



# EPSOM

## COLLEGE

### ATTENDANCE AT SCHOOL AND CHILDREN MISSING EDUCATION POLICY

#### Registration

All Senior School pupils are registered twice a day by their Housemaster/mistress in the houses – before the start of morning school at 8.20am, and immediately after lunch at 1.40pm Monday to Friday (there is no formal Registration at 1.40pm on Saturday, but all pupils not in school matches are expected to attend a roll call in Houses at 3.00pm).

All Lower School pupils are registered twice a day. Before the start of morning school by their Form Tutor at 8.25am, and immediately after lunch at 1.00pm Monday to Friday by the subject teacher who is due to deliver the lesson at 1.05pm. There is no formal Registration on Saturdays.

All pupils are required to attend Registration, and we structure the school day such that there are very few occasions when a pupil would need to be absent from Registration. On these occasions alternative arrangements are made to record where the pupil is.

A list of absentees is then posted onto the College's management information system (iSAMS) to which all teaching staff have access. Attendance data is stored in this electronic database.

Senior School day pupils are expected to leave the school promptly after the end of the school day following a Roll call at 6pm, unless they are involved in a school activity after this time. For boarding pupils evening roll calls are held in each boarding house at 6.00pm and again at 6.55pm after dinner. Pupils are only permitted to leave the boarding houses after this time with the prior permission of the Housemaster/Housemistress to attend College events. They are expected to sign out when they leave, and sign back in when they return to the boarding house.

Lower School pupils are expected to leave the school promptly after the end of the school day, whether they are being collected at 5.00pm or if they are staying for the supervised prep session until 6.00pm. The Head of Lower School is responsible for ensuring that all Lower School pupils have left the College safely at the end of the day. If the Head of Lower School is unable to undertake this task then they will deputise one of the Lower School Heads of Year or another member of the Senior Leadership Team. Any pupil that leaves the College during the school day, to attend a medical appointment, for example, is expected to sign out at Lower School Reception when they leave, and sign back in when they return to the Lower School.

#### Absence

If a pupil is going to be absent from school for any reason – be it illness, a medical appointment, interview or some other valid reason – then Senior School parents are asked to notify the Housemaster/mistress or Matron by 8.20am on the first day of absence. If he or she is not available, staff at Main School Reception will pass on a message. At the end of the period of absence a note which can be in the form of an e-mail should be brought or sent to the Housemaster/mistress. Lower School Parents are asked to notify the Head of Lower School or Lower School Receptionist by 8.25am on the first day of absence. At the end of the period of absence a note which can be in the form of an e-mail should be brought or sent to the Head of Lower School.

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission is needed from the Headmaster and is only granted in very special circumstances, as it creates difficult precedents and inconveniences teachers. In particular pupils who live overseas should arrange flights to avoid an early departure at the end of a term or a late arrival at the start of a term.

From time to time, opportunities do arise for pupils to attend concerts, sports matches etc. in school time which, for boarding pupils, includes evenings. The College is always prepared to consider requests from parents for pupils to be absent from school to attend such events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted. Pupils will only be granted leave to be absent from school in exceptional circumstances.

### **Unexplained Absence**

If a pupil is absent from Registration without explanation then the Housemaster/mistress (Senior School) or Form Tutor (Lower School) will use the Attendance Code "N - no reason yet provided for absence" on the school register. Senior School pupils who for any reason miss Registration must check in at Main School Reception upon arrival, unless absolutely certain that their late arrival has already been noted by the Housemaster/mistress or Matron. Lower School Pupils who for any reason miss Registration must check in at Lower School Reception upon arrival, unless they are absolutely certain that their late arrival has already been noted by the Head of Lower School or the Form Tutor. The electronic register will then be updated accordingly.

If pupils still remain absent without reason by 9.30am then their absence will be investigated further by contacting, by telephone, the parents of the missing pupil. A log of all calls that are made is kept in the Headmaster's office.

### **Leaving the College site**

For Senior School pupils, permission from the Housemaster/mistress is required to leave the College grounds during the school day. Pupils leaving are to return by 6.00pm at the latest. Full school uniform must be worn at all times.

Senior School pupils must inform their Housemaster/mistress if they are going on an official College visit. Parents are asked to give written authority to their child's Housemaster/mistress before they leave the school to stay with another family. The College expects all pupils to sign out whenever they leave the school and to sign in on return.

Lower School pupils may not leave the College campus during school hours unless accompanied by a parent or guardian or, as part of an organised school activity, in the company of a designated member of teaching staff.

All pupils on College trips away for study or pleasure must comply with College off-site regulations.

### **Missing Pupils**

A pupil who is not present for registration, or is absent from a lesson, activity etc. is deemed to be a missing pupil. All members of staff are instructed to report a missing Senior School pupil to his or her Housemaster/mistress or a missing Lower School pupil to the Head of Lower School as soon as possible.

The following procedure is then followed (with a record kept of each action):

- The Medical Centre is contacted to see if the pupil has reported sick.
- A thorough search of the whole school is set in hand by as many staff as possible.

- The teachers who taught that pupil earlier in the day and other pupils are questioned in order to ascertain at what time he/she went missing.
- A phone call would be made to the pupil's parents or guardian explaining what has happened, describing the steps that have been set in motion and inviting them to come to the school at once.
- The Designated Safeguarding Lead (DSL) and the Headmaster are informed.
- A fire drill might be held in order to ensure that he/she is not on the site.
- The Police are contacted, and their advice would be followed.
- The DSL informs the Local Safeguarding Children's Board.
- The Chairman of Governors is informed.
- A report would be made under RIDDOR to the HSE.
- Ofsted would be informed.
- The insurers would be informed.
- A full investigation into the circumstances would be carried out. Witnesses would be interviewed and asked to provide written statement.

### **Children Missing from Education<sup>1</sup>**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may also include abuse or neglect. All staff should follow the College's procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Epsom College has in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation, honour-based abuse and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

The College will inform our local authority (SCC) of any pupil who is going to be removed from the admission register where the pupil:

- has been taken out of the College by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- has ceased to attend the College and no longer lives within reasonable distance of the school at which they are registered;

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<sup>1</sup> See KCSiE September 2022 – Annex B: Further information

- has been certified by the College Medical Officers as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue attending school after ceasing to be of compulsory school age;
- is in custody for a period of more than four months due to a final court order and the Headmaster does not reasonably believe they will be returning to the College at the end of that period; or,
- has been permanently excluded.

The local authority will be notified when the College is to remove a pupil from its register for any of the five grounds above. This should be done as soon as these grounds for removal from the register are met, and in any event no later than removing the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education and follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

**The College will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the College's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the College and local authority.**