** education is a child aged 5 to 16 not on a school roll and not being educated elsewhere.

Children absent from education and children missing education can be vital warning signs of safeguarding issues. Being absent from education or missing education:

- Are potential indicators of abuse or neglect
- Leaves children more vulnerable to other safeguarding issues (such as becoming a victim of harm, sexual or criminal exploitation, or radicalisation)
- Can indicate mental health problems
- Can indicate risk of substance abuse, travel to conflict zones, female genital mutilation, 'honour'-based abuse or forced marriage

The register must record whether a pupil was:

- Present;
- Absent;
- Not expected to be in School (Post-16; non-compulsory school age only)

As we are a boarding school, we also have some bespoke code to indicate a child is physically on site, so to be accounted for in the instance e.g. of a fire, but that they will not be expected to attend lessons i.e. "HB" when a pupil is in the Health Centre or Boarding poorly and unable to attend school, but on site, or "SL" when a pupil is in a supervised lesson such as LAMDA, or Music lesson.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. The decision as to whether an absence is authorised or unauthorised rests solely with the School and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Authorised absence: When a pupil is away from school, the School has received notification from a parent or guardian, and the school has granted permission for the absence.

Unauthorised absence: When a pupil is away from school without the permission of the School.

ATTENDANCE DURING THE SCHOOL DAY

Parents are responsible for making sure their children come to and are delivered to the School safely. Registration takes place at the beginning of the school day, after lunch (Prep School) and for senior school at the beginning of each lesson. The registration process is electronic (see the relevant pages in the staff handbook for instructions). Registration also takes place for lunch and after school activities.

Pupils arriving after these times report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L'). Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Pupils absent from morning registration will be identified by the registration documents on the School MIS. It is the parents' responsibility to contact the School by 9am on the first day their child is absent. Parents should email absence@st-teresas.com or call the School reception.

A more detailed explanation of absence categories and attendance codes from the DfE Working together to improve school attendance (2024 pages 55-65) can be found in the Admission and Attendance Registers Procedures Policy

When a Day Pupil Does Not Arrive at School

The Attendance Officer should, after the closing of the registers at 8.45am be alerted to any pupils missing. Before 9am, absence emails will be checked and if no clarity of the pupil's whereabouts is obtained:

- Follow up with the School Nurse as to whether the pupil is in the Medical Centre/in bed/out of School with permission, and with pupil's Head of Year ("HoY") to see if they have knowledge of the pupil's whereabouts.
- Period 1 registers will be checked.
- Phone home to check the pupil's whereabouts and alert HoY if parents are uncontactable.
- Ask friends of pupil whether they know or have made contact with the pupil. Ask them to call if necessary.
- Continue to make attempts to contact emergency contacts and relevant guardians.
- Inform HOY if still unable to contact and firmly ascertain the pupils' whereabouts.
- If recurrent absence, consider notifying the local authority at the earliest opportunity.

If a pupil is missing from school, action should be taken to ascertain her whereabouts following the guidance below.

Procedure for finding a missing pupil who has been on site (Prep and Senior)

A pupil is required to inform her teacher in advance if she is to be absent due to individual music, learning support, sport lessons. There will be a note in the diary, or email, if the parents have given prior notice of an absence.

If a pupil is missing from a lesson without a valid reason, the teacher concerned should report this immediately to a member of the SLT and, in the senior school, the pupil's Head of Year or email missingpupil@st-teresas.com so any member of staff on duty is alerted to the absence.

A teacher should ask a pupil's peers if they know of the missing pupil's whereabouts without causing panic. Any information needs to be verified.

The time will be noted and checks will be made to see if the pupil is at:

- All those on duty on the missing pupil email with a radio turn to channel 1, so that we can communicate next steps
- Individual music, learning support, sport lesson, medical appointment, in medical centre, in changing areas or in boarding areas. Checking the Supervised lesson register mailbox.
- Trip and fixture lists will be double checked.
- HoY will search emails for any notification from parents.
- Staff leading the response will instigate a search of the premises/grounds and keep staff informed via agreed radio channel.

