

ABSENCE OF CHILDREN AND LOST CHILDREN

The school fosters a close link with parents to ensure that Children develop good habits and a positive attitude to school attendance. The School Office makes every effort to check the reason for absence where a child has not registered and the parents have not contacted the school by 9:00am. Regular checks of the premises are made by the duty staff to ensure that all registered pupils are present and safe.

Children are not allowed to leave the school premises unless accompanied by a parent or a person named by the parent. Exceptions apply to Children where the School considers them to be sufficiently mature and parents have deposited permission in writing either for any time or for specific occasions. Any change in the arrangements for collection of a child must be notified to the School Office.

Any proposed absence (e.g. for dental visits, holidays, etc.) should be notified to the school office. In the event of a child going missing from the class or the play area without the permission of the person in charge, or being lost on an outing it is essential for the person in charge to report this to the school office immediately. In the case of an outing, the Visit Leader should call the school to report the situation and receive advice. It is important to make a note of any circumstances surrounding the disappearance in order to help the police as much as possible with their investigations.

If this is unsuccessful, a wider search will be necessary. The Headmaster will ask a member of staff to check the road in both directions. Meanwhile, a more detailed search of the school premises and grounds will be undertaken by staff. CCTV will be checked and referenced to establish if the child can be identified as either being on site or as having left the site. If a child is still missing, then parents and/or those with legal responsibility should be informed and the police notified.

If a child has absconded, when the child returns to school a full investigation should be carried out and appropriate action taken. The form of action will be dependent on the reason for the absconding but whatever the reason, the child must be made aware that this trip is, in no circumstances, acceptable behaviour. There are limited numbers of situations where a child could be lost and these are:

- where a child wanders off on an educational visit/off-site activity;
- where the gates at the front of the school are left open, by a school visitor;
- where a child is taken from the school by an unapproved adult (see Procedures for Answering the Door and for the Collection of Children).

Availability

This policy is made available to parents and staff on request from the Headmaster.

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The proprietor will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



Signed:

Mr R. Luckham
Headmaster
February 2025

Read by M Barlow and A Kenyon
Assistant Headteachers September 2026

Kingswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.