



Attendance, Missing Child and Uncollected Child - Prep School

1. Ethos

1.1 At West Buckland the safety and security of the children in our care are paramount. Every member of staff has been trained to appreciate that he or she has a key responsibility for helping to keep all the children safe at all times. Every care is taken to ensure that the children are accounted for always when they are in our care.

1.2 The school is responsible for minimising the risk of missing children and acting appropriately if a child is identified as missing. This policy also sets out our procedures for the quick recovery of a missing child.

2. Attendance & Registration

2.1 The Prep School has a perimeter fence with a controlled main entrance for security. All Nursery children are delivered to the Nursery school by parents/carers, either accessing the building via the front door which has a security lock or by using the main Nursery door, which is always kept locked, and using the door-bell to summon Nursery staff.

2.2 The majority of children in the Pre-Prep classes are usually delivered to the classroom by their parents/carers. It is possible for Pre-Prep pupils to use the school buses by arrangement and in this instance, as well as there being a senior school bus prefect on each route, an older Prep School child or sibling is appointed to give the child support. There are members of staff on duty to oversee the pupils coming from the bus to the Prep School. If there are any issues with behaviour, the right to use the buses will be withdrawn.

2.3 The children are registered twice a day, at 9.15am and 1.20pm.

2.4 There is electronic registration at West Buckland. All attendance registers must be marked on the ISAMS software. Training will be given in this task.

2.5 If a pupil is not at registration mark them as N (No Reason yet provided) unless you have seen him or her and you know he or she has gone to orchestra or a recognised school activity e.g. learning support.

2.6 If you know the reason for the absence through a parental letter, email or through the office then mark the appropriate reason in ISAMS.

2.7 Registration marks, N will be followed up by the Prep School Secretary, with parents contacted to identify the reason.

2.8 The list of absentees will be immediately checked by the Prep School Secretary.



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2.9 Pupils who arrive after 0915 must sign in with their tutor and the school secretary. Where a pupil arrives after the register has been marked, the tutor inserts L in the ISAMS attendance register and the pupil will be counted as present,

2.10 The school monitors attendance closely and will take action to address poor or irregular attendance.

2.11 The school will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

2.12 Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

2.13 The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

3. Missing Child

3.1 It is the responsibility of all staff to be aware of how many pupils are present at any time in lessons. At break times, staff rotas ensure that appropriate levels of supervision are in place at all times. There is a separate playground for Nursery and Pre-Prep children.

3.2 If a member of staff sees a child moving away from his or her peers in an unusual direction or sees him or her in an inappropriate place or with an unidentified adult, the staff member must challenge the child and/or adult and take the appropriate action.

3.3 If a member of staff becomes aware that a child is missing from his or her class/care at school the following procedures are undertaken:

- The Deputy Head, the Prep Office and Headmaster of the Prep School must be notified immediately.
- Messages and registers will be checked, the Music Department (a child could be in a private music lesson) and the Medical Centre will be contacted.
- Information with regards to the child's last sighting and potential whereabouts will be gathered.
- A systematic search of the school building will be co-ordinated by the Deputy Head or Key Stage 1/2 Coordinators. This will include all of Langholme, Symonds Block, Delderfield and school grounds including field, playgrounds and car parks.
- The Headmaster of the Senior School and SLT will be notified and the Senior School will be searched.
- More staff will be released to search for the child, if required.
- If the search is unsuccessful, sound the fire alarm for check of full school register.



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- Police to be informed about missing pupil after all the reasonable checking and searching stages have been undertaken or before if initial investigations raise bigger concerns (i.e. pupil seen getting to an unknown person's car). Common sense and flexibility are required, but probably no more than 45 minutes before police should be contacted. Give police details of circumstances and as much detail of pupil as possible (including clothing, home address, telephone number and photographs taken from ISAMS).
- The parents of the child will be contacted by a member of SLT at this stage.

4. Missing Child on an Outing

4.1 Statutory ratios of adults to children are rigorously adhered to. All children are allocated a group leader according to the ratios. It is the responsibility of the group leader to ensure that they keep the children with them and continually check throughout the day that all are present.

4.2 In the event that a child goes missing the following procedure must be acted upon:

- An immediate head count will be carried out in order to ensure that all the other children are present. Ensuring children are safe and supervised by staff, all other available adults will search the immediate vicinity.
- If there are other 'official' adults available e.g. within a zoo or attraction, contact an official immediately and ask them to enact their procedures e.g. a message over loudspeakers etc.
- The Prep School Headmaster/Deputy and Prep Office must be contacted.
- If the child is not found within 30minutes, it is likely the Police will be contacted.
- The child's parents will be contacted at this stage.
- If possible adults from school should be made available to travel to the site of the outing.

5. Arrangements for Uncollected Children

5.1 If a child is not collected at the end of the day, the parents will be contacted by phone and the Prep Office informed. The child will remain with the member of staff on duty until the parents arrive.

5.2 Should it prove impossible to contact parents by phone, text or email, the SOS pupil contact on ISAMS will be telephoned. Repeated phone calls to parents' and SOS contacts' phones will be made.

5.3 In the event that there is no contact, the Prep Headmaster, Deputy Head and/or Key Stage 1/2 Coordinator will be notified. The child will be accompanied by the member of staff on duty to boarders' tea.

5.4 The Prep Headmaster or Deputy will try to discover the reason for the problem and appropriate action will be taken. If no safe and practical alternative can be found the pupil may be taken to a boarding house where, if necessary, he or she will wait for the arrival of a relative or stay the night.



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