If the pupil still cannot be located the Headmistress will be informed and a fire alarm will be sounded to bring the whole school together and 'flush out' the pupil.

If the pupil has still not been located within 30 minutes, contact parents to see if they know the pupil's whereabouts and/or report the pupil missing and explain what steps have been taken and next steps.

At this point:

- The Senior member of staff on site will follow the advice given by the Police.
- The Headmistress will inform the Chair of Governors.
- The Insurers will be informed by the Director of Finance
- If the pupil is injured, a report would be made under RIDDOR to the HSE by the Nursing staff.

Once the pupil is found, prior to reintegration, they and, if appropriate, their parents will be spoken to by either the Deputy Head Pastoral or Headmistress to discuss the reason for the absence.

The decision will be made at that meeting as to whether the pupil is fit to return immediately to the School or if further action may be needed to deal with the issue which initiated this sudden departure. Help will be offered to the pupil, depending on the circumstance of her absence.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

BOARDING

Boarding Staff are responsible for knowing the whereabouts of all the children in their care when on duty. In addition to the registration times during the school day, Boarders are

registered by Boarding Staff at the following times and a record is kept on the appropriate register.

- Breakfast
- Lunch (weekends only)
- After school registration
- Supper
- Bedtime

In the evening the nighttime lock-up routine of the main building is carried out by the School Staff but Boarding Staff should double check that the relevant doors in their area are locked and/or alarmed at night once all girls have been accounted for and before retiring to bed.

Boarders must be checked by informal 'patrols' particularly during the evenings and at weekends. A special note should be kept of any flexi-boarders.

Boarders should sign out in the Boarding Office/Magdalen Reception (Sixth Form) if they are leaving the school site at any time (apart from school trips, matches etc.)

Boarders should notify a member of the Boarding Staff if they wish to use any of the school facilities (art/music/sports) or visit a friend in one of the other boarding areas.

If a boarder cannot be found or there is reason to believe she may have gone missing then:

- check the Day Book carefully for notes/message which may be relevant
- check the details of any trips/matches
- check the signing in/out sheets in the house
- ring her mobile – if she is on site she may not have reception but it is always worth a try. Call using WhatsApp on boarding mobile
- Check with Reception/Prep School (if before 6pm) to ascertain whether the pupil was registered as being in school – many weekly/flexi-boarders forget to inform boarding if they are absent. In the senior school the staff can check the electronic register for information.
- Check with peers about known whereabouts, identify when the pupil was last seen
- Check their bedroom for signs of packing etc.
- Check for communication with parents and guardians
- Consider the emotional state of the pupil

If the pupil has still not been located, enlist the help of another member of staff or reliable girl who is able to wait in a central location whilst a search is carried out. Given the layout of the buildings it is highly likely that the search route may not cross with that of the 'missing' girl who could in fact be in the house – the 'stationary helper' may find them first.

- check everywhere in the house
- check the bathrooms & bedrooms **AGAIN**
- ask her friends but be careful not to arouse concern
- ring staff in the other boarding areas
- ring art/music/sports hall or send reliable pupils to check these areas

If the search is unsuccessful, inform the Head of Boarding or Senior Member of Staff on Duty

who will then help co-ordinate further searches and sound a fire alarm in an attempt to 'flush out' the missing pupil.

If still unsuccessful the Head of Boarding or Headmistress will contact the police and inform the parents and guardians.

If the pupil's whereabouts are still unknown the DSL will support the Head of Boarding to contact the Police and C-SPA. The School would cooperate fully with any Police advice/investigation and any safeguarding investigation by Social Care.

- The Headmistress to inform the Chair of Governors.
- The Insurers would be informed by Director of Finance
- If the pupil is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

EDUCATIONAL VISITS

When on an educational visit outside the School environment staff will ensure they take precautions to ensure the safety of all pupils in accordance with the School's Educational Visits and School Trips Policy and refer to the individual Risk Assessment prepared for that trip. Staff also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. Parents will be notified within 30 minutes if the pupil is deemed to be missing and the Police will be notified within the hour.

