Attendance and Supervision Policy

Ampleforth College

Person responsible for Policy	Deputy Head Ampleforth College
Version Number	v8.3[1]
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Review Period	1 year
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Policy: At a glance:
- This policy sets out the expectations for staff and students in terms of registration and attendance at the College, throughout the term and each day.
- The policy outlines the procedures to follow if a student is absent from a lesson, games session or activity, or from a house check in (either planned or unplanned).
- The policy is relevant for all students and all staff.

   The Senior Attendance Champion is the Deputy Head: Hannah Pomroy

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[1] Updated to clarify responsibilities in unexplained absence procedure.

Contents

Key principles

Every child has a fundamental right to be educated and regular attendance ensures children are able to take full advantage of the educational opportunities available to them. Parents and teachers have a duty to ensure maximum attendance at school. All children are expected to attend school punctually except when they are ill, in which case they should be fully recovered before returning.

The safety and wellbeing of all students at Ampleforth College (the College) is our highest priority. Unexplained or unwarranted absence from education is a safeguarding issue. It is, therefore, the duty of staff to follow up unexplained and unexpected absence of a student in a timely manner and to identify and deal with children who go missing from education (see Keeping Children Safe in Education, September 2025, and the Safeguarding Policy)

At the College, education is seen as a partnership between the family and the College. The College is committed to providing the highest quality of education for our students, and we look to parents to support this objective.

The school has appointed a **School Attendance Champion** (SAC) to have overall responsibility for championing and improving attendance in the College. This is Hannah Pomroy, Senior Deputy Head (hrp@ampleforth.org.uk, 01439 766895, 07773475283)

This policy is written in the context of Boarding National Minimum Standard 20.5: Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times; and Independent Schools Standards Regulations Part 3 paragraph 15: The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006(5). The Deputy Head has responsibility for ensuring any changes in ISSR regulations are reflected in Ampleforth College practice. Changes in Boarding National Minimum standards are overseen by the Deputy Head Pastoral and Welfare, and the Registrar manages changes in policy guidance regarding UKVI students. (UKVI Policy)

Specific guidance around covid-19 related attendance is no longer in place; however, this is subject to dynamic review and will always reflect the current guidance.

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, applies from 19 August 2024);
- Summary table of responsibilities for school attendance (DfE, applies from 19 August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2025);[3]

- School behaviour and attendance: parental responsibility measures (DfE, May 2020);
- Children missing education (DfE, September 2016);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Remote education guidance (DfE, updated February 2023); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).
- The Equality Act, 2010 (DfE, 2014)

Other policies relevant to The Attendance and Supervision Policy

- The Admissions Policy
- The Educational Visits Policy
- The Safeguarding Policy
- Parent contract
- Risk Assessment Policy – student welfare

The importance of good attendance

The College recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the College's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

School responsibilities

The College acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the College community.

The College will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, the College will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The College responds to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the College's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The College has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Staff responsibilities

The Senior Attendance Champion (SAC)
The College has appointed a senior member of staff of the College's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within College.
The SAC's responsibilities are:
- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance:

A student's boarding house is the centre of their life at College. The Housemistress/Housemaster and their Assistant, plus a team including Matrons, Chaplains, Pastoral Graduates and House Tutors, care for all students. Together, they are responsible for students during term time.

The Housemistress/Housemaster and their Assistant, and the Attendance Officer have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:
- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to College;

- make enquiries about unexplained absences, including those within the College day, and follow up with pupil to ensure that an explanation has been formally given to the College;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- discuss non-attendance with pupils and parents (where possible) and emphasise the importance of attendance.

Heads of Middle School and Sixth Form and their Assistants

With the support of House tutors, the Heads of Middle School and Sixth Form and their Assistants have specific responsibility for monitoring and promoting punctuality. They should:

- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the College's behaviour and discipline policies; and
- discuss lateness with pupils and parents (where possible) and emphasise the importance of punctuality.

All staff

- The College ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- The College provides appropriate training and professional development for staff consistent with their roles and responsibilities.

School arrangements

The College will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Monitoring is undertaken by the Attendance Administrator (daily), the Deputy Head Pastoral and the Deputy Head (weekly oversight and formal review in fortnightly attendance meeting).

Monitoring and supporting attendance

The College will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the College and develop strategies to address them. Persistent absence is defined as ≤90%, and severe absence as ≤50%. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole College, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of College-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Board of Governors to support its work.

Pupil responsibilities

College attendance is important to pupil attainment, wellbeing and development. The College therefore has high expectations of pupils as to their attendance and has systems in place to manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each College day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the College site without permission or otherwise in accordance with College rules;
- they should engage with the College's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the College. This may take the form of:
  - o offers of support to seek to identify and address any barriers to attendance;
  - o communication with parents;
  - o reporting to other agencies such as children's social care; and
  - o sanctions against them or their parents in line with the College's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending College or specific lessons regularly, they may speak to any member of staff, although the College encourages them to speak to their Tutor or Housemistress/ Housemaster or Safeguarding team. Pupils are entitled to expect this information to be managed sensitively.

