

Pupil Attendance and Registration Policy

Including Child Missing Education (CME) Procedures

Policy Owner(s)	Director of Safeguarding
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Table of Contents

1. Attendance.....	3
1.1 Introduction	3
1.2 Other relevant policies	3
1.3 The scope of 'attendance'	3
1.3 The pattern for school holidays	4
1.4 Absence, other than because of illness.....	4
1.5 Admission register	5
1.6 Safeguarding and welfare of children.....	6
2. Attendance Register.....	7
Appendix 1 – Action taken in relation to pupils with low attendance.....	9
Appendix 2 – Missing Child Procedures	12
Appendix 3 – Female Genital Mutilation (FGM) and absence concerns	21
Appendix 4 – Other documents.....	22
Table of substantive changes	23

1. Attendance

1.1 Introduction

Good attendance is essential to ensure pupils make good academic progress and are well integrated into School life. The School has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality. Ensuring good attendance cannot be looked at in isolation and be the preserve of a single member of staff. All teaching and non-teaching staff in the School must make a concerted effort to support pupils in maintaining high attendance levels.

This policy is applicable to all three sections of the School (Pre-Preparatory School, Junior School and Senior School) and sets out the ways in which the School's culture of high attendance is underpinned by clear expectations, procedures and responsibilities.

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1.2 Other relevant policies

This policy should be read in conjunction with other School policies including the School's Safeguarding and Child Protection Policy, Pupil Wellbeing Policy, Behaviour Policy, Curriculum Policy, Educational Visits Policy, Learning Support (SEND) Policy and Spiritual, Moral and Cultural Education Policy.

This policy also draws on specific guidance and material from the following publications:

- [Working together to improve school attendance](#) ('WTISA'), DfE August 2024
- [Children missing education](#) ('CME'), DfE August 2024
- [Keeping children safe in education](#) ('KCSIE'), DfE September 2025
- [Ensuring a good education for children who cannot attend school because of health needs](#), DfE Dec 2023
- [The School Attendance Regulations](#), August 2024

1.3 The scope of 'attendance'

The Pre-Preparatory School day runs from 8.40am to 3.30pm Monday – Friday, with after school clubs running from 3.40pm to 4.30 or 4.45pm. Wraparound care is available from 7.45am in the morning and in the afternoon until 6.00pm.

The Junior School day runs from 8.25am to 3.45pm Monday – Friday, with after school clubs running from 3.45pm to 4.45pm.

The Senior School day runs from 8.30 am to 4.00 pm Monday – Friday. Before registration (from 7.00 am) and after school, older pupils can participate in a range of extra-curricular activities taking place until 5.30 pm. Additionally, older pupils may attend events such as talks, plays and concerts which often start at 7pm. These timings are brought to the attention of parents¹ of pupils in the Pre-Preparatory and Junior School prior to pupils transferring to the Senior School.

Additionally, pupils in the Junior and the Senior School opting for most major teams and some other sports are expected to be available for sports fixtures which take place after school (i.e. between 4.30 pm and 6.30 pm) or on Saturday mornings or afternoons. The extra-curricular life of the School is rich and varied and will usually involve pupils' spending early evenings or parts of the weekend at School from time to time.

1.3 The pattern for school holidays

The school term dates are published in advance and must be observed. Generally, the School year starts within a week of the August Bank Holiday; there are three weeks' holiday at Christmas; two or three weeks at Easter; seven or eight weeks in the summer; and one or two weeks in October or November, one in February and one in May or June. The distribution of weeks varies from time to time according to factors beyond the School's jurisdiction. The holidays are designed to be generous enough to allow pupils to re-charge their batteries and to spend time with their families.

1.4 Absence, other than because of illness

Pupils may take five days' absence per School year for religious observance without seeking permission for leave from the Deputy Head Pastoral of the Senior School or the Principal of the Pre-Preparatory or the Junior Schools ('Principal' hereafter); parents need to inform their child's Form Teacher/Tutor or Head of House on each occasion. Requests for more than five days may be addressed to the Deputy Head Pastoral/Principal.

A leave of absence, other than that resulting from illness or for religious observances as described above, must be sought in advance from the Deputy Head Pastoral/ Principal. The guidance in [WTISA](#) indicates that such a request for leave of absence cannot be granted unless there are *exceptional circumstances*. The School does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

Absence will affect pupils' academic progress so leave of absence during term time, or early departure for or late return from school holidays will be granted only under *very* rare and exceptional circumstances, and in line with DfE guidance which specifies legitimate reasons for leave of absence. In accordance with DfE guidance, leave is unlikely to be granted for the purposes of a family holiday or other leisure and recreational activity as a norm.

Only the School may authorise absence from school, a power which is delegated to schools by government and on which it is inspected. The School relies on parents to avoid at all costs obliging the School to categorise absence as unauthorised.

¹ All references to 'parents' in this policy includes parents/carers/guardians.

As the School's Terms and Conditions make clear, unsatisfactory attendance is potential breach of contract and will lead to a pupil being required to leave the School. Any pattern of unauthorised absence which is unsatisfactory will trigger an appropriate intervention by the School.

Parents can check their child's attendance data at any time on Parent Portal and will be notified of their child's attendance levels at regular intervals throughout the academic year. Parents are encouraged to reflect on this data and consider its relationship to their child's overall attainment and wellbeing.

1.5 Admission register

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform Lead DSL without delay. They will consider notifying the Local Authority at the earliest opportunity if required.

The School admission register, also known as the school roll, contains specific personal details of every pupil in the School along with the date of admission or re-admission to the School, information regarding parents 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 School and external agencies when making enquiries to locate any missing children.

Schools also have a statutory obligation to inform the Local Authority (Haringey) when a pupil's name is going to be deleted from the School's register on certain grounds such as: child removed to be home educated; when the family has apparently moved away; when the child is in custody for more than 4 months; when the child has been permanently excluded. The full list is set out in the DfE [WTISA](#) guidance.

The School will also inform the appropriate Local Authority when it adds or removes a pupil's name to the admissions register at non-standard transition points (e.g. where a child leaves the School before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the School). Notifications of additions to the School's register should take place within 5 days of the entry. The School will comply with any Local Authority requests for information on pupil movement at standard transition points.

Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Office and the Lead DSL. Admissions Office staff should liaise closely with the Administrative Offices in the Pre-Preparatory, Junior and Senior School to ensure the appropriate information has been shared with the Lead DSL and Safeguarding Administrator, in order that it can be provided to the Local Authority within the statutory deadlines.

In addition to the School's terms and conditions for unsatisfactory attendance, the School will notify the Local Authority of any pupil who fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

A child that has failed to return to school after 10 days of authorised absence or has been absent without the School's permission for a period of 20 days or more (in the absence of any appropriate causes) will be deleted from the School's register, after reasonable enquiries from the School and Local Authority have taken place and have failed to establish the pupil's whereabouts, or have established the pupil's whereabouts but have agreed with the Local Authority that there are no reasonable grounds to believe the pupil will attend school again, taking into account any reasonable steps the School or Local Authority could make to secure the pupil's attendance.

Monitoring and reporting longer-term absences are the responsibility of Form Teachers and Senior Pastoral staff working with Office staff in the Senior, Junior and Pre-Preparatory Schools. The Heads of Year (Lower School), Heads of House (Middle School and Sixth Form) and Heads of Section support staff and families in monitoring the attendance of pupils in the Senior School. They will be supported in this work by the Head of Pupil Attendance who reports to the Director of Safeguarding/ Senior Attendance Champion.

1.6 Safeguarding and welfare of children

Absence from education – particularly on repeat occasions, for prolonged periods, or where the pattern of absence is new or unexpected – can be a risk indicator for a range of safeguarding issues. Staff with responsibility for pupil attendance are expected to be professionally curious about the causes behind persistent or severe absence (the DfE categorise persistent absence as missing 10% or more of school, and severe absence missing 50% or more), and to proactively work with families to stop emerging issues from becoming entrenched. This may mean referring the family for Early Help support or, where there are concerns the child is at risk of significant harm, to Children's Social Care (see also [Appendix 2](#)).

Where a parent anticipates that issues at home are likely to impact school attendance (e.g.: bereavement, domestic abuse) we ask that the School is made aware at the earliest opportunity so that we can explore what support is necessary.

Where a child is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not), the School has a duty to inform the Local Authority (where the school is situated). In accordance with DfE guidelines, in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the School to provide a pupil with a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible. A part-time timetable will not be used to manage a pupil's behaviour.

Schools are only permitted to provide a reduced education, including placing a pupil on a part-time timetable, in very exceptional circumstances, as there is no statutory basis upon which to establish a part-time timetable. A part-time timetable must have clearly defined objectives, a specified end date, a review process, and the consent of parents/carers otherwise it could be considered an unlawful exclusion.

2. Attendance Register

The School maintains an attendance register in accordance with [The School Attendance \(Pupil Registration\) Regulations 2024](#) and [CME guidance](#).

All pupils are formally registered twice per school day (AM & PM), this must be recorded electronically on the School Information Management System (SIMS). On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. In accordance with DfE attendance guidance, the registration window will be open for 30 minutes for each the AM and PM registration. A pupil registering after 9 am will be recorded as unauthorised absence (U code) for the AM session, and in the PM session the same will apply for any pupil registering after 2.45pm.

/ Present AM	L Late (before reg closed)	X Non-compulsory school age absence
\ Present PM	M Medical/Dental appointment	- All should attend / No mark recorded
B Attending any other approved educational activity	N No other reason yet provided for absence	Y1 Unable to attend due to transport normally provided not being available
C Leave of absence for exceptional circumstance	O No other code applies	Y2 Unable to attend due to widespread disruption to travel
C1 Leave of absence for the purpose of participating in a regulated performance	P Approved sporting activity	Y3 Unable to attend due to part of the school premises being closed
C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable	Q Unable to attend due to access arrangements	Y4 Unable to attend due to whole school being closed
D Dual registration attendance	R Religious observance	Y5 Unable to attend due as pupil is in criminal justice detention
E Excluded	S Study Leave	Y6 Absent in accordance with public health guidance or law
G Annual Family Holiday (not agreed)	T Pupil is a mobile child and travelling with their parent	Y7 Unable to attend because of other unavoidable cause

I Illness	U Late (after registers closed)	
J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	V Educational visit	
K Attending Provision arranged by the LA	W Work experience	

Staff are expected to make daily checks of accuracy of the register for their Form/Class and weekly reviews to account for any absences where 'N - no reason has yet been provided'.

N codes or missing marks must not remain indefinitely; senior teachers will contact Form/Class teachers if the registers that they are responsible for are not maintained correctly in order to investigate and, if necessary, provide appropriate training and support. Persistent failure to maintain an accurate register will trigger the School's disciplinary procedures.

Missing or late AM and PM registers are monitored by senior staff. Persistent failure by staff to complete punctual and accurate registration records without good cause will trigger an intervention to ensure the School's statutory obligations are being met and may result in disciplinary procedures being applied.

There may be pupils for whom the School holds concerns related to their wellbeing, inclusion, safeguarding or pastoral needs. If this is the case, the pupil will be listed on the Serious Pastoral Concern list (SPC). All staff are expected to familiarise themselves with this list termly. The pupils will also be highlighted in the safeguarding panel that takes place termly. Staff are expected to pay due diligence to the email. If a pupil is on the SPC, a * code will be marked next to their name on SIMS. If * is marked next to a pupil's name on SIMS, staff should be following the missing child procedure detailed in [Appendix 2](#).

SIMS attendance records are backed up electronically and retained for six years.

Appendix 1 – Action taken in relation to pupils with low attendance

At Highgate we strive to work in partnership with pupils, parents, and professionals. We would like to see the highest level of attendance from pupils to ensure they have access to consistent teaching and pastoral support. However, we understand there may be some circumstance when pupils' attendance may be impacted and we have a clear process to manage the oversight of attendance to ensure we provide targeted:

- **Intervention**
- **Support**
- **Follow-up**

The Attendance Management Process is as follows.

Parents should always contact the School at the earliest opportunity if their child will be absent from school for any reason. Attendance will be reported to parents via the Parent Portal and on two Learning Reviews throughout the academic year, along with a comment from pastoral staff where necessary. If attendance falls below 90%, we will manage this in stages, detailed below.

Stage 1 (90% and under) – Persistent absence (emerging)

Contact by email or telephone from pastoral staff to advise that the pupil's attendance is becoming a cause for concern within the DfE definition of persistent absence. Offer of discussion of pupil's circumstances and an agreement to improve attendance where possible.

Stage 2 (80% and under) – Persistent absence

A Pastoral Lead will arrange a discussion of pupil's circumstances with parents and agree an attendance improvement aim. Monitoring and attendance targets put in place, along with additional support and / or sanctions applied as necessary. Monitoring should continue until attendance is back above 90%.

Stage 3 (70% and under) – Persistent absence (enduring)

If the reason is clear and the parents/pupils are engaging with us (and, where appropriate, have provided a medical certificate), then the member of the pastoral team will contact the parents to explore updates and review the support in place. Reviews should happen half termly until attendance is back above 90%

Where it is a new concern or the decrease in attendance has happened suddenly a member of the pastoral staff will arrange a meeting with the parents to explore factors impacting attendance and options for support (both internal and external). The School will consider amendments to the pupil's academic and co-curricular programme at school. Monitoring and attendance

targets will be put in place and additional support applied as necessary. These will be reviewed half termly until attendance is back above 90%.

Stage 4 (60% and under) – At risk of severe absence

In addition to the regular (at least half termly) recorded contact from a pastoral lead, a Designated Safeguarding Lead or member of the pastoral team may consider a home visit or additional meeting. In these instances, we would explore internal support from the School as well as working in partnership with external support services. This will likely include a Team Around the Family (TAF) meeting taking place once a term. In this meeting all relevant professionals, including pastoral staff from the School, will meet with parents to share updates and review ongoing support.

Where a pupil has been through Stages 1 to 3, then improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stage of the process the pupil should be placed upon, involving pupil and parents accordingly. Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the School's Behaviour Policy.

Where there is no clear safeguarding, welfare, health or disability grounds for an absence of 60% or less the School will begin to consider whether the parents are in breach of contract.

Stage 5 (50% and under) – Severe absence

In addition to the regular (at least half termly) recorded contact from a pastoral lead detailed above, a DSL and senior member of the pastoral team may complete a joint home visit or meeting. In these instances, we would explore internal support from the School as well as working in partnership with external support services. This will include a Team Around the Family (TAF) meeting taking place once a term. In this meeting all relevant external professionals will be invited. The meeting will also include either the Deputy Head Pastoral and Safeguarding and/or Deputy Principal Pastoral/ Principal 1. Parents will be invited to be part of the meeting to share updates and review ongoing support.

We may need parents to provide written evidence from any external service (such as private therapist/CAMHS, GP, Children's Social Care) to support our discussions that inform our understanding of why a pupil has low or declining attendance. Our aim is to support the wellbeing and attendance of pupils via this process.

We work in accordance with our Safeguarding and Child Protection Policy and there may be instances where we need to liaise with other agencies to share information without speaking to parents first.

Where there is no clear safeguarding, welfare, health or disability grounds for an absence of 50% or less the School will consider the parents to be in breach of contract.

If you have a concern about a child, you can contact:

Haringey MASH (Multi-Agency Safeguarding Hub): Monday to Thursday 8:45 to 5pm, Friday 8:45 to 4:45pm on 020 8489 4470. For out of hours, including the weekends, you can contact 020 8489 0000.

Appendix 2 – Missing Child Procedures

As stated in [KCSIE](#) (2025 p.49) “Children being absent from education for prolonged periods of time and/or on repeated occasions can act as a vital warning sign of a range of safeguarding issues.” This may include abuse and neglect, mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM or risk of forced marriage and child sexual and criminal exploitation.

It is important that the School responds to persistently absent pupils and children missing education in order to identify the existence of any underlying safeguarding risk and in the case of absent pupils, to help prevent the risks of a child going missing in the future. Staff should therefore be aware of the School’s attendance policy, particularly unauthorised absence and [CME](#) procedures.

App 2.1 The Pre-Preparatory School – EYFS and Key Stage 1

The procedure to be followed in the event of a child in Key Stage 1 or the EYFS going missing

Staff at the Pre-Preparatory School are aware of the risk that children may go missing during the school day. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at transition points between sessions, in addition to the registration procedures. If for any reason a member of staff cannot account for a child’s whereabouts at any point during the school day, the following procedure will be activated:

Initial response:

- The Principal of the Pre-Preparatory School will be notified immediately. They will take responsibility for coordinating the search and liaising with the Police and the child’s parents.
- A search of the School building, the grounds of the School and the immediate vicinity will begin.
- Other class teachers will be notified by the School office using the telephones in the classrooms. They will be asked to take the register to ensure all other children are present.
- In order to ensure the situation remains as calm as possible, care will be taken to avoid telling other pupils about the missing child unless it is necessary to do so in order to assist with the search.
- Appropriate care, supervision and staff: pupil ratios must be maintained for the remainder of the children. All adults who can be released from their usual duties will be asked to report to the Principal so they can be deployed to search for the missing child. A physical description or photo of the child should be shared. These adults will be asked to carry their mobile phones with them if possible.
- The reception staff in the Mallinson Sports Centre and the Mills Centre will be notified that a child has gone missing and asked to be vigilant. The porters will also be notified and asked to assist with the search. Given Pre-Preparatory School’s proximity to Field House and the Dining Hall a call should also be made to the Estates team for them to alert

staff in those two buildings. If necessary, the Pre-Preparatory School office will provide a photograph of the missing child to assist those people who are searching.

