



LORD  
WANDSWORTH  
COLLEGE

## MISSING PUPIL POLICY, REGISTRATION PROTOCOL AND PROCEDURE WHEN A CHILD IS NOT COLLECTED ON TIME

Staff Member responsible	Revision Date	Approved By	Approval Date	Reason
	March 2015	SMT		Reviewed and updated
GDP	Sept 2015			Reviewed and updated
GDP	Oct 2016	Governors	7/12/16	Reviewed and updated
GDP	Jan 2017	SLT	7/2/17	Further review under ISBA guidelines
JJD	October 2017	Governors	6/12/17	Merged with Registration Protocol and updated
ACB	October 2018	SLT	23/11/18	Reviewed and updated
ACB	November 2019	Governors	4/12/19	Reviewed and updated
ACB	July 2020	SLT	17/07/20	Reviewed and updated
ACB/RSP	November 2021	Governors	01/12/21	Reviewed and updated
RSRP	November 2022	Governors	30/11/22	Reformatted and minor amendments
ALC	November 2024	Governors	27/11/24	Reviewed and updated
ALC	January 2026	Governors	27/01/26	Reviewed and updated

## 1. Introduction

### 1.1 Policy Statement

The welfare of all of our children at Lord Wandsworth College is our paramount responsibility. A child being absent from education, for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at LWC has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child being absent in the future. Where staff have concerns that a child is absent from college for prolonged periods and/or on repeat occasions, or missing from college, this policy should be followed.

Every member of staff who works with children has read Part 1 of Keeping Children Safe in Education (KCSIE) 2025. Staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

### 1.2 Information for parents

This policy has regard to the statutory guidance 'Working together to improve school attendance' (August 2024), which applies to independent schools under chapters 1 and 2 and describes:

- The arrangements for children arriving at college and leaving the premises at the end of the day.
- The arrangements for registering the children in both morning and afternoon. For day pupils we take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the College if their child is absent for any reason. The College will always contact the parent or carer if the child fails to arrive at college without an explanation.
- The physical security measures which prevent and mitigate unsupervised access to or exit from College site are detailed in our Security, Access Control and CCTV policy.
- The enhanced supervisory arrangements for outings involving our pupils are set out in a detailed policy document: Educational Visits and Activities Outside School. This document is on our website.

The College reviews all policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and read at least Part 1 of KCSIE [or at least Annex A of KCSIE 2025, if their role does not require them to work directly with children].

# Missing Pupil Policy

As the College educates both boarding and day pupils, the College is required to maintain both an admission register and an attendance register in accordance with Regulation 5 of the School Attendance (Pupil Registration) (England) Regulations 2024.

## 2. Registration protocols

All Lord Wandsworth College pupils are registered as follows:

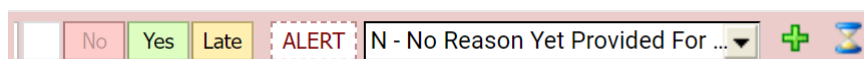
	Time	Staff Responsible
Monday	8.20am	House Staff
	3.45pm	Tutor
Tuesday	8.35am	Tutor
	3.45pm	Tutor
Wednesday	8.35am	Tutor
	1.30pm	House Staff
Thursday	8.35am	Tutor
	3.45pm	Tutor
Friday	8.35am	Tutor
	3.45pm	Tutor
Saturday	9am	House Staff
	7pm	House Staff
Sunday	10.20am	House Staff
	5pm	House Staff

Pupils are also registered in each lesson and at the start of prep (weekdays), at co-curricular activities (on SOCS) and when they are in bed/in their room at the end of the day.

Attendance data for Monday to Friday am and pm registration, Saturday am registration and lesson registration is stored on iSams.

If a pupil is not present for the registration and the member of staff does not know where they are, they **must**:

- a. Mark the pupil as 'N' – do not leave the column blank;
- b. **NOT** accept the word of another pupil as to where they are, unless by telling the staff member, the pupil reminds them that they have already had direct contact (by e-mail is acceptable) from the missing pupil's parent, guardian or a member of staff stating why they are going to miss registration or the lesson. Or if "Out of School" appears on the iSams register.
- c. After 10 minutes click the "Alert" button on the iSams register:



- d. Follow 'What to do when a pupil is missing' (see Part Two)
- e. Once the pupil's whereabouts has been determined, the following should happen:
  - o the 'N' entered on the register is amended;
  - o The College Office is informed and they communicate with all who have been looking for the pupil.