Additional needs

The College recognises some pupils may find it harder than others to attend College, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The College will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to College attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the College's control, the College will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The College will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive College days or more for illness or the pupil's total number of College days missed during the current College year because of illness (whether consecutive or cumulative) will reach or exceed 15 College days.

Parent / carer responsibilities

The law entitles every child of compulsory College age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils must attend every day that the College is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the College.

The College will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the College about it could amount to a breach of contract or a finding that the parent is treating the College unreasonably.

Parents can see information about their child's attendance on the Parent Portal. More detailed information can be requested from the pupil's tutor or Housemaster/mistress.

Training

Staff: The College ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the College's strategies and procedures for tracking, following up and improving attendance.

- Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The College maintains written records of all staff training.

What to do if a student has to be away

Unplanned absence:

If a student is unfit for school, the parent/guardian with the relevant Housemaster/mistress as soon as possible on the student's first day of absence which has not previously been agreed with the College, prior to 8.20am, and each subsequent morning that the child needs to be absent from school. NHS guidance on when a child should be kept away from school can be found here: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/. The College will contact parents/ guardians if there has been no communication from the parents/guardians explaining reasons for absence.

Planned absence:

The Headmaster has a duty to ensure that term dates are protected. Department of Education regulations require that permission for absence from school may be given for medical/dental appointments which cannot be rearranged, or in exceptional circumstances. This is entirely at the discretion of the Headmaster, delegated in the first instance to the Deputy Head. Exceptional circumstances are one-off events which are unavoidable; examples may include the death of a close relative, attendance at a funeral, participation in high level sporting competition, or when a service member returns from a long tour and leave doesn't coincide with school holidays. Please note family celebrations which could reasonably be organised during school holidays are not considered exceptional. Permission for early departure from or late return to school will only be given if flights out of or in to the country are not otherwise possible within a reasonable window of the start or end of term. Parents/guardians should write to the Deputy Head, copying in the Housemistress/Housemaster, explaining fully why the request is being made to remove a student from school in term time.

Please note that it is expected that all boarders will attend Mass on Sunday morning at 11.15am. When there is a school activity which prevents this, alternative arrangements will be made for the students to fulfil their Sunday obligation and fully contribute to the shared life of the school.

If for any reason a student does not want to attend school (school anxiety or 'refusal'), it is important that parents or guardians discuss the problem with the College, via the child's

Housemaster/mistress, at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues.

Arriving and departing from College

Boarders

It is expected that parents/guardians will arrange for all boarders to return to College on the evening before the first day of term. A standard time to have returned by is published in the College calendar. If there is to be any variation from this, including illness during the holiday that delays a student's return, then parents must contact the relevant Housemistress/Housemaster. If a student has not returned by the agreed date and time and there has been no such communication, the Housemistress/Housemaster will contact the parent/guardian for clarification.

At the end of term, the College must be informed by parents as to the planned method of transport home from the College. This should be done via the Holiday Arrangements Form which is sent via the weekly update to all parents. This form also enables parents to request assistance from the school Travel Coordinator (for example, a seat on the whole school travel service or a taxi to an airport).

It is expected that all students will be returning to their parents/guardians when leaving College at the end of term. Any variation from this must be clearly communicated to the College via the Holiday Arrangements Form beforehand and appropriate permissions sought from both the student's parents and the family to whom the student is going.

Parents /guardians are welcome to visit boarders during term time to see their daughter/son take part in games fixtures, music or drama. They may wish to visit the College to discuss a specific matter with a member of staff; the Visitors Policy sets out the protocols for this. When visiting at a weekend parents/guardians may wish to take their daughter/son out for a meal or to stay out overnight. There is a form to complete on 'My School Portal' which sends a request for permission to do so to the student's houseparent. The form sets out the expectations for such an event including the number of guests, rules for return times and alcohol consumption (if appropriate).

Day students

All students must 'sign out' with a member of staff on duty in their boarding house when they leave the College at the end of the day and 'sign in' with a member of staff on duty in their boarding house in the morning, to ensure that staff always know where a student is during term time when they are in the College's care. There is a standardised signing in/out form in each boarding house which must be completed by the student on arrival and departure. Students in Years 7&8 (St Edward's and St Wilfrid's) must inform the duty teacher when they arrive in school and when they leave at the end of the day. If a student is late to College (i.e. arrives after 8.20am) they must sign

in with the Attendance Administrator upon arrival. This requirement is notified to students by Housemistresses/Housemasters and posted on House noticeboards.

All students

The College publishes term dates well in advance in order that flights can be booked without disrupting a student's education. The College therefore expects boarding students to arrive punctually on the day before the first day of term, and not to leave College before the end of the last day of term.

The College reports attendance issues to the local authority in line with CME procedures and the NYSCP Vulnerability Checklist.

All Looked-After children (LACs) and Previously Looked-After Children (PLACs) have a personal education plan (ePEP) and the Designated Teacher for Looked-After Children and Previously Looked-After Children monitors and updates attendance on this platform. An annual report is made to Trustees on the attendance of LACs and PLACs. The principle under which attendance of LACs and PLACs is managed is 'high expectations but looking for patterns of non-attendance'.

