



**RAINFORD
HIGH**

PARTNER OF THE EVERYONE MATTERS SCHOOLS TRUST

Rainford High Attendance and Punctuality Policy

Everyone Matters

We expect our community to be kind, polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Policy Owner	Principal
Scope of the Policy	Students
Last reviewed by governors	September 2025
Next review due	September 2026
Summary of key changes	Updated the escalation system Removed catch up club reference Included reference to attend system

Attendance Policy

Our attendance target is 97% because we want all of our students to achieve their full potential. We want every student to attend Rainford to learn and thrive. This means that students must not have more than 5 days off in a year.

This policy has been written in line with **Department for Education guidance Working together to improve school attendance last updated August 2024.**

We use the Attend system to monitor and manage attendance. Parents will receive notifications from this system.

Rationale

The aim is for all students to have an attendance rate above 97% as this will ensure attendance does not become a barrier to learning and achievement. We recognise that attendance is key to student success and school improvement, which is why attendance improvement is a key priority in our school improvement strategy. We aim to support both students and parents/carers in helping them to achieve this as every student has a right to education (Article 28 of Unicef rights the child).

As a school we work hard to engage families and we support and lead multi-agency responses to help families in order to improve their child's attendance.

What is **your** attendance?

Our attendance target is 97% because we want all of our students to achieve their full potential. We want every student to learn and thrive. This means that students must not have more than 5 days off in a year.

Students who didn't achieve grade 9 to 4 in English and maths missed 10 more days on average than those who achieved grade 9 to 5 in both English and maths.

RAINFORD HIGH

Attendance Level	Days Absence	Emotion	Impact
100%	None	Happy thumbs up	Well done! High attendance leads to improved and high achievement, which means greater success.
97%	No more than 5 days	Smiling thumbs up	Meets the 5-day challenge.
96.9% - 93%	Up to 14 days	Worried	Worrying! Too many missed school days. Less chance of success.
92.9% - 90%	Up to 19 days	Angry	Concern! Reduced chance of success. Possible court action.
Below 90%	Considerable	Very angry	Serious! Lowest chance of success. Possible court action.

There are 175 non-school days a year. That's plenty of time to go on visits, holidays, shopping and other appointments.

Every half term, your child will be informed, what attendance award they are currently achieving. The award categories are:

- GOLD** 100% - OUTSTANDING
- SILVER** 98.5% - less than 100% - EXCELLENT
- BRONZE** 97% - less than 98.5% - GOOD BUT NEEDS TO IMPROVE
- ATTENDANCE CONCERN** Less than 97% - CONCERNING

**EVERYONE MATTERS
EVERYONE HELPS
EVERYONE SUCCEEDS**

Senior Attendance Team:

Mr Kenyon – Vice Principal responsible for school attendance
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01744 885914

Mrs Cross – Senior Lead for Attendance
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Attendance Manager – Miss Lowe – j.lowe@rainford.org.uk
Attendance Manager - ???
Everyone Matters Centre Education Welfare Office – Mr Taylor – d.taylor@rainford.org.uk

Why is attendance important:

Every child has a right an education.

- Department for Education ‘working together to improve attendance’ states that attendance ‘is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.
- The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard.
- Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41.
- The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study)

THE EDUCATION (PENALTY NOTICES) (ENGLAND) (AMENDMENT)

Please note the following changes from the Department for Education came into effect from August 2024 and that the fine for unauthorised school absences will change.

Some key points to note:

- All schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
- From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This is per parent, per child absent.
- In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.
- Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.
- If you’re prosecuted and attend court because your child hasn’t been attending school, you could get a fine of up to £2,500.

During these difficult times and with many facing a cost-of-living crisis, we do not want fines issued to any family. However, this is a National Framework, and we must work together to ensure Rainford students are not disadvantaged because of poor attendance.

