CRANMORE

Attendance and Missing Pupils Policy (including EYFS)

Cranmore's mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.

Cranmore's values: Faith, Character, Community, Compassion and Intellect.

Aims

Cranmore 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 and Supervision of Pupils Protocols. One aspect of this safeguarding commitment is to ensure that all pupils are in their lessons and activities 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).

Under Working together to improve school attendance (2024), Cranmore recognises its continuing responsibility to proactively manage and improve attendance across our school community. We expect all pupils on roll (of statutory school age) to attend every day when the School is in session, provided they are fit and healthy enough to do so. Attendance is the essential foundation to positive outcomes for all pupils, including their safeguarding and welfare, and should therefore be seen as everyone's responsibility in school. Cranmore's Senior Attendance Champions are the DSL team on the School's leadership team, but also includes all school staff.

Cranmore keeps an attendance record and an admissions 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. Cranmore 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.

Cranmore 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. Cranmore 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.

Terminology and Procedures

A child **absent** from education is;
- a child not at a place where they are expected or required to be.
- a pupil who is 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 (non-compulsory school age only)

Absence

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 (Headteacher) 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.

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

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.

The School encourages full attendance and informs parents regularly about the importance of ensuring their child is present at 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.

Attendance Concerns

Cranmore will inform, and consult with, the Inclusion Officers/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 Inclusion 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 and will identify any pupils they are concerned about to the Heads of Year/SLT.

The Attendance Register is monitored regularly by the Senior Attendance Champions, Head of Prep/the Deputy Head Pastoral (Senior), the wider Designated Safeguarding Team, and discussed regularly with the Heads of Year/SLT. The parents of pupils, whose attendance falls below 85%, are 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%. Parents are also informed of their child's attendance on a termly basis. Scrutiny of attendance data may also lead to parents/guardians being notified of their child'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.

Cranmore 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. Cranmore 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 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

Attendance during the School Day

Parents are responsible for making sure their children come to and are delivered to the School safely. Pupils are registered first thing in the morning (8.30am) and after their lunch hour on the school's network registration system. Pupils absent from morning registration (8.40am) will be identified by the registration documents on the School MIS. It is the parents' responsibility to contact the School office by 9am on the first day their child is absent.

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 (8.40am) will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

A more detailed explanation of absence categories and attendance codes from the DfE Working together to improve school attendance (2024) can be found in Appendix 1.

If a Pupil Does Not Arrive 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.

If no reason has been provided for a pupil's absence, teachers are asked if they know a reason and if not, parents are phoned to find out the reason for absence. If parents are uncontactable, continued attempts will be made, including contacting relevant guardians and emergency contacts to see if they have knowledge of the pupil's whereabouts. The local authority may also be contacted for advice and support.

If 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

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

A pupil is deemed 'missing' if they have registered but are absent from a lesson / activity. If any member of staff is aware or has it reported to them that a child is missing or has absented the following procedure is adopted:

1. *The School Office will be contacted to check the school network (if the pupil has been signed out for an appointment), the medical room, an appointment with the School Counsellor, music lesson and learning support lesson timetables. A tannoy announcement will be made for the missing pupil to contact the office. If a tannoy announcement cannot be made, for example due to examinations taking place, staff will be deployed to parts of the school with radios to communicate.*
2. *Calmly ask staff and pupils when they last saw the pupil.*
3. *Once the pupil is located, they will be returned to class as soon as possible and a member of SLT will investigate with regard to the Safeguarding / Child Protection Policy.*

If the pupil cannot be found, step 1 will be repeated and then the following actions should be taken:

1. *The Headteacher will be informed.*
2. *Checks will again be made to confirm if the pupil is at an individual music, learning support, sport lesson, medical appointment or in the medical room.*
3. *The school office staff will inform SLT, and staff will be deployed to parts of the school site with radios to communicate. At the same time, all staff will be alerted (by email and/or tannoy) by office staff to look out for the missing pupil.*
4. *If the pupil still cannot be located, a fire alarm will be sounded to bring the whole school together and a thorough search of the premises conducted.*
5. *The Headteacher will contact the Police as an emergency and act in accordance with their advice.*
6. *The Headteacher will inform the parents and advise them of action taken.*
7. *A full incident report will be made and recorded. The report will state the reasons for the disappearance and the manner in which the school dealt with the problem. If appropriate, procedures will be adjusted.*

Procedure for finding a missing pupil from EYFS setting

Cranmore EYFS staff make every effort to ensure that the children in their care are safe at all times. This includes when they are in the Nursery playrooms, Reception classrooms and garden and when they leave to explore the school grounds or to visit another part of the school.

Security within Nursery
Two secure gates which may only be opened by members of staff from within the building ensure that no child is able to leave the garden unattended. Parents are requested to be vigilant in closing the gate at arrival and collection times, and to ensure that only their child goes out with them. Staff check they are closed when the children are playing outside. The other exits from the Nursery are within Cranmore. Children are unable to reach the handles to let themselves out independently. Visitors to the Nursery are requested to be vigilant in ensuring no child leaves through the door behind them.