# Missing Pupil Policy

- f. Where a pupil is registered as absent for a Co-Curricular activity without explanation, the member of staff should alert the College Office by email immediately.

### 3. Action to be followed by staff if a child fails to attend on the first day

All new pupils are placed on the College's admission register at the beginning of the first day on which the College has agreed that the pupil will attend. If a child fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

In compliance with Regulation 5 of the School Attendance (Pupil Registration) (England) Regulations 2024, all admission and attendance registers are maintained electronically using iSAMS. A backup copy of all registers is made at least once a month.

The College admission register, also known as the school roll, contains specific personal details of every pupil in the college along with the date of admission or re-admission to the College, information regarding parents and carers, and details of the school last attended.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the College and external agencies when making enquiries to locate any missing children.

The College also has an attendance register which records pupil attendance. The attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion the College will record whether each registered pupil is physically present or, if not, the reason they are not in college by using the appropriate national attendance and absence codes from Regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 (Appendix One).

Registers are legal records. The College will preserve every entry in the attendance or admission register for 6 years from the date of entry. Where amendments are made to the registers, the College will ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

### 4. Duty to report

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

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.

#### 4.1 Prolonged and persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the College, together with the Local Authority, may need to carry out joint

# Missing Pupil Policy

reasonable enquiries under Regulation 9(1)(h) or (i) of the Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

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 College and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the College may delete the pupil's name from the admission register. The College will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register. The College will not retrospectively delete a pupil's name from the admission or attendance register. All deletions will be made in accordance with Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024, and the College will inform the local authority of such deletions in accordance with Regulation 13.

In addition, the College recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2024, to help identify children who are missing education and/or otherwise at risk of harm.

The College recognises that children who are absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The College's response to persistently absent pupils supports identifying such abuse and helps prevent the risk of them becoming a child missing education in the future.

## **4.2 Sickness Absence Recording**

In accordance with Regulation 13(8) of the School Attendance (Pupil Registration) (England) Regulations 2024, the College will make a "sickness return" to the local authority, providing the full name and address of any registered pupil of compulsory school age if:

- The pupil is recorded in the attendance register as absent and unable to attend because of sickness; and
- The College has reasonable grounds to believe that the pupil has missed, or will miss, 15 school days (whether consecutive or cumulative) because of sickness.

This requirement supports the local authority in fulfilling its duty under section 19 of the Education Act 1996 to arrange suitable education for children who cannot attend school due to health needs.

The Deputy Head, Pastoral is responsible for monitoring sickness absence and ensuring compliance with this reporting duty.

## **4.3 Actions to be followed by staff if a child goes missing from the College**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

## Missing Pupil Policy

If a child was found to be missing during the School day (Monday-Friday), the following actions would be carried out - please note that on a Saturday morning, the same steps would be carried out with House Staff taking on the coordinating role of the College Office:

Action	Timescale	Staff
<ul style="list-style-type: none"> <li>- Alert College Office and associated staff to missing pupil who should check their immediate areas, this includes:                             <ul style="list-style-type: none"> <li>o Boarding House</li> <li>o Health Centre</li> <li>o Music Department</li> <li>o Learning Support</li> <li>o Team and trip lists (College Office)</li> </ul> </li> <li>- Check with the pupil's friends and classmates to see if they know their whereabouts (contact College Office seeking confirmation of any explanation given).</li> <li>- Where a child is absent from a Co-Curricular activity the member of staff running that activity should alert the College Office who will alert key areas of college listed above.</li> </ul>	Immediately.	Teacher taking register.
<ul style="list-style-type: none"> <li>- Alert SLT Duty Member, DSL and Operations Manager</li> </ul>	Immediately following initial checks.	College Office
<ul style="list-style-type: none"> <li>- Request IT Services:                             <ul style="list-style-type: none"> <li>o Track laptop usage</li> <li>o Check the doors, gates and CCTV records for signs of entry/exit</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>- An all-staff email is sent with a picture of the pupil asking if anyone knows where they are</li> </ul>		
<p><b>If a pupil is missing after school hours, at bedtime, or in the early hours, or they fail to return from 'leave out' at the appointed time:</b></p>		
<ul style="list-style-type: none"> <li>- Check with the pupil's friends to see if they know their whereabouts.</li> </ul>	Immediately.	House staff.
<ul style="list-style-type: none"> <li>- Check with other boarders (if awake) to see if they know their whereabouts.</li> </ul>		
<ul style="list-style-type: none"> <li>- Check with other boarding houses whether pupil has been seen or is in another House.</li> </ul>		
<ul style="list-style-type: none"> <li>- Carry out a thorough search of the boarding area and immediate surroundings.</li> </ul>		
<ul style="list-style-type: none"> <li>- Call the pupil's mobile telephone.</li> </ul>		
<ul style="list-style-type: none"> <li>- Contact parents to see if pupil has gone home unexpectedly.</li> </ul>	Immediately following initial checks.	House staff.
<ul style="list-style-type: none"> <li>- Alert Duty SLT, DSL and Operations Manager (this should only be done after checking that the pupil is not at home).</li> </ul>	Ongoing	Safeguarding Team.
<ul style="list-style-type: none"> <li>- Keep a record of instances where a pupil is missing, including actions taken and the pupil's explanation.</li> </ul>		

