

Bedales Attendance, Student Supervision and Missing Child Policy

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Bedales Attendance, Student Supervision and Missing Child Policy

This policy sets out the School's arrangements for attendance, the supervision of students and our response in the event of a missing student.

The Governing Body seeks to ensure that the needs of students are prioritised and that they are properly supervised through appropriate deployment of School staff for their health, safety and welfare.

All staff have a duty of care to all students at Bedales. It is their responsibility to ensure that students are safe and to take action if they are absent. Staff are also required to ensure high standards of behaviour are maintained throughout the day in School and on trips beyond School.

REGISTRATION AND ATTENDANCE

Any pattern of non-attendance, or frequent, regular or prolonged absence from School is viewed as a safeguarding concern by the School and local authorities. Therefore, staff work with parents and students to ensure that attendance is good or, where it is not, we do what we can to improve it or support a student who is unable to come in to School. This may include sharing information with other agencies, including social care and GPs.

The School adheres to local safeguarding guidance regarding absence. There are further details in the Bedales Schools' Safeguarding and Child Protection Policy' (on our website [here](#)).

Absence is always followed up and the Missing Child Policy is set out at the end of this document.

Attendance at school is directly related to academic achievement. At Bedales, we see education as a partnership between the family and the School. We are committed to providing the highest quality of education for our students and look to parents to support this objective. Given these factors, this policy aims to promote students' welfare.

All supervised off-site activities require a risk assessment and students' unsupervised absence from School is only permitted at particular times and with students in groups of at least three.

Registration

Students are registered for lessons and Tutor Time by the class teacher or Tutor on iSAMS.

The 'AM' log is taken at Tutor Time Monday to Friday. On Saturdays, students are registered by House. The 'PM' log is taken by Houseparent's during lunch and before Badley Time. There is no 'PM' registration on Saturdays as School finishes at 1.00pm.

Registers are taken in every lesson and at timetabled Activities, which take place during Garrett Time (8.25am-9.25am), Badley Time (1.10pm-2.10pm) and Powell Time (7.15pm-8.15pm). The Duty Staff follow up on any reported absence.

Attendance data is stored in our electronic database. The attendance register on iSAMS records whether students are present or absent, including the reason for absence and whether it is unauthorised or not. Where a reason is not known, an N code is recorded and the reason is sought and then the code is amended, usually during the same AM/PM session. If a reason cannot be established within two weeks, the absence will be recorded as unauthorised. The iSAMS record is backed up.

At Risk Students

The pastoral team compile a list of any students considered to be At Risk. This list is logged on iSAMS so that the Senior On Call and Houseparent Team can be particularly vigilant should any students on the At Risk list not be registered. Reception are also made aware of names, for Registration purposes.

Arrangements for Absence from School

Requests for absence must be made in writing to the Houseparent at least three days in advance (except in an emergency, when parents are asked to telephone Reception, or email BedalesAbsence@bedales.org.uk). Requests for exceptional absence (i.e. beyond Religious Festivals, medical or dental appointments or for illness) should be sent to the Deputy Head (Pastoral) at least two weeks in advance.

With the exception of students in Years 12 and 13, students are not allowed to leave the site during the school day, except Wednesday afternoons, unless for a trip or sporting fixture, as detailed on the School calendar.

Sixth formers can visit Petersfield during any afternoons when they are free from school commitments between 1.00pm and 4.00pm. They are also allowed supper leave – see Behaviour of Students Policy or House and Staff Handbooks for details.

We send parents the term dates over a year in advance in order that holidays and special occasions can be arranged without disrupting your child's education. Dates are on the School website. Please note that it is the School policy usually not to allow holiday to be taken during term.

Day Students

All Day students are required to be in School by 9.20am every day, ready for Tutor Time. The School is responsible for Day students from these times and follows up on any unreported absence. If a Day student arrives before 9.20am, they must sign in with the Houseparent or in their Garrett Activity.

The end of the School day depends on the day of the week and the student's programme; the student must leave after their last timetabled activity (whether that is a lesson, assembly, Jaw or an activity on the Activities programme) and parents are responsible for them after that time. Day students remaining in School should sign in on the Day House at 7.00pm before going to a School Activity. Parents should seek permission from Houseparents if they wish for their child to stay after 7.00pm and they have no organised Activity. Day students are normally expected to leave by 9.00pm (10.00pm for 6.2s, and 6.1s by prior arrangement).

If your child is ill, please e-mail or telephone the School before 8.30am on the first day of absence to BedalesAbsence@bedales.org.uk. Parents should give a reason for absence. We will always telephone

the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

If a student becomes ill at School, you will be contacted by the Health Centre or Houseparents to make appropriate arrangements, including going home.

Houseparents and the administration team are responsible for following up on absence and have the mobile numbers of students so that they can be contacted in an emergency or to help find them if they are missing.

Boarding Students

Attendance of boarding students is covered by National Minimum Boarding standards. There is a legal requirement upon staff who have Boarders in their charge to know their whereabouts at all times (or to know where to find them). A sign-in system operates with set times throughout the day and Boarders sign out when they leave School premises. This is to ensure that we know always where they are during term-time when they are under our care. All Boarders are registered in the morning on Flat, at lunchtime for the PM sign in and at 7.00pm, 9.00pm and 10.00pm.

Boarders give their mobile phone number to the House team (Houseparents, Deputy Houseparents and Matrons) for ease of communication. This number is also used by administrative staff who are responsible for following up on absence.

Boarding houses (or 'Flat' as they are called at Bedales) are central to Boarders' life at Bedales. All students are cared for by Houseparents and a team consisting of Deputies, Matrons and Tutors. Together, they are responsible for students during term, including ensuring that they are safely occupied outside normal School hours.

Students should live with and be supervised by parents or a guardian (as per our 'Three Schools' Educational and Legal Guardianship Policy' which is provided to all boarding parents and available on request) when they are away from School and outside the normal School hours. This means that they are not in the care of the School from 1.00pm on a Saturday until 9.00pm on a Sunday during term-time, unless a parent indicates otherwise in writing to the School. Parents are also responsible for their children in all non-School times, as indicated on the School's term dates on our website [here](#).

Houseparents should be contacted if a student is taken ill during a weekend, giving a reason for the absence. The School follows the Missing Child procedure below if students are late in returning from an exeat.

All students are expected to return to their boarding houses by 9.00pm apart from students in Years 12 and 13 who may be in a place of work up until 10.00pm with prior permission.

Registration on Lesson Swap Days

For registration on lesson swap days students are registered in Tutor Time as normal. As an additional layer teachers collect a paper register for Period 1 and Period 5 from Reception. These registers are then returned to Reception and the Reception team use this information to follow-up on any absences, before then triaging any unregistered students to the Senior On Call and Houseparent team.

Annual Census

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

Contact with Local Authorities

The School complies with local authority procedures¹ and its statutory duties in relation to students' arrival, attendance and departure from school. Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child. Before deleting a student's name from the register, the School is required to alert the student's Local Authority as soon as possible after a student of compulsory school age is taken out of School for any of the following reasons:

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

In addition, the School notifies the local authority if it cannot establish a reason for a student's absence or has concerns about the reason.

Further details about the way in which the School complies with statutory requirements can be found in the 'Bedales Schools' Admissions Policy' (on our website [here](#)).

SUPERVISION OF STUDENTS AT SCHOOL

Activities

Activities take place during Garrett Time (8.25am-9.25am), Badley Time (1.10pm-2.10pm) and Powell Time (7.15pm-8.15pm).

Activity registers must be completed at each Activity. Absences are reported via SOCS. If you are concerned about a student's welfare call Houseparents or Duty Senior Team member who will instigate the Missing Child procedure as appropriate. Activity leaders are responsible for establishing the reason for the absence and updating SOCS accordingly. Activities led by Sixth Formers must always have staff supervision.

Boarding

All staff working on boarding houses have a job description which sets out their duties, have induction and their work is reviewed as part of the appraisal process, as well as informally on an ongoing basis.

¹ http://www.proceduresonline.com/4iscb/hampshire/p_ch_missing_educ.html?zoom_highlight=attendance

The role of adults who are resident in accommodation attached to boarding houses but not staff, is set out in the 'Bedales Schools' Adults Staying in Accommodation Linked to Boarding Houses Policy'.