Rights and Responsibilities

School

- Rainford High expect all pupils to attend regularly and to arrive on time in a fit condition to learn.
- Staff will encourage good attendance and punctuality with all pupils and will lead through personal example.
- The school employs a range of strategies to encourage good attendance and punctuality and works closely with parents when attendance/punctuality gives cause for concern.
- Your child's Pastoral Leader is responsible for attendance improvement and is your first point of contact to discuss any attendance concerns. Please use the attendance phone line to report an absence, use the synergy app or email absence@rainford.org.uk.
- School use a text message service called Synergy to alert you to your child's absence if we have not been notified of their absence prior to the registers being closed
- School will regularly keep you up to date with what your child's attendance is through use of the Attend system.
- School will send letters and alerts home to raise awareness of concerning attendance and challenge this. These will be sent home via the Attend system or posted.
- School to request meetings with parents to discuss, support and challenge attendance.
- School to follow the local procedures for fixed penalty notices for attendance.
- School to carry out home visits to check on student welfare

Pupils

- Pupils are expected to attend regularly and arrive on time.
- Students are to achieve 97+% attendance (no more than 5 days absence per year)
- Pupils will be encouraged to achieve and maintain good attendance through assemblies, incentives and rewards certificates.

Parents

- Parents are **legally responsible** for ensuring that their child attends school regularly and punctually, properly dressed, equipped and in a fit condition to learn.
- Parents to ensure their children attend school every day where possible, ensuring that their children achieve a minimum of 97% attendance (no more than 5 days off in a year).
- Parents are responsible for informing the school, before or on a day of absence, of the reason why their child is absent by phone call or personal visit.
- Parents may be asked to provide medical evidence to support absences.
- Parents should avoid routine medical/dental appointments for their child during school hours unless it is a specialist appointment that cannot be arranged outside school hours. Students are expected to return to school after an appointment if it is in the morning and attend in the morning if the appointment is in the afternoon. Absences due to medical appointments are still recorded as absences.
- Parents should inform school before an appointment and a copy of any documentation should be shown to the school office so that the absence can be authorised.
- Parents are expected to attend meetings on request if concerns arise about their child's attendance or punctuality, where initially an attendance support plan will be written.

We want every student to achieve their potential and for this to happen we require the below:

- 1) Students to attend school at all times unless absence is absolutely necessary
- 2) Students to catch up on all work missed due to absences so they don't fall behind their peers who have attended school. Once knowledge is missed, it has been missed, so catch-up is essential

- 3) Medical or dental appointments are booked outside of school hours where possible and students should return to school or attend school before they go.

Day to day attendance processes:

- We ask all parents/carers to notify school before 8:50am if their child is going to be absent from school and with a reason why.
- The attendance team will review all reasons for absence and will contact parents of students who are absent, prioritising those who absent without explanation and those off for their first day absence.
- Pastoral leaders/Attendance team will communicate with the attendance manager who will coordinate appropriate home visits and follow up checks on absences.
- Attendance text messages are sent out at approximately 10:00am to follow up on reasons for absence.
- Absences will then be reviewed against our escalation procedures and appropriate follow up actions is arranged.
- Attendance data is regularly analysed to identify concerns and patterns with absences so we can support and intervene to improve student attendance.

Punctuality

We expect our students to be punctual to school. If they arrive to tutor time after 8:50am then they will be marked late and they will receive a standards detention at break time to discuss the reason for their lateness. If your child arrives to school after 9:20am then they will receive a U code, which is regarded as an absence for the morning session. Regular U codes can lead to a legal sanction, such as a Fixed Penalty Notice.

Parents of children who arrive late on a regular basis will be invited into school to discuss the issues and concerns around the punctuality of their child.

Attendance

Every half-day absence from school has to be classified by the school (not by parent / carer) as either **Authorised** or **Unauthorised**.

This is why information about the reason for any absence is always required.

Authorised absences are mornings or afternoons away from school for a valid reason, such as genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Where a medical/dental appointment cannot be arranged outside school hours, parents/carers should ensure their child is absent for the minimum time possible. The school acknowledges that some students may have long term medical/health issues, and works to support students and families in minimising the impact of such issues on attendance. We will often refer to the school nurse for advice and support.

Unauthorised absences are those which the school does not consider reasonable and won't record as authorised.

This type of absence can lead to the school and the Local Authority issuing sanctions and/or legal proceedings such as Penalty Notices.