## Missing Pupil Policy

<b>If the pupil is still missing following the above actions:</b>		
DSL or SLT duty member rings the pupil's parents and explain what has happened and steps taken to locate them (this may be delegated to a Houseparent if appropriate).	Next step	DSL/Duty SLT
Notify the Police.		
Arrange for staff to search the rest of the college premises and grounds.	Concurrently	Operations Manager and assigned staff
If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.		
Inform the local authority safeguarding partners and check their actions, including with local children's services.	As needed	DSL
Co-operate with any Police or safeguarding investigation.	As required	All relevant staff
Inform the Chair of Governors.	If appropriate	Head
Inform the College's insurers.	If appropriate	COO
Report any injury under RIDDOR to the Health & Safety Executive (HSE).	If appropriate	Health & Safety officer
Decide what information to share with parents, staff, other pupils, and the press during the investigation.	During the investigation	Head and SLT
Keep a full record of activities taken up to the stage at which the pupil was found, adjusting procedures if appropriate.	Throughout	College Office and Operations Manager
Consider any wider safeguarding concerns around the missing pupil and address them in line with the Child Protection and Safeguarding Policy.	Post-investigation	DSL/SLT

#### 4.4 Actions to be followed by staff if a child goes missing on an outing

Action	Time	Staff
An immediate head count would be carried out to ensure that all other pupils were present	Immediate	Trip leader assisted by trip staff
An adult would search the immediate vicinity	Immediate	Staff member(s) designated by trip leader
Inform the SLT duty member and the DSL by mobile phone who will in turn inform the Head	As soon as possible	Staff member(s) designated by trip leader
The remaining pupils would be taken back to college or trip accommodation if a residential trip as soon as reasonably practicable	As soon as reasonably practicable	Staff member(s) designated by trip leader
Ask the SLT duty member or DSL to ring the child's parents and explain what has happened	As soon as possible	SLT duty member or DSL

## Missing Pupil Policy

Contact the venue manager and arrange a search (where relevant)	Immediate	Staff at the venue
Contact the Police immediately following initial checks	Immediately following initial checks	Staff member designated by trip leader
The DSL would inform the local authority safeguarding partners.	Immediately following initial checks	DSL
The College would cooperate fully with any Police and safeguarding investigations	As required	All relevant staff
Inform the Chair of Governors without delay	As soon as possible following initial checks	Head
The College's insurers would be informed	As soon as reasonably practicable	COO
If the child is injured, report under RIDDOR to the HSE	Within 15 days (if taken to hospital)	Health Centre
A full record of all activities taken up to the stage at which the child was found would be made	After resolution	All relevant staff
The College will review its procedures and adjust them as appropriate	After resolution	SLT

### 4.5 Actions to be followed by staff when the child is found

Action	Time	Staff
Talk to, take care of, and, if necessary, comfort the child	Immediately upon finding the child	Staff who found the child
Speak to other pupils to ensure they understand why they should not leave the premises/separate from the group on an outing	After resolution	Staff in charge of the group
The Head will speak to the parents to discuss events and give an account of the incident	As soon as possible after resolution	Head
The Head, COO, and SDH will oversee a full investigation	As appropriate	Leadership team
Media queries should be referred to the Head	As needed	All staff
The investigation should involve all concerned providing written statements	During investigation	All relevant staff
The report should cover key details: time, place, staff, number of children, duration, cause, and lessons for the future	After investigation	Senior Leadership Team
Consider actions in line with Child Protection and Safeguarding Policy if there are concerns	After investigation	DSL and SLT