- Security should also be alerted, not to join the search, but for possible intelligence on last sighting. They will need to remain in position for continued safety of other pupils.
- The IT Department will be contacted and asked to begin searching the CCTV records.

If the child in Key Stage 1 or the EYFS has not been found within 10 minutes:

- The Police will be called on 999.
- The child's parents will be notified.
- The Head will be notified.
- Once the Police arrive, all relevant information about the child will be passed to the Police who will take over the search. The Police will be provided with the following information:
 - A photograph of the child and a detailed description including a description of their clothing.
 - The circumstances of the incident, including anything that may have triggered the disappearance.
 - How long the child has been missing.
 - Where the child was last seen.
 - Who is looking for the child, where they are searching and what their mobile telephone numbers are.
 - Information on whether the child has any medical needs, learning needs or safeguarding vulnerabilities.
 - The names and contact details of parents of the child.

When the child in Key Stage 1 or the EYFS is found:

- The adult who finds the child should comfort and reassure them.
- They should notify the Pre-Preparatory School Principal and/or the Police immediately. The Pre-Preparatory School Principal will inform the child's parents.
- If the child is unwilling to return to School, the adult who found them will stay with them until the Police and the parents arrive.
- If the child is injured, the School Nurse will be called and/or an ambulance if the injury is serious.

Review:

- A full written account of the incident will be produced immediately after the event by the Principal with contributions from any other staff who were directly involved.

- Once the incident is resolved, the Principal of the Pre-Preparatory School and the staff team will review the relevant policies, procedures and risk assessments and implement any necessary changes. Advice will also be sought from the Head and Bursar along with other staff in the School who have responsibility for Health and Safety.
- Other relevant authorities will be notified, including ISI if required.

The procedure to be followed in the event of a child in Key Stage 1 or the EYFS going missing whilst off-site:

Initial response:

- The Group Leader will be notified immediately. They will take responsibility for coordinating the search.
- A search of the immediate vicinity will begin.
- Appropriate care, supervision and staff: pupil ratios must be maintained for the remainder of the children. All adults who can be made available will be deployed to search for the missing child. These adults will be asked to carry their mobile phones with them if possible.
- In order to ensure the situation remains as calm as possible, care will be taken to avoid telling other pupils about the missing child unless it is necessary to do so in order to assist with the search.
- If available, staff at the venue will be informed and asked to assist with the search.

If the child in Key Stage 1 or the EYFS has not been found within 10 minutes:

- The Principal of the Pre-Preparatory School will be notified; they will inform the child's parents and maintain regular contact with the Group Leader.
- The Police will be called on 999.
- The Head will be notified.
- The remaining children will be taken back to School.
- Once the Police arrive at the venue, all relevant information about the child will be passed to the Police who will take over the search. The Police will be provided with the following information:
 - A detailed description of the child, including a description of their clothing.
 - The circumstances of the incident, including anything that may have triggered the disappearance.
 - How long the child has been missing.
 - Where the child was last seen.
 - Who is looking for the child, where they are searching and what their mobile telephone numbers are.
 - Information on whether the child has any medical needs, learning needs or safeguarding vulnerabilities.

- The names and contact details of the parents of the child.

When the child in Key Stage 1 or the EYFS is found:

- The adult who finds the child should comfort and reassure them.
- They should notify the Pre-Preparatory School Principal and/or the Police immediately.
- Principal will inform the child's parents and the Head.
- If the child is unwilling to return to School, the adult who found them will stay with them until the police and the parents arrive.
- If the child is injured, they will be given first aid and/or an ambulance will be called if the injury is serious.
- If the child is known to external service such as Children Social Care or CAHMS, the Director of Safeguarding must review whether this information is pertinent to sharing with other services. This will be informed by how long the child was missing for and what took place when they were missing.