Examples of this type of absence include:

- Parents / carers keeping or allowing students to stay off school unnecessarily
- Truancy at any time during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark
- Shopping
- Holidays
- Students who are absent with a cough, cold or sore throat
- Students are who saying they do not want to come to school

Throughout the year you and your child will receive updates on their attendance figures and this can also be monitored at any time using the Synergy Portal.

Please be aware that if your child's attendance is below 92% or was below 92% at the end of last year, then all absences will be monitored closely as a priority.

Illness

We understand that at times pupils will become ill. However, it is unusual for a pupil to be regularly ill throughout the year and we may request medical evidence and invite parents in for a meeting to discuss the concerns. We would look to involve the school nurse for support and we would request that parent consent to a referral to the school nurse.

Medical Appointments

We encourage parents to book non-urgent appointments outside of the school day so that their child does not miss learning time in school. However, if this is unavoidable then we ask that parents provide evidence of the appointment at least 24 hours before otherwise the absence may be marked unauthorised. Examples of evidence are appointment letters, appointment cards or appointment texts. We ask that students always attend school during the day as much as possible. For example, we would ask that students come to school in the morning before an appointment and return after appointments. We would expect all students to return to school unless the appointment is later than 2pm, but we understand circumstances may not always allow this. Please always keep us informed. If you have any queries, please contact school.

If a student is absent regularly for medical appointments, then we will invite parents/carers in to discuss this.

Data Analysis and Use

We track attendance data closely both at a student and sub group level so we can target interventions to support students in improving their attendance. We have developed a tiered system shown below that monitors all students' attendance and ensures it is reviewed by the most appropriate leaders at the correct time. The designate safeguarding lead has oversight of the attendance system and is the attendance lead for the school.

The data will be used to work with the lead for disadvantaged students, the lead for students with special educational needs and disabilities, looked after children and young carers, so that vulnerable groups are monitored and supported.

We use data to identify and sign post concerns to the key staff in school but also to support referrals and sign posting to external agencies, such as the educational welfare service and social services.

Attendance Graduated Response

Every absence is reviewed daily by the Pastoral and Attendance Team.
In addition to the daily monitoring, intervention and first day response processes the below will apply when your child has reached certain numbers of absences.

Please be aware that if you take your child out of school for a holiday or if they have been suspended, then when your child returns, they will enter the attendance escalation procedure at the appropriate stage for the number of sessions your child has been absent.

Please be aware that at various stages below you may be warned about being eligible for or approaching the eligibility for an attendance fixed penalty notice. We will inform you of this so you have the opportunity to improve your child's attendance prior to the issuing of a fixed penalty notice.

Escalation Process

Sessions No. of half days missed	Team	Stage and Actions	Internation Contact Type	Maximum end of year attendance
2	Pastoral	Pastoral Monitoring		99.5%
4	Pastoral	Pastoral Monitoring		98.9%
6	Pastoral	Stage 1 Awareness Letter - 3-day Awareness Letter sent	Letter	98.4%
8	Pastoral	Pastoral Monitoring		97.9%
10	Pastoral	Stage 2 Cause for Concern Letter – 5 Day Challenge and Stop Authorising Letter sent home as the next absence will result in the end of year attendance being under 97%.	Letter	97.3%
12	Pastoral	Pastoral Monitoring		96.8%
14	Pastoral	Stage 3 Pastoral Concern Letter & Support Phone Call – Attendance Support Planning Phone Call – Cause for Concern	Letter & Pastoral Formal Call	96%
16	Pastoral	Pastoral Monitoring		95.7%
18	Pastoral	Pastoral Monitoring		95.2%
20	Pastoral	Stage 4 – Pastoral Concern Letter & Attendance Support Meeting - Attendance Support Pastoral Leader Meeting (in person)	Letter & Meeting	94.7%
22	Pastoral	Pastoral and Attendance Team Monitoring		94.1%
24	Pastoral	Pastoral and Attendance Team Monitoring		93.6%
26	AM	Stage 5 – Attendance Manager Concern Letter & Phone Call – Attendance Manager Support Plan Phone Call	Letter & Attendance Manager Formal Call	93%
28	AM	Pastoral and Attendance Team Monitoring		92.5%
30 Y11 PA Point	AM	Pastoral and Attendance Team Monitoring		92%
32	AM	Stage 6 Letter – Attendance Manager Concern Letter and Meeting Meeting with Attendance Manager to form an attendance improvement plan and contact. We will request consent from parents/carers to carry out an Early Help Assessment which we would share with the local authority to request further support where appropriate. At this point we would look to refer to the Level 2 Early Help multi-agency panel for support and refer to St Helens TESSA if not felt appropriate previously.	Letter & Attendance Manager Meeting	91.4%
34	AM	Pastoral and Attendance Team Monitoring		90.9%
36	AM	Pastoral and Attendance Team Monitoring		90.4%