Security within Reception
The Reception classrooms are located around the back of the school. All visitors to Cranmore are required to sign in at reception and staff are trained in challenging anyone onsite during the school day without a yellow visitor lanyard. Children are unable to let themselves out independently of the Reception garden.

Security on visits to other parts of the School

At least two members of staff accompany groups of Nursery children to other parts of the School, and the Nursery Manager is always informed which child /children have left the nursery, where they are going and with which members of staff. Children are counted as they leave and at various points of the walk or visit to ensure they are all present. Reception children are always escorted by either their teacher or TA.

1. *The pupil register will show if a pupil has been taken home early or not dropped off. Staff are to check this first before assuming the pupil is missing.*
2. *Parents of missing pupils from morning registration will be contacted by the Nursery staff or at their request, school office staff.*
3. *If a pupil is missing, the teacher concerned should report this immediately to the Head of Lower Prep School. They will make enquiries to find out when the child was last seen and if they were in the medical room or attending another activity within the school grounds. The Headteacher will also be informed.*
4. *An immediate search of the premises will take place inside and out, ensuring adequate supervision of the remaining children is in place.*
5. *A tannoy announcement for the missing pupil will go out.*
6. *If the pupil still cannot be located a fire alarm will be sounded to bring the whole school together.*
7. *The Headteacher will contact the Police as an emergency and act in accordance with their advice. Parents will be informed by the Head of Lower Prep.*
8. *A full incident report will be made and recorded. The report will state the reasons for the disappearance and the manner in which the school dealt with the problem. If appropriate, procedures will be adjusted.*

Actions to be followed by staff if a pupil goes missing on a school trip

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.

1. *An immediate head count will be carried out in order to ensure that all other pupils are present.*
2. *An adult will search the immediate vicinity and the venue manager will be contacted.*
3. *The remaining pupils will gather in a designated place or return to the coach.*
4. *The trip leader will phone school and SLT will be notified, including the DSLs.*
5. *Parents and police will be contacted. DSL will also contact CSPA.*
6. *The School will then act in accordance with police advice. The School would cooperate fully with any Police advice/investigation and any safeguarding investigation by Social Care.*
7. *A full incident report will be made and recorded. The report will state the reasons for the disappearance and the manner in which the School dealt with the problem. 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 Headteacher.
- The investigation should involve all concerned providing written statements.
- If disciplinary action is required this must involve consultation with the Headteacher.
- 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 they appeared to have gone missing.

The Headteacher will review the reasons for the event happening and make any necessary amendments to School procedures.

Admissions register

Cranmore's electronic Admissions register contains specific personal details of every pupils, including (but not limited to) their starting date, information regarding parents or guardians and details of the school last attended. In accordance with our legal duties, the school will preserve every entry in the Admissions register for 6 years from the date the data was entered. A pupil's name can only lawfully be deleted from the Admissions register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.
When a pupil leaves Cranmore, 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 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. If a pupil is removed from the Admissions register, the School 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.

Policy Area:	Safeguarding

Relevant Statutory Regulations:	ISSR 2014 - Part 3
	Education Act 1996
	NMS Part D Standard 8; Part I Standard 20.5
	Children Act 2004
	Equality Act 2010 and the UN Convention on the Rights of the Child.
	DfE: School Attendance (Pupil Registration) (England) Regulations 2024.
	DfE: National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024
	DfE: Working Together to Safeguard Children 2023
	DfE: Children missing education Statutory guidance for local authorities August 2024
	DfE: Working together to improve school attendance August 2024
	Reporting of Injuries, Diseases and Dangerous Occurrences ("RIDDOR") 2013
	DfE: Statutory guidance on children who run away or go missing from home or care, January 2014
	Keeping Children Safe in Education (September 2024)

Appendix 1

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity. The B code cannot be used for pupils who are receiving online learning within the home.
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence

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CODE	DESCRIPTION	MEANING
C1*	Leave of absence for a regulated performance or regulated employment abroad.	Authorised absence
C2*	Leave of absence for a child on a part-time timetable.	Authorised absence. Part time timetables should only be used as a temporary measure, parental consent is required. The timetable should be frequently reviewed. Unauthorised sessions should be recorded if the child fails to attend expected sessions.
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days more than agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview for employment or admission to another educational institution.	Approved Education Activity
K*	Alternative provision arranged by the Local Authority to ensure Section 19 duties met.	Approved alternative provider.
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q*	Unable to attend due to lack of access arrangements	Authorised absence.
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence

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U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Y1*	Normal transport arrangements unavailable	Not counted in possible attendances
Y2*	Unable to attend due to widespread travel disruption	Not counted in possible attendances
Y3*	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4*	Unable to attend due to whole school unexpectedly being closed	Not counted in possible attendances
Y5*	Unable to attend due to being criminally detained.	Not counted in possible attendances
Y6*	Unable to attend in accordance with public health guidance, or law	Not counted in possible attendances
Y7*	Unable to attend because of any other unavoidable cause.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances