

Attendance and Supervision Policy

Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock

1 Peter 5: 2-3

Ampleforth College

Person responsible for Policy	Deputy Head Ampleforth College
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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.

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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 2024](#), 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.

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 2024);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).

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 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;
- 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 non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

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 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. 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:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with parents;
 - reporting to other agencies such as children's social care; and
 - 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.

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

If a student is unfit for school, the parent/guardian must contact the College on the morning of the student's first day of absence which has not previously been agreed with the College. The

College will contact parents/guardians if there has been no communication from the parents/guardians explaining reasons for absence.

The Head has a duty to ensure that term dates are protected and leave of absence will not normally be approved for family holidays in term time. In exceptional circumstances, 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.

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 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 can be done via direct communication with the Housemistress/Housemaster or by booking travel through the College Travel Department, who then co-ordinate travel arrangements back to Houses.

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 Housemistresses/Housemasters by parents 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. 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 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'.

Tracking student attendance

Students are registered in their boarding house before first period (by 8.20am) in the morning and at lunch time (12.40-1.50pm). The Housemistress/Housemaster or Assistant taking this register is then 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 (reason for absence not yet provided). 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), 6.30pm (Years 9 and 10), 7pm (Years 11-13) 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 into iSAMs. 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

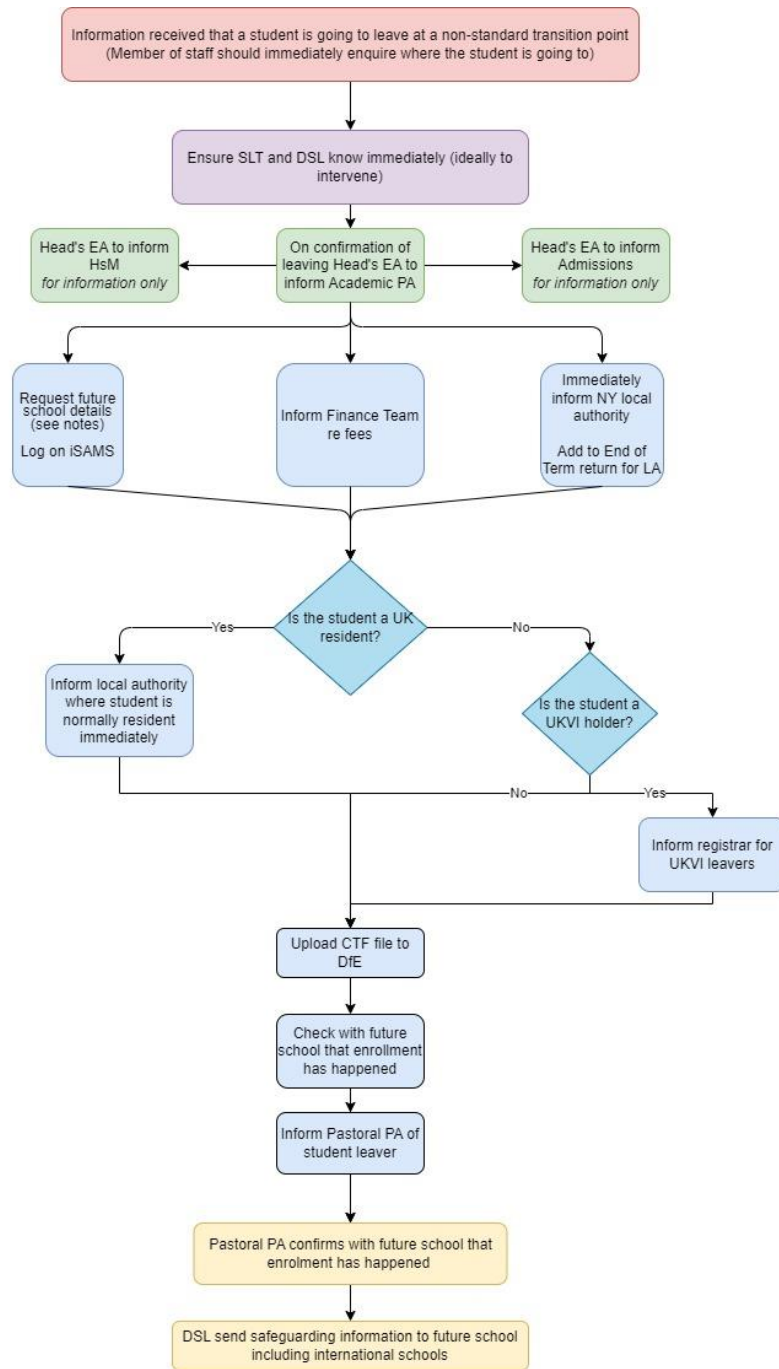
Child arriving or leaving at a non-standard transition.