38	AM/DDSL	<p>Stage 7 Letter – Safeguarding Education concern letter and Phone Call - Phone call with the Attendance Manager and Deputy Designated Safeguarding Lead (DDSL).</p> <p>Further consider/review of Early Help Assessment, Level 2 Panel, TESSA and consideration of a referral to Local Authority Education Welfare Service and Children’s services.</p>	Letter & DDSL Formal call	89.9%
40	AM/DDSL	Pastoral, Attendance and Safeguarding Team		89.36%
42	AM/DDSL	Pastoral, Attendance and Safeguarding Team		88.83%
44	AM/DDSL	Pastoral, Attendance and Safeguarding Team		88.30%
46	AM/DDSL	<p>Stage 8 Letter - Safeguarding children’s education attendance letter meeting to discuss significant attendance concern</p> <p>Meeting with the Attendance Manager and Deputy Designated Safeguarding Lead.</p> <p>Further consider/review of Early Help Assessment, Level 2 Panel, TESSA and consideration of a referral to Local Authority Education Welfare Service and Children’s services.</p>	Letter & DDSL/AM Meeting	87.77%
48	AM/DDSL	Pastoral, Attendance and Safeguarding Team		87.23%
50	AM/DDSL	Pastoral, Attendance and Safeguarding Team		86.70%
52	AM/DDSL	Pastoral, Attendance and Safeguarding Team		86.17%
54	VP/AM	<p>Stage 9 Vice Principal Concern Letter - Vice Principal Phone Call to discuss ongoing significant attendance concerns</p> <p>Phone call with Vice Principal/Designated Safeguarding Lead.</p> <p>Further consider/review of Early Help Assessment, Level 2 Panel, TESSA and consideration of a referral to Local Authority Education Welfare Service and Children’s services.</p>	Letter and VP Formal call	85.64%
56	VP/AM	Pastoral, Attendance and Senior Team Monitoring		85.11%
58	VP/AM	Pastoral, Attendance and Senior Team Monitoring		84.57%
60	VP/P/AM	<p>Stage 10 – Principal Letter and Meeting with Vice Principal and Attendance Manager to discuss significant attendance concerns</p> <p>Meeting with Vice Principal/Designated Safeguarding Lead and Attendance Manager</p> <p>Further consider/review of Early Help Assessment, Level 2 Panel, TESSA and consideration of a referral to Local Authority Education Welfare Service and Children’s services.</p>	Letter and VP/AM Meeting	84.04%
60+	VP/P/AM	We will continue to work with families to support positive attendance improvement. At this point it will be a bespoke level of support as the escalation system has been completed.		83.51%

Please be aware that as part of our school ethos we recognise that on rare occasions exceptional circumstances can occur and as a result of these we may need to amend our processes to meet the needs under such circumstances. If you have any such exceptional circumstances, please contact j.lowe@rainford.org.uk to discuss further.