### 5. Procedures to be followed by staff when a child is not collected on time

If a child is not collected within half an hour of the agreed collection time, the College will call the contact numbers for the parent or carers. If there is no answer, the pupil will be returned to the boarding house and parents will be tried again. If there is still no answer, House Staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after in the boarding house. If there is no response from the parents' or carers' contact numbers or the emergency numbers within one hour, the DSL will contact the Social Care Duty Officer at the relevant local authority. The child may be kept at college during this period of time and allowed to board as an emergency measure if the child is a day pupil or flexi boarder. Social Care will arrange for a visit to be made to the child's house and will check with the Police. The College will make a full written report of the incident.

The College will look after the child safely throughout the time that he or she remains under our care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The College's DSL will keep a record of incidents where parents/carers do not collect a child from college or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the College's Safeguarding and Child Protection Policy and procedures.

# Missing Pupil Policy

## APPENDIX ONE: Registration Codes

Description	Code
Present AM	/
Present PM	\
Approved Sporting Activity	P
COVID-19 Related Illness	>
COVID-19 Self Isolation	<
Dual Registration	D
Educated Off Site	B
Educational Visit or Trip	V
Exceptional Circumstances	Y
Excluded	E
Extended Family Holiday (Agreed)	F
Family Holiday (Agreed)	H
Family Holiday (NOT Agreed)	G
Illness	I
Illness in House	~
In Exam	A
In Health Centre Sick Bay	+
Interview	J
Late (After Registers Closed)	U
Late (Before Registers Closed)	L
Local Authority arranged education provision	K
Medical / Dental Appointments	M
Music Lesson	Q
No Reason Yet Provided For Absence	N
Non-Compulsory School Age Absence	X
Opt Out (Saturday Morning)	^
Other Authorised Circumstances	C
Pupil Not On Roll	Z
Religious Observance	R
School Closed To Pupils	#
Study Leave	S
Traveller Absence	T
Unauthorised Absence	O
Unknown	-
Work Experience	W

# Missing Pupil Policy

## APPENDIX TWO: Summary of major registration codes

The major codes the College uses are as follows:

Status	Registration mark	Description
Present	/ (AM registration) \ (PM registration)	The pupil is in college and has been seen by a member of staff at AM/PM registration slots. AM registration will be conducted by House staff, and PM registration will typically be conducted by the Tutor.
Ill	I	<p>A pupil is registered as 'ill' on the basis that:</p> <ol style="list-style-type: none"> <li>1. We've received a phone call/email from a parent/guardian/carer that specifically states that Pupil X is poorly/ill etc and unable to attend school.</li> <li>2. That Pupil X has been assessed by a matron/HsP/Health Centre staff and signed off as being ill in house/going home because they are ill.</li> </ol> <p>If a parent/guardian/carer says in communication with house staff that Pupil X is off school and not coming in, without providing some details that indicates the pupil is unwell, house staff must follow up and ask initially via phone and then email (if no reply) if Pupil X is unwell.</p> <p>If no details are provided, this must be registered as an 'unauthorised absence' until there is some context around why the pupil is absent from college.</p> <p>House staff should not assume that because a pupil was ill the day before they will be ill for subsequent days; confirmation must be given on a daily basis.</p>
Ill in House	~	<p>A pupil is registered as 'ill in house' on the basis that:</p> <ol style="list-style-type: none"> <li>1. The pupil has been assessed by a matron/health centre nurse/HsP and deemed unfit to attend college on that day. The boarding house/health centre may decide to ring home and send the pupil home.</li> <li>2. Pupils registered as ill in house are expected to isolate from others around them and not take part in co-curricular activities. In most cases we would expect boarders and day pupils to go home, taking into account the constraints of parents, distance from home and the like.</li> </ol>
Unauthorised absence	O	<p>A pupil is registered as 'unauthorised absence' on the basis that:</p> <ol style="list-style-type: none"> <li>1. If a parent/guardian/carer is contacted or makes contact with the college and notes that the pupil is 'tired' or at an 'event' that has not been granted permission from the</li> </ol>