Review:

- A full written account of the incident will be produced immediately after the event by the Group Leader and the Principal with contributions from any other staff who were directly involved.
- Once the incident is resolved, the Principal of the Pre-Preparatory School and the staff team will review the relevant policies, procedures and risk assessments and implement any necessary changes. Advice will also be sought from the Head and Bursar along with other staff in the School who have responsibility for Health and Safety.
- Other relevant authorities will be notified, including ISI if required.

App 2.2 Non-arrival of a pupil at School:

- If a pupil has been marked absent in morning registration by 8.40am, is not signed in late or registered in their period 1 lesson and no explanatory message has been received by the School Office, the Pre-Preparatory Administrative Assistant will ring the parents using the contact numbers the School holds on its systems.
- If the School is unable to contact parents and no message has been received by us about the whereabouts of a child by 10:00 then the Principal or Deputy Principal will contact the Police or Local Authority.
- If a parent believes that their child should be in School, the School Office will check again as to the child's whereabouts; in their lesson, a music lesson, at SpEx, with the School Nurse etc.
- If the child still cannot be located then the School's Critical Incident procedure will be activated and the duty member of Senior Team informed (See Point 2.5.5).

App 2.3. The procedure to be followed in the event of a parent failing to collect a Pre-Preparatory child at the appointed time

Occasionally, parents are unable to collect their child at the appointed time. In most cases, they are usually able to telephone the School to let us know that they will be late or to inform us that they have arranged for another adult to collect their child. If this is the case, the child will be supervised at School until the parent, or other authorised adult, arrives to collect them. In the case of children in the EYFS (Nursery or Reception), the EYFS staff: pupil ratios will be maintained whilst they are being supervised.

If a parent does not arrive to collect a child at the appointed time (3.30pm for all pupils) and the parent has not contacted the School, the following procedure will be activated:

- The child will be supervised in a classroom or the School office.
- The office staff will telephone the child's parents using the contact numbers the School has been provided with. If the staff are unable to reach the child's parents they will telephone the emergency contact numbers the School has been given.
- The Principal of the Pre-Preparatory School will be informed.
- Repeated attempts will be made to contact the child's parents.
- The child will remain in the care of at least two members of Pre-Preparatory staff until 6pm. If necessary, appropriate arrangements will be made for the child to have a meal or snack.
- If the child has not been collected by 6pm the Principal will contact the Local Authority Emergency Duty Team and act on the advice received.
- Incidents of late collection will be recorded by the Principal and discussed with parents at the earliest opportunity.

App 2.3 The Junior School

Pupil supervision:

- At least two members of the Junior School SLT are on duty in the playgrounds from 8.00am every morning and then again from 3.40pm until 4.00pm every afternoon.
- During the school day there is a rota of duty staff, clearly visible in High Viz jackets, in morning breaks and at lunchtimes.

Non-arrival of a pupil at School:

- If a pupil has been marked absent in morning registration by 8.40am, is not signed in late or registered in their period 1 lesson and no explanatory message has been received by the School Office, the Junior School Welfare Officer will ring the parents using the contact numbers the Schools holds on its systems.
- If the School is unable to contact parents and no message has been received by us about the whereabouts of a child by 10:00 then the Principal or Deputy Principal will contact the Police or Local Authority.

- If a parent believes that their child should be in School, the School Office will check again as to the child's whereabouts; in their lesson, a music lesson, at SpEx, with the School Nurse etc.
- If the child still cannot be located then the School's Critical Incident procedure will be activated and the duty member of Senior Team informed.

Pupil missing during the School day:

- If a pupil is not marked present during afternoon registration or a teacher reports that a child is absent from their lesson without explanation, the Principal will be informed. All relevant pastoral staff will be informed and all appropriate checks made to find the child.
- If there is no known reason why the pupil should not be on site then parents will be contacted to inform them of the situation and to check if the child has a commitment that the School was not aware of, e.g. a medical appointment.
- If the parent believes that there is no reason for the pupil to have left the site then the School's Critical Incident procedure will be activated and the Senior Team informed.

Pupil missing on a School visit/sports fixture:

Risk Assessments and emergency procedure guidance is in place for staff leading or supervising visits off the School site. Emergency contact details for parents are provided for staff, along with the support of the Deputy Principal who acts as EVC in the Junior School. Full details can be found in the School's Educational Visits policy and the Sport and Exercise Departmental Handbook.

