



POLICY FOR REGISTERS AND ATTENDANCE AND CHILD MISSING FROM EDUCATION (including Early Years)

This policy is to be read alongside the whole school's Attendance Policy.

All children are entitled to a full time education, which is suitable to their age and stage. As an Independent School we have a legal duty to identify and report children of compulsory school age (the term after their fifth birthday) who are missing from education. A child going missing from education is a potential indicator of abuse or neglect. The implementation of this policy is the responsibility of all staff.

Registers are taken twice daily – at 8:30am and 1:40pm. Attendance is recorded on the school management system, iSAMS. A hard copy of the register is printed off daily and kept in a file.

Dual-Registrations

For Nursery children who attend two settings, regular communication is kept with the other provider in terms of attendance.

1. If a child is unable to attend School due to sickness, etc. it is the responsibility of the parent to phone or email the School before 8:25am to let the School know the reason why the child is not in School. Once the child returns to School, an email or diary note explaining the absence is required by the child's form teacher in order to authorise it.
2. If the child is being taken out of School for a longer period of time then a letter/email needs to be sent to the Head asking permission for this to be authorised. The parent will receive a letter acknowledging the School's permission.
3. A telephone call will be made by 9:05am every day to the lead parent/guardian to notify them that their child has not registered that morning and to ask them to contact the School to clarify their whereabouts. The Head will be informed if a child has not presented him/herself for a lesson and if that child cannot be accounted for.
4. In the event of a parent not contacting the School with an absence of more than two days, the Head of Administration and HR will continue to phone the home to obtain a reason behind the absence.

5. In the event of a pupil absent from School for over a week with no reason given, the School will try and contact all family parties to establish the child's whereabouts.
6. In the event of a pupil absent from School for over a week with no contact from parents and with the School unable to contact any family member to establish the whereabouts, the Police will be notified.
7. In the event of a child missing from Education in EYs the EYFS Management team would contact the School's Designated Safeguarding Lead (DSL) who will contact the Local Authority Designated Officer (LADO).

Once a parent has handed in their notice and stops paying School fees, the child is no longer a pupil at Kensington Wade and is therefore, no longer on our School Register. It is the responsibility of the parent to register the child elsewhere. However, the School must inform the Local Authority of ALL new starters and leavers (including those going to and coming from abroad). A forwarding address and destination school of the Schools' leavers has to be included. If a child has left and it has not been made clear what school the child will be moving to, the DSL (Designated Safeguarding Lead) will contact the Local Authority Designated Officer (LADO).

Lost Child Procedure

It is extremely unlikely that a child should go missing whilst on school premises as it is a secure site. In the event of a child going missing from an internal or play area or on a school outing, the following procedures will be adhered to with minimum disruption or distress to other children.

- All staff will remain calm at all times
- The senior member of staff present will do a thorough headcount
- The senior member of staff present will inform the Head or the Deputy Heads and deploy staff appropriately in order to have maximum effect in finding the lost child (via the school office if incident occurs on a visit).
- Where possible, two adults (one being a school employee) will remain with the children while other staff and adults carry out a search.
- The immediate area will be searched first and then surrounding areas.
- If the child has not been found within ten minutes, the senior member of staff will inform the Police and security staff of the premises if on a school visit.
- The parent/carers will then be informed immediately.
- The senior member of staff will continue to take instructions from the Police while other staff continue to search. The Head will be kept informed at all times.

- Once the child has been found, a full report will be written by the senior member of staff present and signed by all other staff present. This will then be submitted to the Head who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised in order to prevent similar incidents occurring again.

Review: HM September 2026

Next Review: September 2027