<u>Tracking student attendance</u>

Students are registered in their boarding house before first period in the morning and at lunch time.
- AM Register opens at 8.20am and closes at 8.40am
- PM Register opens at 1.45pm and closes at 2.05pm

    - If a pupil is recorded with code N but arrives later in the session after the register has closed, the register will be amended to record them as absent using code U or another absence code that is more appropriate.

The Housemistress/Housemaster or Assistant taking this register is required to input the data into iSAMs to populate the central College register. If a day student does not arrive in school by 8.20am Housemistress/housemaster should enter the student as N. A student arriving in school after 8.20am should register with the Attendance Administrator. If the student arrives prior to 8.40am their attendance code will be updated to L; after that to U. If the student has not arrived by 8.40am the Attendance Administrator will attempt to contact parents by telephone by 9am to establish reason for absence conferring with HM team as necessary. If no contact can be established by 12 noon the Police will be contacted.

If a student is absent for an authorised period, then the Housemistress/Housemaster is to enter that student on iSAMs as 'Out of School' for the length of the absence so that classroom teachers are aware that it is an authorised absence.

Any teacher conducting a school trip which removes a student from College is also expected to mark their students 'Out of School' for the length of the trip. Other uses of 'Out of School' can be seen in Annex B.

Registers are also done in the boarding houses by the House staff teams at 6pm (Years 7 and 8), 7pm (Years 9-13) and again at prayers (9pm Senior Houses, 8.15pm Years 7 and 8) to confirm the final list for overnight stays and ensure the final and correct whereabouts of all students. The House staff team will then finally confirm the presence of all expected boarders in each year group at their appropriate bedtime; there is a final iSAMs registration for boarders at 10.30pm.

This registration information is correlated by the Attendance Administrator who will check the morning and lunchtime registers are completed for each House and co-ordinate with Housemasters/Housemistresses as required.

Registers are taken within the first 10 minutes of each academic lesson, games session and activity, and entered onto iSAMs. Registers must be taken by a member of staff and reflect exactly the students with them at the time the register is taken. Student attendance is tracked and absences followed up immediately by the Attendance Administrator. Protocols for the administration and management of registers are outlined in the Attendance and Supervision Protocols found in Annex B.

Children Missing from Education

Government guidance states that: 'Governing bodies should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future'. Statutory guidance can be found here.

Children who are expected to be on roll but are not attending are considered missing from education. This absence may also have safeguarding implications and will immediately be considered under the Safeguarding Policy. Under these circumstances, the College will follow procedures published by North Yorkshire County Council. They define Children Missing from Education (CME) as 'children of compulsory school age who are not on a school roll or not receiving a suitable fulltime education either at alternative provision or at home (Elective Home Education).'

Children are classed as CME if:
- they are absent from school for 10 or more days without reasonable explanation;
- they left school suddenly and their destination is unknown;
- they have not taken up an allocated school place.

A referral will be made to the Local Authority by the College's Designated Safeguarding Lead (the DSL) when there are concerns about a student who is missing from education.

Details of the North Yorkshire Children Missing from Education team are found [here](#)

There are additional requirements for students attending the College under a Child Student Visa. These are outlined in the [Child Student Visa Policy](#).

Contact details for North Yorkshire Children Missing from Education team

Attendance and Enforcement Officer	Julie Hodges	01609 532477	Cme.coordinator@northyorks.gov.uk julie.hodges@northyorks.gov.uk

<u>Child arriving or leaving at a non-standard transition.</u>
When a student is added or removed from the College admissions register at a non-standard transition, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year, North Yorkshire Local Authority will be informed by the College Registrar (on arrival) and Academic PA (on leaving). The Local Authority of the student's customary place of residence will also be informed.

When a student leaves the College at a non-standard transition time every effort will be made to establish which school the student will attend, whether it be in the UK or abroad. This school will be contacted by the Academic PA at the College to ensure that the student has indeed arrived there, and to ensure the appropriate handover of key information including relevant safeguarding information. This is undertaken by the Pastoral PA at the College ([see flow chart below](#)).

Definition: non-standard transition point

Any student leaving the school before the end of Year 13 (final year of education normally provided by the school)

Future school:

A minimum of two attempts should be made to get this information from parents.

If unsuccessful, information should be sought via HsM

If no response within 10 days of leaving school (mid-term leavers) / 10 days before start of next AC term (end of term leavers) inform DSL and DH

Information received that a student is going to leave at a non-standard transition point (Member of staff should immediately enquire where the student is going to)

Ensure SLT and DSL know immediately (ideally to intervene)

Head's EA to inform HsM *for information only*

On confirmation of leaving Head's EA to inform Academic PA

Head's EA to inform Admissions *for information only*

Request future school details (see notes)

Log on iSAMS

Inform Finance Team re fees

Immediately inform NY local authority

Add to End of Term return for LA

Is the student a UK resident?

Inform local authority where student is normally resident immediately — Yes

No — Is the student a UKVI holder?

No

Yes — Inform registrar for UKVI leavers

Upload CTF file to DfE

Check with future school that enrollment has happened

Inform Pastoral PA of student leaver

Pastoral PA confirms with future school that enrolment has happened

DSL send safeguarding information to future school including international schools

Information could be received by:
HsM
Head's Office
Finance
SLT
DSL
Admissions
Academic Office

Academic PA

ISSR Part 3, Paragraph 15

Commentary: 359-364

Annex A: Unexplained Absence and Missing Student Procedure

Unexplained Absence procedure:

1. Attendance Administrator (AA) accesses the iSAMS Registration system 10 minutes after each scheduled registration and sends a reminder to all register holders who have not yet completed the registration process for that lesson.

   or

   Student misses a House Check in

2. Email sent to Unexplained Absence distribution list/All Houses/Academic Staff as appropriate for all students marked as N (absent without being marked Out of School (OOS)). Attempt to contact the student by Teams or mobile phone and ask other students for any information that could be used to learn the whereabouts of the student (see checklist below)

   - Responsibility for undertaking search for the student lies with each member of staff included in the Unexplained Absence Distribution list in any area, e.g. the librarian on duty should check for the student in the library. In areas where there is more than one member of staff, e.g. house or infirmary, a clear protocol should be in place to ensure that there is a designated member of staff to look for the student in that area and respond to the AA who, at this point, is coordinating the search.
   - On Saturday morning the Attendance Officer will additionally email staff on the house supervision rota held by the Pastoral PA.

   Note: all N codes for AM/PM registrations should be updated with the reason for absence within 5 days.

3. If after 20 minutes following the sending of the unexplained absence email, the student is still unaccounted for, the AA (for lessons absence) or the HsM/AHsM (for House registration absence) inform the Deputy Head, DSL and Security and an in-person sweep of relevant locations will be made, coordinated by the Deputy Head. The AA keeps a log of incidents in which this stage has been reached. This is reviewed termly by the Deputy Head.

4. If the student remains unaccounted for after a period of a further 30 minutes (Years 7 or 8) or 45 minutes (Years 9-13) hours, the Deputy Head (or delegated member of the Senior Leadership Team in her absence) will initiate the Missing Student Procedure.

Missing Student procedure:

1. The Housemistress/Housemaster or their assistant (as appropriate) will attempt to contact parents / guardians (depending on circumstances) and the DSL will contact the Police as soon as possible, and **not more than** 30 minutes (years 7 and 8), 45 minutes (years 9 to 13) from this procedure starting. Where reasonably possible, the College will hold more than one emergency contact for each student. Local

hospitals should be contacted to find out if the student has been admitted. If not already aware the Headmaster should also be informed by the Deputy Head.

2. A decision will be taken in accordance with the College's Safeguarding Policy and Procedures as to whether the College should also contact Children's Social Care.

3. If the Police take over responsibility for the search for the student, all relevant information about the student will be passed to them.

4. Once the incident is resolved, a full written account of the incident must be produced by the Housemistress/Housemaster on the same day, where possible, and sent to the Headmaster and the Designated Safeguarding Lead.

A full review of the incident will be carried out under the direction of the Headmaster as soon as reasonably possible after the incident is resolved. This review can cover, but is not limited to, policies, procedures, risk assessments and any other relevant practices. Learning points will be shared with the Safeguarding Governor.

Check list for search for student:

The Housemistress/Housemaster and Assistant Housemistress/Housemaster will speak to the student's friends and other members of staff (such as the Matron) to build a picture of the student's recent movements to help locate the student.

Questions to be asked:

a) When was she/he last seen?

b) Who was she/he with?

c) Where might she/he have gone?

d) Has she/he signed out?

e) Is there a College activity that she/he might be on?

f) Has she/he been ill or injured and gone to Matron or the Infirmary?

g) What emotional state did she/he appear to be in?

h) Has anything upset her/him recently?

i) Did she/he speak to anyone about leaving?

j) Who are her/his main friends at College?

k) Does she/he have a mobile phone and what is the number?

l) Does she/he have a special friend?

m) Is there any reason to believe she/he might have been abducted? (e.g. family custody dispute; very wealthy/prominent parents.)

n) Are there any aspects of his or her online behaviour, or any online safety incidents, that have given rise to concerns?

Other action to consider taking:

- Check that she/he is not in the Infirmary

- Check her/his room for indications of how she/he is dressed, where she/he might have gone

- Check her/his desk and wastepaper bins for scribbled notes

- Ring her/his mobile (if she/he has one)

- E-mail all staff with a picture of the student asking if anyone has any knowledge of their whereabouts

- Engage Security team in the search of the campus

Police response

The Police treat all missing person reports as serious. Each risk is assessed, and the following are trigger factors to be considered:

- Girl/Boy in an emotional or depressed state of mind

- Unusual behaviour prior to disappearance

- Girl/Boy needs essential medicine or treatment

- Suspicion of abduction

- Suspicion of self-harm/suicide

- Involvement in a violent confrontation prior to disappearance

- Previously disappeared and suffered or was exposed to harm whilst missing

Information to be provided to UK Visas and Immigration (UKVI)

In the event that the missing student is sponsored by the College under Child Student Visa of the Points Based System, the College will report to UKVI if the student misses ten consecutive expected contact points.

Each time the College's attendance register (AM/PM) is completed it is treated as a contact point for these purposes. The report will be made by the College's Level 1 user via the Sponsor Management System and in accordance with prevailing Child Student Visa sponsor guidance.