If a pupil goes missing on a trip the following action will be taken:

- The Trip Leader will take an immediate head count to ensure that all other pupils are present.
- Lead member of staff will (or instruct another member of staff to) call the pupil's mobile.
- If the pupil is not answering their mobile phone, the Trip Leader will check with close friends to see if they know the whereabouts of the missing pupil and if they can locate/contact them.
- If pupil is still missing the lead member of staff will instruct a search of the immediate vicinity.
- If the pupil is still not found the remaining pupils will be taken back to the School where appropriate or to the base in which the trip is located whilst the lead member of staff will remain in situ. In certain circumstances it may be appropriate for this to be delegated to another, suitably experienced, member of staff.
- At this point the Lead member of staff will inform the DSL by mobile phone. If uncontactable then the Duty SLT member.
- Duty SLT member to inform the Headmistress.
- Lead member of staff (or designate) to contact the venue manager and arrange a wider search, if appropriate.
- If the pupil has still not been located, the DSL is to contact parents to see if they know the pupil's whereabouts and/or report the pupil missing and explain what steps have been taken and next steps.

- If the pupil's whereabouts are still unknown DSL to contact the Police and C-SPA.
- The School would cooperate fully with any Police advice/investigation and any safeguarding investigation by Social Care.
- The Headmistress will inform the Chair of Governors.
- The Insurers will be informed by the Director of Finance.
- If the pupil is injured, a report will be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

Action to be Followed After the Pupil is Found

- Talk to, take care of and, if necessary, comfort the pupil.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing and to ensure they are safe and secure.
- Media queries should be referred to the Director of Marketing, who will liaise with the Headmistress.
- The investigation should involve all concerned providing written statements.
- If disciplinary action is required this must involve consultation with the Headmistress.
- Ensure all parents and relevant parties know that the pupil has been found.
- A timeline report should be written up about what happened, how the situation was managed and the outcome. The report should be detailed covering time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how she appeared to have gone missing, lessons for the future.
- The Headmistress will review the reasons for the event happening and make any necessary amendments to School procedures.

PUPIL NOT COLLECTED FROM SCHOOL

- If prior to 6pm Reception will phone parents/ guardian to ascertain what time the designated adult will be at School. Thereafter, the Boarding staff on duty will support the pupil and attempt to make contact with parents/ guardians.
- A Member of staff to stay in School with pupil until collected by designated adult (or delegate to a residential member of staff with seniority).
- Member of staff to hand pupil over to designated adult.
- If no-one is available to collect the pupil a member of SLT will be informed.
- The member of SLT will contact parents/guardians to explain the seriousness of the issue and that should no collection time be agreed the School would have to contact the Local Safeguarding Team.
- If a pickup time is agreed the SLT/ designated adult will wait with the pupil until handed over to designated adult.
- If a time is not agreed the SLT/ designated adult will inform the Headmistress and contact the C-SPA. Boarding will provide an emergency safe place for a pupils where possible.

MISSING FROM HOME

When a child goes missing or runs away they are at risk. Safeguarding children therefore includes protecting them from this risk. Local authorities are responsible for protecting children whether they go missing from their family home or another venue, however, the School will offer its full support in assisting enquiries to find the pupil.

- The lead person in local authority or police will speak with the DSL and discuss the instances surrounding the pupil going missing.
- The School will co-operate allowing access to pupils within the pupil's friendship group, aiming to access as much information as possible.
- If the parents decide to allow the press to appeal for the whereabouts of the pupil, the DSL will inform all staff and ensure that the guidelines on speaking to the press are expressed.
- The Headmistress will manage all communications on behalf of the School – in consultation with SLT and the Director of Marketing
- The Headmistress will inform the Chair of Governors.
- The Insurers will be informed.
- Director of Marketing will be informed by SLT, and in consultation a decision made over when to inform the Parent body
- Safe and well checks are carried out by the police as soon as possible after a child reported as missing has been found. Their purpose is to check for any indications that the child has suffered harm, where and with whom they have been, and to give them an opportunity to disclose any offending by or against them
- Repeatedly going missing should not be viewed as a normal pattern of behaviour. For example, repeat episodes of a child going missing can indicate sexual exploitation.
- If a child has run away two or more times, local authorities should ensure a discussion is held, either with the child, their family or both, to offer further support and guidance. Actions following earlier incidents will be reviewed and alternative strategies considered.