6th Form – Year 12/13

Sessions No. of half days missed	Team	Stage and Actions	Internation Contact Type	Maximum end of year attendance
2	Pastoral	Pastoral Monitoring		99.5%
4	Pastoral	Pastoral Monitoring		98.9%
6	Pastoral	Stage 1 Awareness Letter - 3-day Awareness Letter sent	Letter	98.4%
8	Pastoral	Pastoral Monitoring		97.9%
10	Pastoral	Stage 2 Cause for Concern Letter – 5 Day Challenge and Stop Authorising Letter sent home as the next absence will result in the end of year attendance being under 97%.	Letter	97.3%
12	Pastoral	Pastoral Monitoring		96.8%
14	Pastoral	Stage 3 Pastoral Concern Letter & Support Phone Call – Attendance Support Planning Phone Call – Cause for Concern Support will be considered similar to the main school.	Letter & Pastoral Formal Call	96%
16	Pastoral	Pastoral Monitoring		95.7%
18	Pastoral	Pastoral Monitoring		95.2%
20	Pastoral	Stage 4 – Pastoral Concern Letter & Attendance Support Meeting - Attendance Support Pastoral Leader Meeting (in person) Support will be considered similar to the main school.	Letter & Meeting	94.7%
22	Pastoral	Pastoral and Attendance Team Monitoring		94.1%
24	Pastoral	Pastoral and Attendance Team Monitoring		93.6%
26	L. Leader	Stage 5 – 6th Form Attendance Concern - Learning Leader and Pastoral Leader Concern Letter & Phone Call Support will be considered similar to the main school.	Letter & Formal Call	93%
28	L. Leader	Pastoral and Attendance Team Monitoring		92.5%
30 Y11 PA Point	L. Leader	Pastoral and Attendance Team Monitoring		92%
32	L. Leader	Stage 6 – 6th Form Attendance Concern - Learning Leader and Pastoral Leader Concern Letter & Meeting Support will be considered similar to the main school.	Letter & Meeting	91.4%
34	L. Leader	Pastoral and Attendance Team Monitoring		90.9%
36	L. Leader	Pastoral and Attendance Team Monitoring		90.4%
38 Persistent Absence	L. Leader	Stage 7 – 6th Form Attendance Concern letter – Learning Leader and Pastoral Leader review of further support and next steps Attendance contract to be written Support will be considered similar to the main school.	Letter & Call or meeting	89.9%
40	L. Leader	Pastoral, Attendance and Safeguarding Team		89.36%
42	L. Leader	Pastoral, Attendance and Safeguarding Team		88.83%
44	L. Leader	Pastoral, Attendance and Safeguarding Team		88.30%
46	L. Leader & VP	Stage 8 – 6th Form Attendance Concern letter – Case to be discussed with Vice Principal for Attendance – 6th form team to feedback Support will be considered similar to the main school.	Letter & Call or meeting	87.77%
48+	L. Leader & VP	We will continue to work with families to support positive attendance improvement. At this point it will be a bespoke level of support as the escalation system has been completed. Discussions about the student’s future in the college will take place.	Letter & Call or meeting	83.51%

Please be aware that as part of our school ethos we recognise that on rare occasions exceptional circumstances can occur and as a result of these we may need to amend our processes to meet the needs under such circumstances. If you have any such exceptional circumstances, please contact m.pendlebury@rainford.org.uk to discuss further.

Please note that we work hard to support families but it is important that all parents and students understand that attendance is compulsory and students should only be off school when it is absolutely necessary.

Persistent Absence/Approaching

As part of our escalation processes, we continually review our support and interventions. When a student is approaching persistent absence, our attendance manager and designated safeguarding lead will meet with a family to look at how we can provide further support, such as early help or consider support from statutory services, where appropriate. We will continue to take a multi professional and multi-agency approach to support and intervention. When a child becomes persistently absent then they will meet with the attendance team to review the support and formulate a further support plan. We will continually evaluate the support and impact and refine it to help promote positive attendance and achievement. All cases that are not progressing will be reviewed weekly in our attendance and safeguarding meeting.

If your child has attendance below 90% then they will be ineligible for rewards trips unless there are exceptional circumstances, which will be reviewed individually.

Severe Absentees

Students who have attendance of 50% or less are regarded as having severe absence. We will be looking to involve external agencies to support school in helping severe cases of absence return to school.

We will consider early help referrals and assessments, social services, educational welfare and other agencies to seek further support. We will also consider looking at alternative provisions to support the reintegration of a student back into school.