## Missing Pupil Policy

		<p>Headmaster's office. Typically, this could be a family holiday or a family event such as a birthday or other such gathering.</p> <p>2. This then must be logged with the Deputy Head Pastoral and the Headmaster's office.</p>
Authorised absence	C	<p>A pupil is registered as 'authorised absence' on the basis that:</p> <ol style="list-style-type: none"> <li>1. The parent/guardian/carer has applied for and been granted a leave of absence from the college for the pupil from either the Head or from the Houseparent. Typically, the Head should be given 2 weeks' notice of an event that would need authorisation to miss college, and would typically be funerals, weddings of close family members.</li> <li>2. It is under the Head's discretion should a family request for an absence from college with less than the requisite 2 week notice period or at very short notice.</li> <li>3. Medical appointments would come under being an authorised absence but are identified with a separate code 'M' in the register.</li> </ol>
No reason yet provided	N	<p>A pupil is registered as 'no reason yet provided' on the basis that:</p> <p>AM registration</p> <ol style="list-style-type: none"> <li>1. The pupil has not arrived at the AM registration time with the Houseparent or Assistant Houseparent and at the time of the completed registration, and the parent/guardian has not given a reason for why the pupil is not at registration.</li> <li>2. If the pupil is a 'day' pupil, the College would expect to have been contacted by the parent/guardian for the pupil and therefore if an 'N' code is required, Matron will try to contact the parent/guardian of the pupil to ascertain their whereabouts. If they cannot do so, the protocols in the sections below should be adhered to in order to establish contact with the parent/guardian.</li> <li>3. If the pupil is a boarder and is not at AM registration, house staff must ascertain whether the pupil was boarding the night prior to the AM registration period. If the pupil was not boarding, then the above steps should be followed. If the pupil was boarding and is missing from AM registration, a full house search should be initially conducted, and if appropriate a fire-alarm drill to be completed, to check whether the pupil is in the building. If the pupil is still unaccounted for, House-staff should follow the protocols identified in Part 2 of this document.</li> </ol>

## Missing Pupil Policy

		<p>PM registration</p> <ol style="list-style-type: none"><li>1. The pupil has been in college and not arrived at PM registration with tutor. The tutor in this instance should follow the missing pupil protocols in Part 2, putting an 'N' code in their register.</li><li>2. On occasion, a pupil may have had to leave the College and either informed/not informed the house staff. The same protocols should be followed and parents contacted in order to establish the whereabouts of the pupil.</li><li>3. In any instance, the pupil should be registered as 'N' in the register and not left blank, until the correct code can be identified after the whereabouts of the pupil has been established.</li></ol>
--	--	---

## APPENDIX THREE: CHILD AT RISK OF MISSING EDUCATION TRACKING FORM



Child at risk of missing education tracking form

Name of school
Date child last attended

Child's details

Surname	First names	Date of birth
Alternative surname(s)	Also known as	Unique pupil no

Guardian's address details

Name of guardian plus last known address, contact telephone/mobile number (plus last known address and contact details of absent parent if parents are separated):
--

Circumstances/details of child going missing from your school:
--

<p><b>Actions that should be taken by school</b> (as per children at risk of missing education flowchart).  <i>Please describe and date to indicate completed.</i></p> <p>Attempt to make contact with pupil/guardian on first day _____ (date) of absence and every day since by:</p> <p>Checked with pupil's peers regarding whereabouts on _____ (date)</p>
--

# Missing Pupil Policy

Sent letter to family home after 2 – 5 days of absence on \_\_\_\_\_ (date) (copy attached)

Following confirmation as missing from Locality Team

Upload pupil record to s2s with a destination school of XXXXXXXX (taken off roll, subsequent whereabouts not known) or MMMMMMMM (taken off roll, subsequent whereabouts known, now attending non-maintained school in England or Wales). Date completed  
-----

Please list any concerns about the child's welfare or known risks/difficulties that suggest that the child may be vulnerable (as per the DfE guidance).

Name and contact details of person completing this form:

Name (please print)

Job title

Signed

Date

Please return completed form electronically to [cme@hants.gov.uk](mailto:cme@hants.gov.uk)

Children Missing Education (CME) Tracking Officer

Admissions Team

Hampshire County Council

Elizabeth II Court North (2<sup>nd</sup> Floor)

The Castle

WINCHESTER SO23 8UG

Tel: 01962 845363 Fax: 01962 845093