Follow Up

When the pupil returns to School it is vital that the pupil is given appropriate support. This may involve the Pastoral Support team. If disciplinary action is required this must involve consultation with the Headmistress. Ensure all parents and relevant parties know that the pupil has been found. A timeline report will be written up about what happened, how the situation was managed and the outcome.

ABSENCE

Requests for leave of absence

Parents are issued with an attendance leaflet to help explain the importance of attending school and the process they need to adhere to. A parent's explanation, a letter or telephone message does not in itself authorise an absence. Absences will only be authorised if an explanation is received and agreed by the School.

Term dates are published in advance in order that parents can arrange holidays and family activities without disrupting their child's education. The School expects parents to respect these dates to ensure their child's full participation in the life of the school.

Parents are requested to note that pupils are required to attend a number of events that occur after the normal School day or on Saturdays. These compulsory events are advertised in advance.

The following reasons are examples of absence that will not normally be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons,
- Child's/family birthday
- Family holidays
- Travelling during term time

Authorisation of absence: up to one day

Absence can be authorised by the relevant HoY or Deputy Head Pastoral for:

- interviews
- careers courses etc. connected with a pupil's future,
- participation in representative games and activities.
- unavoidable doctors' and dentists' appointments. Whenever possible these should be arranged after the School day, at weekends or during the School holidays.

Authorisation of absence: absence of more than one day

Only the Headmistress can authorise absence of more than one consecutive day.

Requests for leave of absence on compassionate grounds or in exceptional family circumstances should be made in writing to the Headmistress.

Where there is doubt, the Headmistress, on behalf of the governing body, should take a consistent approach. **The absence must be absolutely unavoidable.**

If absences are not authorised, parents will be notified.

Medical long-term absence

Parents are asked to use their discretion but the School retains the right to ask for medical evidence if a pupil is judged to have excessive illness.

When a pupil has an illness or injury that means a pupil will be away from school for over five days, the School will do all it can to send material home, so that the pupil can keep up with their

school work. After five consecutive days' absence, a doctor's note or in the case of absence due to mental health conditions communication with e.g. Psychologists must be provided. Supporting Pupils with Medical Conditions Policy offers greater guidance on our support and monitoring of the pupil.

If the absence is likely to continue for an extended period, or be a repeated absence, the School reserves the right to contact the support services, so that arrangements can be made for the pupil to be given some tuition outside School.

Study leave

Pupils will be granted study leave during public exams. During this time, pupils will be expected to sign in and out at reception. Pupils are only allowed to take study leave that has been agreed with the School and their parents.

Boarders

Term dates are published over a year in advance in order that flights can be booked without disrupting a pupil's education. The School therefore expects all pupils to arrive punctually on the first day of term, and not to leave School before the last day of term.

All pupils who board are cared for by House staff, who are responsible for the pupils during term-time, including ensuring that they are safely occupied outside normal school hours.

The School expects pupils to 'sign out' when they leave the School and 'sign in' on return. This is to ensure that the School always knows the whereabouts of the pupils during term time when they are under the School's care. Boarders also sign in for supper and are checked in at bedtime to ensure all pupils are accounted for.

The School expects the pupils to live with their parents or their guardian when they are away from School during exeats and half terms (see Educational Guardian Policy). Permission must be sought from the pupil's Housemistress if a pupil is invited to stay with another family. The House staff will liaise with both families. Permission forms are gathered to ensure that the School has a clear picture of who is taking responsibility for a pupil when they are away from School.

If a pupil is taken ill and will not be returning on time parents or guardians must inform the School. The School will always telephone the home if the pupil is more than three hours late in returning from a weekend.