Training and Induction

The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this procedure and have the necessary knowledge and skills to carry out their roles. The College ensures that new staff are added to distribution lists and are given access to CPOMS at the appropriate level at induction. The level and frequency of training depends on the role of the individual member of staff. The College maintains written records of all staff training.

Record keeping

All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

The College will keep a full written record of any incident of a missing student including:

- the student's name;

- relevant dates and times (e.g. when it was first noticed that the student was missing);

- the action taken to find the student;

- whether the Police or Social Services were involved;

- outcome or resolution of the incident;

- any reasons given by the student for being missing;

- any concerns or complaints about the handling of the incident;
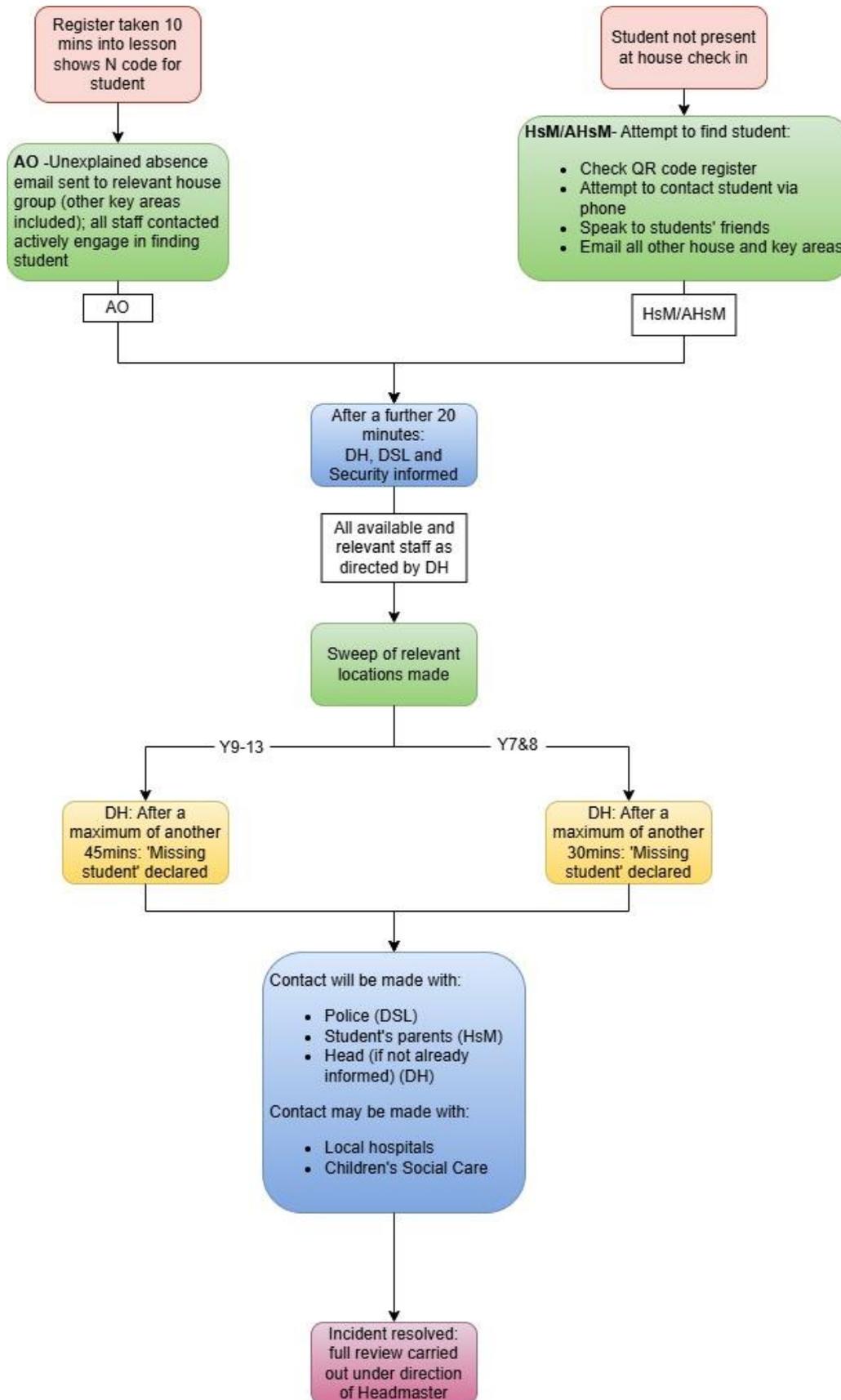
- a record of the staff involved.

A full written record of the incident will be kept on the student's file.

The records created in accordance with this policy may contain personal data. The College has a two privacy notices which explain how the College will use personal data about students and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy.

Review

This procedure shall be reviewed every year by the Headmaster and updates will be made as necessary, taking into account any incidents that have occurred that indicate that there may be a problem with supervision, student support or security at the College and any issues raised by individual members of staff, parents and students. Consideration of the College's missing student procedures will be included in the Trustees' annual review of safeguarding.