Absences of longer than 1 day

If your child has been absent from school for more than 1 consecutive day, then you may receive a home visit from the attendance team to offer support in ensuring your child attends school the following day and offering wider support if required. These visits are usually pre-arranged but on occasions may be unannounced due to operational reasons or if we have safeguarding concerns.

Illness

Absences due to common colds and sore throats will be marked as unauthorised. We understand that children are sometimes too ill to attend school, but we expect students to attend if they have coughs, colds and sore throats.

Leave of Absence/Holidays during term time

As a school, it is disappointing when parents decide to take students on holiday during term time as this removes them from the learning that their peers are receiving. Parents are not permitted to take their children on holiday out of school, during term time, without permission from the Principal. They will be marked as unauthorised holidays. All exceptional cases need to be discussed with the Principal and requests should be made in writing at least 28 days before.

We understand occasionally people have holidays delayed, moved and cancelled but education needs to be the priority and all holidays need to be taken out of term time.

If your child is taken on holiday and their total absences for the year exceed the 5-day challenge, i.e. they have been absent for more than 5 days in total, then they will not be able to go on any rewards/praise trips. We will review each case individually.

Excellent attendance is crucial for success. Students with attendance lower than 97% are at disadvantage compared to their peers, as they have not received the same learning hours.

Sport/Dance events

We are aware that a high number of our students compete in enrichment activities outside of school hours which is a fantastic achievement, however, as a school, we will not give an authorised code for any child travelling to any event that is taking place over the weekend and as a result pupils should attend school on a Friday if the event is only starting on the Saturday. Pupils are also expected to attend school on Monday, if the last day of any competition is on the Sunday. This is the advice given from the Education Welfare Service in St Helens.

Children with health needs who cannot attend school

We understand that some students have health needs, which prevent them from attending school. In these cases, we will work collaboratively with school health and the relevant health professionals involved with the case and other relevant agencies, such as CAMHS, to support students and families fully. We will make use of alternative provision where appropriate to support students to continue their education. At appropriate times, we will then look at phased returns to school. All decisions and support will be set up with the best interests of the students and we will make appropriate use of early help plans to support this. These cases will be overseen by the Vice Principal for student support and the SENCO.

Please note: we will always require evidence of the health needs and advice from professionals stating that they cannot attend school, before we are able to authorise any absences.

Rewarding Positive Attendance

To encourage all students to maintain a high level of attendance and to promote positive competition between forms in each year group, the following reward system will be established:

- The attendance of all forms will be monitored on a weekly basis
- Weekly attendance graphs, with targets, will be displayed in assemblies and the winning form over a term will receive a prize
- House points will be awarded each half term for attendance achievement and improvement
- Students in Years 7 to 10 who are meeting the 5-day challenge will be invited to the rewards events, unless behaviour prevents them doing so.
- Students with a 100% attendance at the end of summer term will receive an individual certificate to recognise this achievement.
- Students who have achieved 100% during the last half term will receive a recognition certificate.
- Students who have achieved 100% attendance during the year will go into a prize draw for a special reward
- Every half term your child will be informed what attendance award they are currently achieving.
- Students with improved attendance will receive recognition through a certificate.

All decisions regarding the authorising of absences will be compliant with the 2010 Equalities Act.

Child Missing in Education

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse, sexual exploitation or criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

The attendance manager and the designated safeguarding lead in school will ensure that procedures are followed for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, female genital mutilation and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

If a vulnerable student, who is a cause for concern, is absent from school then a home visit will be arranged without delay.

Where reasonably possible, we hold more than one emergency contact number for each pupil/student. This is to enable school to make contact a responsible adult when a child is missing in education and is also identified as a welfare and/or safeguarding concern.

If a student goes missing from the school site, during the school day, the school will try to inform the parents/carers. The school will also alert Police if there are any safeguarding or wellbeing concerns.

If the school becomes aware that a child is missing from care or home the DSL will ensure that this has been reported to the police and that other relevant agencies are aware. For example, if a child who is looked after is missing the school will ensure the Social Worker is aware of this.

Related policies:

Child protection and safeguarding policy

Everyone Matters – Everyone Helps – Everyone Succeeds