Critical Incident Procedure – Missing Child

- The Duty Member of SLT will immediately alert other senior colleagues to the nature of the incident, including informing the Principal.
- Support staff and other available teaching staff will be asked to organise a search of the School site, paying particular attention to cloakrooms, lavatories, playgrounds or free classrooms, where a pupil may have gone.
- Support staff (Porters or IT Services) may be asked to review CCTV records for signs of entrance / exit by the pupil.
- Appropriate pastoral staff will contact parents, carers and other relatives, in addition to known friends of the pupil, and ask them to make efforts to contact the pupil to establish their whereabouts.
- The Principal (or other DSLs in the Junior School) will, as soon as is practicable and after all reasonable efforts to locate or contact the pupil have been made, make contact with the Police.
- The Head should be kept updated about the investigation process and will decide about informing the Chair of Governors, in addition to consulting with the appropriate authorities (usually the Police) about appropriate information to share with parents, staff or any press / media enquiries.

- Pastoral staff will co-ordinate the provision of ongoing support, including access to the Chaplain and other counselling if necessary, for pupils in school who may be affected.

Once the child is located: the immediate priority is the safety and well-being of the child and all appropriate comfort and support should be provided without delay.

A full investigation of the circumstances of the incident will then be carried out by the Principal or a nominated member of SLT. Parents of the pupil concerned will be informed of the results of this investigation as soon as possible. The School will review its procedures and risk assessments in the light of the investigation and, if necessary, make appropriate adjustments.

App 2.4 The procedure to be followed in the event of a parent failing to collect a Junior School child at the appointed time

Occasionally, parents are unable to collect their child at the appointed time. In most cases, they are usually able to telephone the School to let us know that they will be late or to inform us that they have arranged for another adult to collect their child. The School also employs a system called 'Waiters' for those children who are not attending an after-school activity but whose parents have informed the School that their child will be picked up later than the specified end of school day. These children are registered and supervised by the School supervisor/member of SLT in a classroom. If a parent does not arrive to collect a child at the appointed time and the parent has not contacted the School, the following procedure will be activated:

- The child will be supervised in the library or the School office.
- The office staff will telephone the child's parents using the contact numbers the School has been provided with. If the staff are unable to reach the child's parents they will telephone the emergency contact numbers the School has been given.
- The Principal of the Junior School will be informed.
- Repeated attempts will be made to contact the child's parents.
- The child will remain in the care of a member of the Junior School SLT until 6pm. If necessary, appropriate arrangements will be made for the child to have a meal or snack.
- If the child has not been collected by 6pm the Principal or Deputy Principal will contact the Local Authority Emergency Duty Team and act on the advice received.
- Incidents of late collection will be recorded by the Principal and discussed with parents at the earliest opportunity.

Where there are previous or current pastoral concerns around a child/family, the Director of Safeguarding will be notified at the earliest convenience. The Director may need to liaise with external agencies such as Children's Social Care if this raises additional safeguarding concerns.

App 2.5 The Senior School

Pupil supervision:

Staff are on duty around the School before the start of the school day, during the school day and at key locations in the local area at the end of the school day. A full list of staff duties, patrols and associated risk assessments can be found on SharePoint.

Non-arrival of a pupil at School:

If a pupil has been marked absent in morning registration at 8.30am, is not signed in late or registered in their period 1 lesson and no explanatory message has been received by the School Office, the School will contact parents by text message for a reason for their child's absence. This will be followed up by a phone call if necessary. If a parent believes that their child should be in School, the Missing Child Search Procedure will be activated.

If the child has a * code on SIMS, this signifies there are concerns related to wellbeing, inclusion, medical, safeguarding or pastoral needs. An email notification will need to be sent to the Deputy Head (Pastoral).

Pupil missing during the school day:

If a pupil is not marked present during afternoon registration or a teacher reports that a child is absent from their lesson without explanation, the School Office will be informed. If the child is on the serious pastoral concern list, the missing child procedure will be initiated. If they are not, the office team will monitor their attendance in their next lesson, and if they are still not marked present then the Missing Child Search Procedure (refer to full document) will be activated. This involves the School Office undertaking a variety of checks before alerting the ST Duty Officer at which point a full school search is undertaken. Should this be unsuccessful the ST Duty Officer contacts parents, and if appropriate, the emergency services.

The ST Duty Officer will also make contact with the appropriate Local Authority Children's Social Services.