Unexplained Absence and Missing Student Procedure Flow Chart

Register taken 10 mins into lesson shows N code for student

Student not present at house check in

AO -Unexplained absence email sent to relevant house group (other key areas included); all staff contacted actively engage in finding student

HsM/AHsM- Attempt to find student:

- Check QR code register
- Attempt to contact student via phone
- Speak to students' friends
- Email all other house and key areas

AO

HsM/AHsM

After a further 20 minutes: DH, DSL and Security informed

All available and relevant staff as directed by DH

Sweep of relevant locations made

Y9-13

Y7&8

DH: After a maximum of another 45mins: 'Missing student' declared

DH: After a maximum of another 30mins: 'Missing student' declared

Contact will be made with:

- Police (DSL)
- Student's parents (HsM)
- Head (if not already informed) (DH)

Contact may be made with:

- Local hospitals
- Children's Social Care

Incident resolved: full review carried out under direction of Headmaster

Annex B: Attendance and Supervision Protocols

Academic Staff Registers

All staff are required to take a register of every lesson, games session or activity within 10 minutes of the start of a period. This includes populating the register for the second period of a double lesson/games session/activity.

If a student is missing from the class staff must mark the student as absent on iSAMs. This will then be identified by the Attendance Administrator during that lesson who will immediately follow up the absence.

If a Housemasters/housemistresses or Assistants receive *a missing-from-lesson alert (or notice a concerning absence),* when teaching, they should do everything reasonable to ensure the Matron or another member of house staff is following up on this and check that the whereabouts of the student has been established as soon as possible after the end of the lesson.

Student is marked 'Out of School/Lessons' but is present

If the student is marked out of school for a Music/Speech and Drama/Dance lesson, the code of the absence will specify where that student should be. If in doubt, ask the student if they have a paid for music lesson or have an Infirmary appointment that they should be attending. If they do not know, then carry on with them in the lesson and e-mail the House Team to note that they were not out of school by the end of the period.

Student is marked 'Out of School/Lessons' for a Music (or equivalent) lesson and arrives halfway through

Allow them to re-join the lesson. If the register indicates the activity was genuine – no further action required.

Music, Speech and Drama, Dance and any other peripatetic/paid for classes

Any staff delivering private paid for lessons in Music, Speech and Drama, Sport or Dance must submit their timetables via INVOLVE. This will add the relevant OOS information into iSams (updated every 24 hours). Visting Music Teachers must give the administrator their preferred timing for the next week of lessons by the Monday of the preceding week.

It is also imperative that any later changes to these timetables are reflected in an update to the INVOLVE system.

In the event of a student not turning up (within 5 minutes of the published starting time) for a peripatetic/paid for lesson staff should:

- Immediately email the student, their current academic teacher, their House Team (HSM, AHSM, Matron), and the Attendance Administrator to notify them that they are missing.

Qs (Study Periods)

Students in Year 7 and 8 do not have Qs.

All Middle School students (Year 9-11) are required to report to Big Study or Library (timetable-dependent) for their Qs. Although this is a period for independent study, it is a timetabled period and the location is staffed and a register taken. Students may attend the Learning Hub by prior agreement with the SENCO for additional support where they will be registered and supervised.

Sixth Form students, given their age and wider range of academic needs in their study periods (e.g. use of specific department facilities around the College) have the freedom to work in their House, Library or department areas. Students sign in and out of houses, the Art block, New Music School, DT, and Library using QR codes which register to a centralised spreadsheet monitored by the Attendance Administrator. Any sixth form students who are identified as vulnerable will have bespoke, discreet arrangements put in place by their Housemistress/Housemaster in consultation with the DSL.

Sixth Form Cancelled Lesson
A lesson that does not take place for Sixth Form students will be covered in Departments where possible. If this is not possible, Year 12 students will be instructed to attend the Library where they will be registered against the class register; Year 13 students will be asked to return to their House or the Library, and sign in there using the QR code system.

Infirmary
The Infirmary place any students who are in the Infirmary, or who have planned appointments, Out of School for the required time period.

In the event of a student not turning up for a planned appointment staff should:
- Immediately email the student, their current academic teacher, personal tutor, their House Team (HSM, AHSM, Matron), the Attendance Administrator and the Pastoral PA (Lynn.Harrison@ampleforth.org.uk) to notify them that they are missing.

Games
Staff taking Games lessons will take a register and radio their absences into the Attendance Administrator if they do not have web access to complete their own registers. The Attendance Administrator will then e-mail relevant House Teams with a list of absences.

Activities
Activity leaders must take a register via iSAMs and the Attendance Administrator together with the College Director of Co-Curricular will follow up absences with House Teams as appropriate.

Tracking student attendance on Sundays
On a Sunday, registration is conducted by House Teams at the following times:
- By 10.40am before Mass
- 12.30-1.30pm at House Lunch
- 5pm at prep
- 9-9.30pm at evening prayers

For students in years 7 & 8 there are additional check-ins at the start of the afternoon activity and at the start of supper.
The House Team will then finally confirm the presence of all expected boarders in each year group at their appropriate bedtime.

Others – all trips or any smaller activities that will take students out of their timetabled lessons/activities/games
The organising member of staff should register all students on any lesson/activity/trip that takes them out of a timetabled commitment as Out of School. It is imperative that this list is accurate in case of late additions or students failing to attend the activity.
In the event of a student not turning up for a planned trip/activity staff should:
- Immediately email the student, their current academic teacher, personal tutor, their House Team (HSM, AHSM, Matron), the Attendance Administrator and the Pastoral PA (Lynn.Harrison@ampleforth.org.uk) to notify them that they are missing.