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 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 accesses the iSAMs Registration system 10 minutes after each scheduled registration and highlights all students marked as N - absent without being marked Out of School (OOS). Click on the relevant registration period, click All from the dropdown box (top right), then expand the Absent list. Click Print List (top right), select the correct registration period and click Print List again (top left). Add to the front of the Registration folder.

or

Student misses a House Check in

2. Email sent to Unexplained Absence distribution list/All Houses/Academic Staff as appropriate. Attempt to contact the student by phone and ask other students for any information that could be used to learn the whereabouts of the student (see checklist below).
3. If after 20 minutes the student is still unaccounted for, inform the Deputy Head, DSL and Security and a sweep of relevant locations will be made.
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 Deputy Head or Housemistress/Housemaster (as appropriate) will attempt to contact parents / guardians (depending on circumstances) and 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 Head should also be informed.
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 Head and the Designated Safeguarding Lead.

A full review of the incident will be carried out under the direction of the Head 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.

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

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 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.

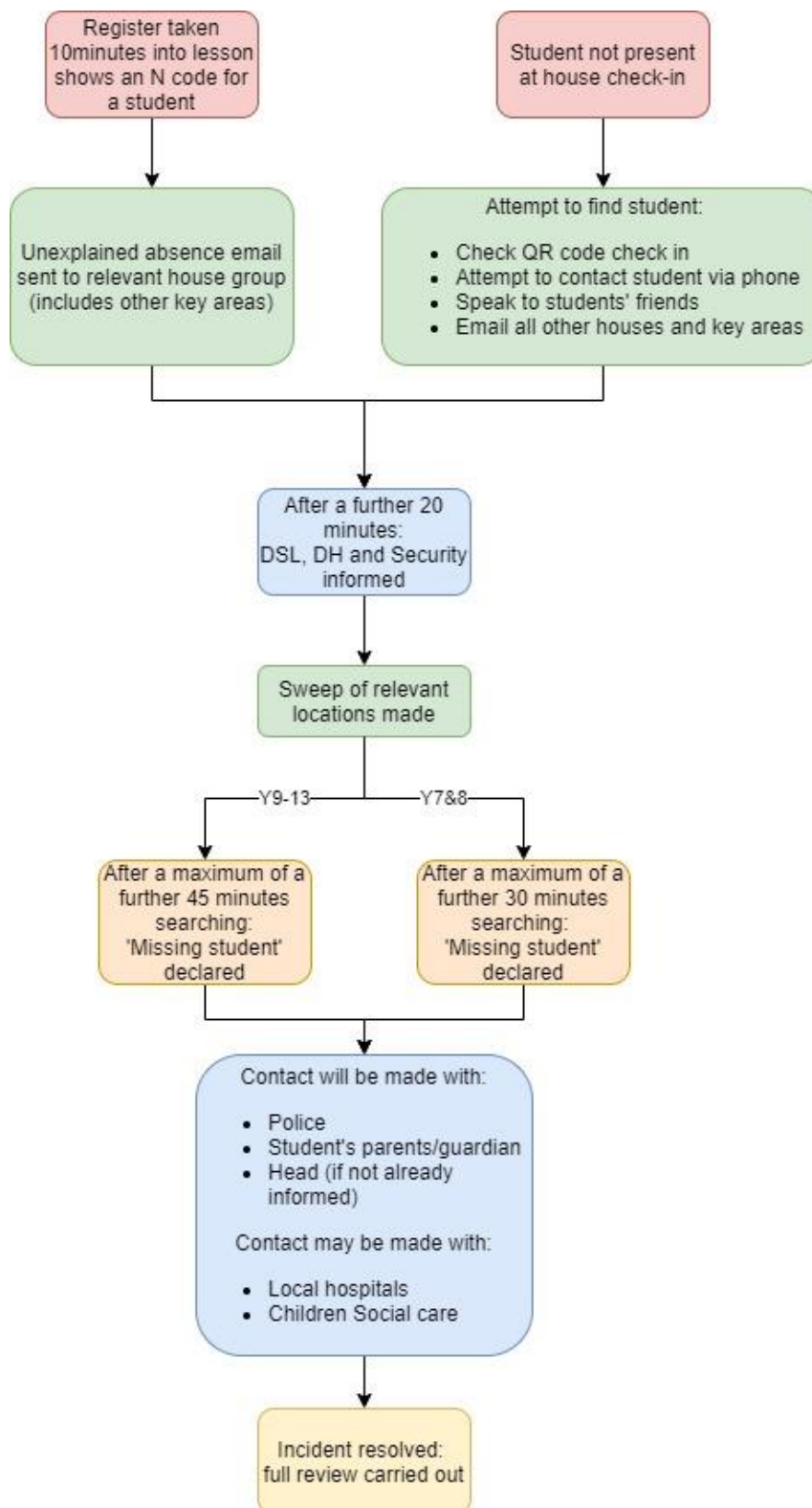
A full written record of the incident will be kept on the student's file.

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 Head 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



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.

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 or Dance must submit their timetables for the week to the Music Administrator on the Friday prior to that week. The Music Administrator will then enter these students as Out of School/Lessons for the given time period of the lesson. This Out of School list will help the HM Department co-ordinate absences from lessons to ensure they are for genuine reasons.

Any other staff conducting paid for lessons during academic time should complete their own Out of School entries at the end of preceding week as in the paragraph above.

It is also imperative that any later changes to these timetables are reflected in an update to the Out of School/Lessons list.

In the event of a student not turning up for a peripatetic/paid for lesson 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.

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 Assistant Head: Support for Learning 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.