



**INWOODS SMALL SCHOOL (including EYFS) – ATTENDANCE
AND LOST CHILD POLICY**

Including procedure for uncollected children

Last Review Date	August 2023
Policy endorsed by	The Trustees & School Management Committee
Policy is maintained by	Inwoods Coordinator
ISI Regulatory Paragraph Number	7 and 14
Next review date	August 2024
Review body	School Management Committee and Coordinator

Attendance Policy

Introduction

At Inwoods Small School, we see education as a partnership between the family, the child and the school. We recognize the importance of children having exposure to learning on a consistent and regular basis and that this helps each child to grow and progress in their learning.

At Inwoods we offer full-time education for day pupils. Drop off starts at 8.40am and pick up finishes at 3.40pm. Currently there are no after school clubs or activities on offer. Attendance is taken twice daily, in the morning and in the afternoon, and is recorded in a school register, using the DfE standard set of codes for schools. Any absences are also recorded electronically on Salesforce with more detail about the reason for the absence.

Reporting absences

If a child is ill, parents should e-mail the teacher and the School Coordinator (info@inwoods.org.uk) or telephone the school office (01962 771065) on the first day

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of absence, giving a reason for absence. We will always telephone the home on the first day of an unexplained absence, in order to determine the reason for absence.

For dental or medical appointments, parents are asked to notify the child's teacher and the School Coordinator in writing, by email.

Notifications for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) must be emailed to the School Coordinator with as much notice as possible. If the teachers and School Coordinator have concerns about the request they will discuss them with, or email, the parent.

We always send parents the term dates a year in advance in order that they can arrange their holidays without disrupting their child's education. But as a school we do understand that in some exceptional circumstances an educational trip with the family in term time does occur.

Contact with Social Services

In the case of repeated absence from school the DSL (Mina Masoumian) or Inwoods DDSL (Kate Power) will contact parents to establish the cause and contact Children's Services if they are not satisfied that the absence is appropriate. To help with this process, the school will hold two emergency contact numbers, if at all possible.

Contact with Local Authorities

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child. Before deleting a pupil's name from the register, the school is required to alert the pupil's Local Authority as soon as possible after a student of compulsory school age is taken out of school;

- when the family has apparently moved away,
- when the child is to be home educated,
- when the child has been certified as medically unfit to attend,
- when the child is in custody for more than four months or has been permanently excluded,
- has been absent without authority for 10 consecutive days,
- fails to attend school regularly,
- or is removed from the school roll without his or her next school being known.

Census

All schools in membership of ISC take part in the organisation's annual census of the number of students, staff that are at the school as well as information on expenditure, etc. From January 2009 it has been mandatory to include student ethnic monitoring data, using the same methodology as the maintained sector.

Lost Children Policy

Children are not allowed to leave the premises during school time without the permission of a teacher. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to the school, should a child leave the premises unauthorised. It also includes procedures for uncollected children, and the procedure for children being collected by an adult other than the parent/carer.

Objectives

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have a teacher's permission to leave.
3. To ensure that children who leave school during the school day only do so
 - a) with a teacher's permission and
 - b) that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that all teachers and school staff keep the children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.

Strategies

1. If a child cannot be found by the Class Teacher, the School Coordinator **must be notified immediately and told where and when the child was last seen.** Time is of the essence and prompt actions must be taken by all.
2. The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
3. The Police must be called by either a classroom teacher or the School Coordinator if the child cannot be found.
4. Members of staff, where available, may be sent to search the local area.
5. If a child is lost during an outing or school visit the teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the School Coordinator and school notified.
6. School will immediately notify the child's parents.
7. The Local Authority will be notified by the Co-chairs of Brockwood Park and Inwoods that a child has gone missing.
8. If the child has been located the Co-chairs, Police, parents and the Local Authority will be notified.

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9. The School Management Committee will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

Outcomes

The safety of all children will be given our highest priority. A missing or lost child should be an extremely rare occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any child, and to notify and involve parents and the authorities at every point.

Procedure for uncollected children

At Inwoods Small School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/ carers are asked to notify the School Coordinator if they will be late to collect their child.

Our school day ends at 3:15pm and children are supervised by Inwoods staff at the point of collection until their parent arrives.

In the event that a child is not collected by the due time a telephone call will be made to parents, not later than 3:40pm, to ascertain the situation. The child will remain supervised at Inwoods until the parent/carer arrives.

Authorisation

At Inwoods Small School a child is never released to an unauthorized person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting the child. The authorised person should give the name, address and a physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.

If someone other than the parent/carer will be collecting a child we ask that the parent/carer introduce the third party to staff prior to the arrangement and inform us in writing. In some cases, when there are multiple people involved in the collection of a child, a password will be agreed with the parent.