Sixth Form attendance privileges

Sixth Form pupils are expected to attend the full school day. However, as befits their increasing responsibility and independence, they may be granted a number of unique privileges. These privileges are given at the discretion of the School and will be removed should there be any academic or pastoral concerns.

Written permission must be provided by home and agreed by the Head of Sixth Form.

Any pupil leaving site **must** sign out with their Sixth Form staff and/or at reception. On their return pupils must also sign in. Failure to do this will be treated according to the Pupil Code of Conduct Policy.

After School

Any Day Pupil remaining in School after 16:15 should either be in a Co-Curricular club or Day Girls study. When they leave they must remember to sign out using the Sign In portal.

All Co-Curricular clubs must take a register of attendees and pupils are registered at their prep sessions – not sure this is done in the case of clubs.

ATTENDANCE CONCERNS

St Teresa's will inform, and consult with, the Education Welfare office/the local authority with regard to any pupil who fails to attend school for an extended period of time. Persistent absence is when a pupil enrolment's overall absence equates to 10% or more of their possible sessions. Severe absence is when a pupil enrolment's overall absence equates to 50% or more of their possible sessions. Educational Neglect is recognised when a pupil's attendance has dropped below 20% and C-SPA and the Educational Welfare Officers will have to be informed, they will then work with the families to come up with plans for improving attendance. Form teachers and Class teachers monitor attendance weekly and will identify any pupils they are concerned about to the Head of Year/SLT.

The Attendance Register is monitored regularly by the Deputy Head Pastoral Senior, Head of Prep and Designated Safeguarding Team, and discussed at least every half term with the Heads of Year/SLT and Senior Nurse. The parents of pupils, whose attendance falls below 85%, will be written to outlining their responsibility, action to be taken and the involvement of the local authority will be necessary.

The standard expected attendance is 95%. Attendance data is recorded on the December and June reports to notify parents and low attendance is commented on by Heads of Year as required. Scrutiny of attendance data may lead to parents/guardians being notified of their daughter's percentage attendance from time to time.

If a pupil is absent for a continuous period of 10 school days or more, without parental notification or supporting medical evidence, Surrey Safeguarding Children's Board will be notified.

The School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. St Teresa's also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children. The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Attendance contracts/ report cards
- Referrals to support agencies
- Learning/ Peer mentors

- Friendship groups
- PSHE
- Reward systems
- Time limited part time timetables
- Additional learning support
- Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Removing pupil from the Admissions register:

The main reasons pupils may be deleted from the register are if they:

- have been taken out of school by their parent
- cease to attend school
- certified by **medical authority** that they are not fit to attend school

When a pupil leaves the School before the end of the final day of term in the Upper Sixth, the following action will be taken by the School:

- Determine with the pupil/parents the next school which will be attended.
- Make contact with the next school to determine that the pupil is intending to start there and that there is an agreed/official start date.
- Transfer all relevant information to the next school (including any safeguarding records).

Should the next school not yet be determined the School will:

- Ask parents to inform the School when a new school has been chosen/allocated.
- If there is a significant period of time between a pupil leaving and the next School being determined (10 school days) then the DSL will inform the Local Authority in which the pupil resides.

The School informs the Local Authority when any pupil leaves (or joins) the School at non-standard transition times. Further details are set out in the Admissions and Registers Procedures Policy

If a pupil is removed from the Admissions register, the Deputy Head (Pastoral) Senior or Head of Prep will inform the local authority passing on any information they have about where the pupil is now being educated. This should be done when the above requirements are met and before the removal date.

Refer to the Admissions and Registers Procedures and Child Missing Education Policy documents for further details.

Created 08/09 LF/HV

Revised JE 08/11, Revised HV/JE/VL 01/12, Revised JE/VL 01/14, Revised JE/ VL28/8/2015, Revised JE 15/02/16, Revised VL SR 15/2/17, Reviewed VL SR 4/2/19, Reviewed and Updated VLO SRA 28/10/20 JME 01/11/2020, VLO 08/08/2021 VLO3/09/2022. Reviewed and Updated RWH CMS 19/01/2024, Reviewed and Updated September 2024

Next Review: September 2025