In the event of an IT failure
In the event of an IT failure where the ability to register students using the electronic system is lost, a paper system will be employed. Additional House check-ins will be added at morning and afternoon break to ensure all students are safe and accounted for.

Supervision during free time
A rota of staff is in place to provide enhanced supervision around the campus 5-7pm each weekday evening. Patrols are undertaken under the direction of a member of the Leadership Team and paying particular attention to any areas of greater risk. At the weekend there is a rota of staff to support social events on Saturday evenings alongside house staff, and similarly on Sunday afternoon during student's free time.

The following additional systems are in place to support effective supervision of students:
- CCTV (75+ cameras in 18+ different locations around the campus including all access and egress points from the Ampleforth College site)
- Boundary fences and signs indicating who should be where
- Day security guard
- 24 hour / 7 day security cover with staff on patrol at all times
- Thermal imaging technology at night
- All houses have intruder alarms which are subject to weekly testing by house staff each week and these tests are audited weekly by the Day Security Officer.

- All staff have a clearly articulated and understood responsibility to monitor and maintain security and be vigilant regarding unauthorised visitors. This responsibility is articulated in the [Visitor Policy](#) which is circulated to all staff, the basis of information posters around school and in person briefings to staff. Specific briefings are given to staff for events with changes to standard arrangements (e.g. parents' days, confirmation)

Years 7 & 8 Supervision

Staff Supervision of Break Times
A rota of staff supervision is published.
At Morning and Afternoon outdoor breaks, two members of staff supervise the break.
At Lunch Time, one member of staff is on duty outside, within the compounded area.
Duty members of staff should be aware of the location of students who may require closer supervision.
Duty members of staff should be aware of the school's policy on what to do in the event of an accident, how to provide emergency first aid (or to call for a first aid responder).

Free Time
If a group of students is given 'free time' by a member of staff, that member of staff is responsible for the supervision of the conduct of the students. The member of staff should, beforehand, seek the assistance of colleagues, and inform the Housemistress or Assistant.

Annex C: Attendance codes currently in use
Present Codes:

/ or \ (Present am or pm): Student is present in school during registration.
L (Late): Student arrived late before the register closed.
B (Educated off Site): Student is at an approved, supervised off-site educational activity.
K (Education provision provided by LA): Student is receiving education arranged by the local authority.
P (Sporting Activity (Approved)): Student is participating in a school-approved, supervised sporting activity.
V (Educational trip): Student is on a school-organised residential trip or supervised educational trip.
W (Work Experience): Student in the final two years of compulsory education is attending work experience.

Authorised Absent Codes:

C (Other Authorised Absence): Leave for exceptional circumstances.
C1 (Other Authorised Absence): Absence for a regulated performance or employment abroad.
C2 (Other Authorised Absence): Pupils on part-time timetables.
J1 (Interview): Leave to attend an interview for employment or admission to another educational institution.
E (Excluded): Student is excluded but still on the admission register (up to the sixth consecutive day of a fixed period or permanent exclusion).
M (Medical/Dental Appointments): Absence due to medical or dental appointments that could not be scheduled outside school hours.
R (Religious Observance): Absence for religious observance on a designated day.
S (Study Leave): Study leave granted sparingly to Year 11 pupils for public exams, with students still able to attend school for revision.
T (Traveller Absence): Used when Travellers are travelling for occupational purposes and have agreed this with the school.
I (Illness): Used for any form of illness, including Covid-19 illness if not distinguished.

Unauthorised Absent Codes:

G (Family Holiday (Not Agreed)): Holiday not authorised by the school or exceeding the period determined by the headteacher.
N (No Reason): Reason for absence not provided; if no reason is provided after a reasonable time (maximum 5 days), it should be changed to O.
O (Unauthorised Absence): School is not satisfied with the reason given for absence.
U (Late (After Register Closes)): Student arrived after the register closed.

Codes that are not counted and don't affect attendance figures:

D (Dual Registration): Student is registered at another school and attends it during this lesson (e.g., at a pupil referral unit).
X (Non-statutory school age absence): Sessions non-compulsory school-age children are not expected to attend (for early years students before their 5th birthday).
Y1 (Unable to attend): Absence due to unavailable transport.
Y2 (Unable to attend): Absence due to widespread disruption to travel.
Y3 (Unable to attend): Absence due to part of the school being closed.
Y4 (Unable to attend): Absence due to unexpected whole school closure (different from # for planned closures).
Y5 (Unable to attend): Absence due to pupils in the criminal justice system.
Y6 (Unable to attend): Absence due to public health guidance or law.
Y7 (Unable to attend): Any other unavoidable cause.
Z (Pupil Not On Roll): Used when setting up registers in advance of pupils joining; schools must take attendance from the

student's first scheduled day.

 # (School Closed To Pupils): Used for whole or partial school closures known or planned in advance, such as if the school is used as a polling station.