At least one member of the House team is on Duty at all times. Duty staff photographs are displayed on Houses and students have the mobile numbers of Matrons and Houseparents, as well as access to their accommodation, which they can access day or night. When the boarding houses are open for students, staff are also on Duty until bed-time. There are two or more adult members of staff sleeping in each boarding house at night who are responsible for the Boarders in the House. A Senior Staff On Call system operates at all times that the School is open.

Staff have private living accommodation and do not share any facilities with Boarders. Groups of Boarders visit Houseparents accommodation for organised 'at homes'. One-to-one pastoral conversations take place as appropriate. These may be in the communal areas of staff accommodation. Students are treated equally, with no favouritism.

Bounds

Most of the site is open to students at all times during the day. There are certain areas that are always Out of Bounds as they are considered risky. Such areas are set out in the 'Bedales Schools' Security, Access Control and Workplace Safety Policy', and in the 'Bedales Behaviour of Students Policy' (on our website [here](#)). Bounds are changed in winter so that students can be safely supervised in lit areas at the centre of the School.

Duty Staff

Staff are expected to be proactive in supervising students whether they are responsible for a School Activity or simply on site. In addition, there are specific duties. Duty rotas can be found on the staff intranet: <https://intranet.bedales.org.uk/duties> .

Lessons and Tutor Time

Absence and late arrival must be recorded on iSAMS, as must attendance in all lessons and Tutor Time. If you are concerned about a student's welfare call Houseparents or the Duty Senior Team member who will instigate the Missing Child procedure as appropriate.

Medical supervision

A qualified nurse is contactable through the Health Centre and an On Call system outside opening hours. Matrons are available on Steephurst and Boys' Flat boarding houses at all times. On 6.2 Flat, a Matron or House assistant is available until 11.00pm. Houseparents are available at all times. A number of staff are trained 'first aiders' and first aid bags are available at a number of locations throughout the School.

Senior Staff On Duty

A member of the Senior Team is always On Duty and within 20 minutes of the School. The On Call runs from 8.00am until 8.00am and any member of staff can call for assistance. The iSAMS Daily Bulletin sets out who is On Duty and gives their mobile number.

Supervision on Educational Visits and School Trips

This is dealt with in the 'Bedales Educational Visits Policy' (on our website).

Supervision on School buses

On the School minibus morning run, students are supervised by a Driver from the Facilities Department or a private company who carry out their own safeguarding checks. On the School bus to and from Petersfield Station, a member of the Houseparent team is on the bus.

Cover for Absent Colleagues

The Deputy Head (Operational & Co-Curricular) is responsible for allocating staff to cover lessons, Activities and Duties for absent colleagues.

Sponsored Students (ie those who are not UK citizens)

All overnight absences of sponsored students must be reported in advance to the Exams and Admin Manager.

Visitors to the School

This is dealt with in the 'Bedales Schools' School Visitor Policy' (on our website here: [here](#)).

MISSING CHILD PROCEDURES

A student who is not present for a scheduled on site School Activity or lesson, is recorded as absent. The staff responsible records the absence in iSAMS. The 'Bedales Educational Visits Policy' (on our website) sets out arrangements for students missing on trips. If there is reason to be concerned about the welfare of a student at these times, staff should **speak directly and immediately** to Houseparents or a member of the Senior Team.

If a student does not sign in on Flat, Houseparents contact them via mobile phone and ensure their whereabouts.

If a student is deemed to be missing, Houseparents (or Senior Team in their absence) take the following action:

- House and Reception sign-out sheets are checked and Health Centre is called to check whether the student has an appointment
- Repeated attempts are made to contact the student including going to their last known location (if local and is when they are in the care of the School), contacting them via their peers, including phone and social media
- A thorough search of the School is made, involving any other staff needed

- If the student isn't found within one hour, the parents and the Designated Safeguarding Lead are informed and then a Whole School Evacuation takes place.
- A Whole School Evacuation may be initiated by sounding the fire alarm, thus enabling registers to be taken
- Local police have advised the School that they would not normally look for a missing student until after two hours but the School will contact them before that if that is felt to be necessary
- Once a student has been located, they will be given an appropriate level of comfort and care
- An investigation into the circumstances will be carried out, with any witnesses asked to provide a written statement
- A report should be made under RIDDOR to the Health and Safety Executive as necessary
- Children's Services, Ofsted, Charity Commission and School insurers are informed as necessary

NB: All School Policies are available to staff and can be found here:

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