

# NP1.2 Children Missing Education (including supervision and lost children procedures)

This policy applies to the whole school including EYFS at Newton Prep

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## Executive Summary

At Newton Prep the safety and wellbeing of our pupils is our highest priority. This policy describes how staff are deployed to ensure the proper supervision of pupils both on and off site. It includes details of procedures for lost (missing) and uncollected children and our responsibilities in relation to registration of pupils and reporting children missing education.

This policy is written with reference to the following guidance:

- Keeping Children Safe in Education (2025)
- Working together to safeguard children (2023)
- Working Together to Improve School Attendance (statutory guidance) August 2024
- Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised' (DfE 2013)
- Statutory guidance: Children missing education (August 2024)
- Statutory framework for the early years foundation stage for group and school providers (2025)

This policy should also be read in conjunction with the following policies:

Attendance Policy  
Safeguarding and Child Protection Policy  
Educational Trips and Visits Policy  
Health and Safety Policy  
Security, Access, Control, Workplace Safety and Lone Working Policy  
Academic Staff Handbook  
Employment Manual (including Staff Code of Conduct)

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# General Supervision

Safety is always the first priority.

All staff have a duty of care towards pupils at all times, even when not in an official supervisory position, e.g. on playground duty, on gate duty or when teaching. This means that all staff must ensure that pupils are being cared for and supervised to keep them safe.

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Academic Staff Handbook.

Pupils are not given supervisory responsibility for other pupils without adult supervision. Where senior pupils (usually Year 8 Captains) have supervisory responsibilities for younger pupils, there will always be a member of staff readily available and in overall charge.

Neither regular nor occasional volunteers are given unsupervised responsibility for pupils. Volunteers must always work within sight and hearing of a member of Newton Prep teaching staff.

Contractors and visitors are not allowed unsupervised access around the school.

## Pupils' Arrival and Dismissal

### Lower School

Pupils in Lower School may arrive at school from 8.00am. When arriving before 8.30am pupils are taken to the following locations where the duty of care is handed over to the teacher or teaching assistant. Nursery children - Apple Courtyard; Reception children - Front playground; and Year 1 & 2 children - All Weather Pitch (AWP).

Pupils in EYFS are never unsupervised during the school day. At the end of each day the Lower School children are dismissed by a member of staff (usually their teacher or teaching assistant) back to the care of an adult from the classroom for children in EYFS (Nursery and Reception), from the Lower School Hall for Year 1, and from the Upper School Courtyard for Year 2. Any adult collecting a child from an after-school activity, or from the Late Room, is expected to sign the child out under the supervision of a member of staff.

Children in Nursery should be collected by 4.00pm (the school day ends at 3.30pm). We do not offer after school activities for Nursery pupils. We offer a limited number of activities beyond these times including Late Room for Reception to Year 2 pupils, which is staffed by two members of staff until 4.30pm and by usually one adult from 4.30pm to 5.15pm (when appropriate ratios for EYFS are maintained).

Children are only released to the adult expected and known to the School. The School will never release a child to an unexpected adult (even if it is someone known to the School such as another parent). The School ensures that EYFS children do not leave the premises unsupervised. The School takes all reasonable steps to prevent unauthorised persons entering the premises, and has an agreed

procedure for checking the identity of visitors. The Bursar is responsible for the security of the School site.

Parents are informed of staff deployment at our Welcome Evening and Curriculum Meeting at the start of the academic year. When relevant and practical, parents and/or carers can be involved in these decisions.

## Upper School

Pupils in Upper School may arrive at school from 8.00am, and wait independently on the AWP under the supervision of staff members.

Upper School pupils are dismissed at 4:00pm by their form teachers. Pupils in Years 3, 4 & 5 are required to sign out in person when their designated adult arrives. These pupils are only released to the adult expected and known to the School. Pupils in Years 6, 7 & 8 should also sign out in person to a known adult unless they are on the 'Home Alone' register. Adults with parental responsibility can authorise for their child to be released to another nominated adult.

Upper School Pupils are dismissed by relevant year group teaching staff from the following locations:

Year 3 - AWP

Year 4 - Upper School Courtyard

Years 5 & 6 - Apple Courtyard

Years 7 & 8 - Havelock Terrace gate

Those staying for an after school club are dismissed from the Apple Courtyard, at 5.15pm unless otherwise stated. Parents are expected to wait outside the building for pick-up. Details of all collection points for clubs are shared with parents at the start of each term and are displayed on posters in the main reception.

If pupils, who are expecting to go home at 4.45pm at the end of Half Prep, are not collected, they wait in reception and are supervised by a member of staff. This member of staff will contact parents.