The Head should be kept updated about the investigation process and will decide about informing the Chair of Governors, in addition to consulting with the appropriate authorities (the Police) about appropriate information to share with parents, staff or any press / media enquiries.

Pastoral staff will co-ordinate the provision of ongoing support, including access to the Chaplain and other counselling if necessary, for pupils in school who may be affected.

Pupil missing on a School visit/sports fixture:

Risk Assessments and emergency procedure guidance is in place for staff leading or supervising visits off the School site. Emergency contact details for parents are provided for staff, along with the support of the Educational Visits Co-ordinators or a member of the Senior Team acting as a 24/7 emergency contact (for residential visits). Full details can be found in the School's Educational Visits policy.

Once the child is located:

The immediate priority is the safety and wellbeing of the child and all appropriate comfort and support should be provided without delay.

A full investigation of the circumstances of the incident will then be carried out by the Deputy Head (Pastoral) or a nominated member of Senior Team. Parents of the pupil concerned will be informed of the results of this investigation as soon as possible. The School will review its procedures and risk assessments in the light of the investigation and, if necessary, make appropriate adjustments.

Pupils not collected from School:

The majority of Senior School pupils make their own way to and from School by public transport or walking. On occasion when a pupil is due to be picked up by a parent who may be delayed, pupils are encouraged to seek help from Duty staff or Reception staff in the Charter Building or the Entrance Lodge where they can wait safely or alternative means of transport can be arranged for them.

Appendix 3 – Female Genital Mutilation (FGM) and absence concerns

FGM is a safeguarding concern and further detail is given in our [Safeguarding and Child Protection Policy](#). Absences at certain times of year could give rise to concerns about FGM. The procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks. Schools should be alert to the possibility of FGM as a reason why a girl in a high-risk group is absent from school or where the family request an ‘authorised absence’ for just before or just after the summer school holidays. Although, it is difficult to identify girls before FGM takes place, where girls from these high-risk groups return from a long period of absence with symptoms of FGM, staff should speak to the Lead DSL who will (where appropriate) activate local safeguarding procedures.

Risk Factors include:

- low level of integration into UK society
- mother or sister who has undergone FGM
- girls who are withdrawn from PSHEE
- a visiting female elder from the country of origin
- being taken on a long holiday to the family’s country of origin
- talk about a ‘special’ event or procedure to ‘become a woman’

Post-FGM Symptoms include:

- difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- unusual behaviour after a lengthy absence
- reluctance to undergo normal medical examinations
- asking for help but may not be explicit about the problem due to embarrassment or fear

Appendix 4 – Other documents

From the School's Policy on Behaviour and Discipline: non-attendance at school due to exclusion

Exclusion from school, in accordance with the School's Terms and Conditions, can be a temporary withdrawal for a fixed term or a permanent exclusion. The School's procedures for dealing with temporary and permanent exclusions are mindful of the guidance [Behaviour and Discipline in Schools \(DfE, Feb 2024\)](#). The Head may at his discretion require parents to remove or suspend a child from the School, if he considers that the child's attendance, academic commitment or behaviour (including behaviour outside School) is seriously unsatisfactory and, in the reasonable opinion of the Head, removal is in the School's, the child's and other children's best interests

From the School's Terms and Conditions: non-attendance at school due to non-payment of fees

Non-payment of fees may result in a pupil's attendance being suspended until the matter is resolved. Parents should contact the Bursar to discuss any concerns over the payment of fees.

Table of substantive changes

Section	Detail of Change	Date	Owner
All	Reformatted and full review.	August 2023	CL
Appendix 1	Stage 1 and 2 thresholds reviewed and wording updated.	January 2024	ARD/CL
Various	Updated to reflect new WTISA Guidance (August 2024): 1.6 Changes to guidance on use of part-time timetables and updates to guidance on notifying LA of pupil absence 2. Changes to Registration Codes	August 2024	RJG
Section 2	J1 Code updated to provide a fuller description of its use	November 2024	KW
Various	Updated in line with KCSIE 2025 and to reflect current school personnel. Section 1.6 'Admission register and safeguarding and welfare of children' separated out to from 1.6 Admissions Register and 1.7 Safeguarding and welfare of children Appendix 1 streamlined and references to breach of contract added Appendix 2 Minor changes	August 2025	NW
Section 2	Clarification on late registration added	November 2025	RJG

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