Annex D: Open Day and Interview Leave Protocol

Other policies relevant to the Open Day and Interview Leave Protocol:
- The Safeguarding Policy

Key principles
The College recognises the value and importance of sixth form students assuming greater responsibility for their academic performance and agency in all key decisions related to their post-compulsory education, employment or training as they progress through the sixth form. The College encourages all students in the sixth form to make informed decisions about their transition to post-Ampleforth destinations, of which attendance at open days, assessment days or interview days offered by further education or higher education providers located in the UK or the Republic of Ireland, or by work-related training providers or employers located in the UK or the Republic of Ireland should be considered an integral part. This policy outlines the scope of the leave arrangements pertaining to all transition-related visits that assume the character of formal, organised and advertised open days hosted by education providers, or interview and assessment days that constitute a formal part of an admissions process associated with a certified programme of education or training offered by a recognised provider. The College will support all students in undertaking such visits in accordance with the principles set out below.

Number of visits
Students in the sixth form are permitted to request leave of absence to attend **two** university open days, or their equivalent, per year. Year 12 students are permitted to conduct **two such visits in the Trinity term**; Year 13 students are permitted to conduct **two such visits in the Michaelmas term**.
As a general principle, students in Year 12 and Year 13 will also be granted additional permission to attend any interview, assessment or selection day that constitutes a compulsory part of the application process for a formal course of education or training.

Duration of visits
A visit for an Open Day held at any UK or Irish university or post-compulsory education provider located within a reasonable travel time of the College should generally be understood to fall on a **Saturday** and last **a single day**, encompassing travel to, attendance at, and return from an official, organised event.
In circumstances where it would be **impractical or impossible** for a student to travel from the College to the Open Day event by 10:00 on a Saturday by means of public transport, permission for an overnight stay on a Friday night, supervised by a trusted adult, may be granted at the discretion for the Head of Sixth Form.
In all but exceptional circumstances, **return travel from an Open Day event should have been concluded by 22:59 on a Saturday**.

Reasonable travel time
For the purposes of this policy, 'reasonable travel time' should be taken to mean 'accessible from the College within four hours' travel time by the most direct train service', irrespective of the mode of transport used to undertake the visit.

Distant institutions
Virtually all UK and Irish institutions are located within a reasonable travel time of the College. Those institutions that fall outside this definition and might be regarded as 'distant institutions' include:
- Any institution in England located south west of Bristol;
- Any institution in Wales located west of Swansea;
- Any institution in Northern Ireland or the Republic of Ireland;
- Any institution in Scotland located north of Dundee.

Any student wishing to attend an event at a 'distant institution' may be granted permission for return travel to be concluded by 17:00 on the Sunday succeeding the Saturday at the discretion of the Head of Sixth Form and the Deputy Head.

Any student wishing to attend an event beyond the UK and Ireland should seek separate permission from the Deputy Head to undertake any such visit, for which additional administration may be required.

Permissions process and administration

There is a formal permissions process in place to ensure that the College meets its safeguarding obligations and maintains accurate registration records. Consequently, all requests for leave of absence should be made by students completing each of the following tasks in chronological sequence **at least seven days prior** to the relevant event. Students are required to:

1. Research and plan attendance at the Open Day.
2. Seek initial agreement in principle by email from the Head of Sixth Form, who will inform their tutor and houseparent.
3. Discuss their plans with their parents/guardians.
4. Gain agreement from games staff, where necessary.
5. Gain explicit, written permission from their houseparent, who will also require parental permission
6. Complete the Open Day Form located here: https://forms.office.com/e/Maz3VJi04F
7. Book the Open Day.

Responsibility for the correct and timely completion of the Open Day form rests with the student.

Transport arrangements

Responsibility for organising, booking and paying for public transportation rests with the student. The College travel service may be able to assist with this providing sufficient notice is given including the relevant permissions obtained.

Overnight stays

As outlined above, the vast majority of Open Day visits are to be concluded within a single day. A Friday night overnight stay may be granted at the discretion of the Head of Sixth Form; a Saturday night overnight stay will only be granted in exceptional circumstances, in accordance with the criteria pertaining to 'Reasonable Travel Time' and 'Distant Institutions' above.

All boarders are expected to be registered on Sunday morning, prior to attending Mass in the Abbey. Except in exceptional circumstances, attendance at an Open Day event is not incompatible with a boarder's Sunday morning commitments.

Expectations of students during leave period

Students are expected to maintain a high standard of conduct at all times while representing the College off-site, as outlined in the College Code of Conduct and detailed on the Open Day permission form.

Circumstances in which leave requests will not be granted

As a general principle, the Head of Sixth Form will not withhold leave permission for any reasonable student request, unless:

1. The required minimum notice period of seven days or some other aspect of administration has not been observed.
2. A request has been made that is incompatible with the terms above.
3. The requested leave date coincides with a major College event that requires the student's attendance (e.g: a Sixth Form Parents' Day, a mock exam date, a public examination date, or similar).

4. The Head of Sixth Form believes that a student's disciplinary record would render their absence from College incompatible with the College's safeguarding or disciplinary obligations.

Other transition-related events that are not Open Days
All events that are not Open Days but might reasonably be regarded as transition-related events of a similar character are also covered by these provisions.