Late Room, staff-run clubs and Prep end at 5.15pm. Pupils are expected to go home by this time unless they are staying late for a school function or are attending a paid activity with a specified later finishing time. Pupils not collected within 10 minutes after the end of their club or activity are escorted to the main reception and the nominated member of SLT is notified.

Pupils are not allowed on site without supervision. At least two members of staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. If the pupils are remaining in school for an after-school event or arrive before the official opening time for a sporting activity, it is the duty of the member of staff responsible for them to supervise them and register them. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as early supervision duties.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils at both home and away matches. If there is a late return from a match after school has closed, it is the responsibility of the members of staff taking them to remain with the pupils until they are all picked up. It is also the member of staff's responsibility to alert a member of SLT of any delay, to allow parents to be contacted and an ETA advised.

## Home Alone

Only pupils who have received permission may travel to and from school 'Home Alone'. This only applies to pupils in Years 6-8 (and in certain circumstances Year 5). Parents wishing for their child to be added to the Home Alone register must fill in a Home Alone request [form](#). Those children added to the Home Alone register will then receive a safety briefing from their Head of Year or the DH6-8 before being allowed to travel to and/or from school alone.

Home Alone children must sign out using one of the designated school iPads and must use an agreed method and route of transport. They are advised to have a mobile phone which must be turned on whilst they are travelling so that they can be contacted by parents or by the school if they are delayed or in case of any incident. Their number is shared by parents with the school as part of the signing up process. Parents are responsible for ensuring that their children travel safely to and from school. We always investigate complaints about poor behaviour.

## Uncollected Children

**The School has an obligation to stay with any uncollected child at the end of the day, until that child is collected.**

The School must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that a different person will be collecting the child. The authorised person should give the name and address and a physical description of the different person and the teacher in charge should check this description (and ID) before permitting the child to leave.

If a child is not collected by 4.00pm in Nursery or by 5.15pm in Reception to Year 8, the child's parents will be contacted. If there is no answer, they will contact all other adults named on the emergency contact list. At Newton Prep we ask parents for the details of a minimum of two emergency contacts for each pupil. After 5.45pm, the member of SLT on duty is alerted and remains with the pupil until collected. If the school is unable to contact an authorised adult to collect the child by 7.00pm Social Services **may** be contacted and they may have to accommodate the child for the night.

## Registration

The School's admission and attendance register is maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. The systems in place support staff in fulfilling their obligations and the Senior Leadership monitor attendance.

We take an electronic register of all pupils at the start of the morning and afternoon sessions on 3sys. Those attending choirs or ensembles before school are registered on 3sys by the lead staff member. From 8.30am, pupils late to school enter through the main reception where they are signed in by a member of the School Office team. By 9.00am the School Office staff will have checked the Late List and messages left on the Absence Line and amended class registers on 3Sys as necessary. School Office staff make checks with teachers to establish the whereabouts of any pupils who are not registered. Parents are responsible for notifying the school if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at school without explanation.

The register indicates presence, absence, approved educational activity, exceptional circumstances, authorised absences and unauthorised absences.

Records of admission and attendance are kept for at least six years. The Data Manager produces monthly attendance reports and sends these to the Designated Safeguarding Leads (DSLs), Belinda Clothier and Peter Archdale, and the Deputy Head (Years 6-8) to help monitor absence and support pupils.

Parents are regularly encouraged to inform us of any changes of address and contact details whenever they occur. When a parent notifies us that a pupil will live at another address, we are required to record in the Admission Register: the full name of the parent with whom the pupil will live, the new address and the date from when it is expected the pupil will live at this address.

When the School is notified that a pupil is to be registered at another school in future, this will be recorded in the Admission Register with the name of the new school and the date from when the pupil first attended or is due to start attending that school.

When a child goes missing from education on repeat occasions, the Local Education Authority will be informed and it will also be treated as a Safeguarding referral to the relevant child's borough Multi-Agency Safeguarding Hub. This referral will be made by the Head or a DSL. The School monitors attendance closely and addresses poor or irregular attendance. Poor attendance will be referred to the local authority.

## Supervision During the School Day

During the school day, pupils are supervised by teachers and assistants. Most lessons are taught by qualified teachers and in the EYFS, Year 1 and Year 2 each class is supported by a teaching assistant. In Years 3 and 4, there are two teaching assistants between the four classes.

Teaching assistants support children with their learning. In the Lower School (Nursery to Year 2) the assistants take children to specialist lessons, and stay with them during these lessons (e.g. PE, Music, Ballet, French). No EYFS pupil is allowed to walk around the school unsupervised/unaccompanied, except when using the bathroom. All Year 1 and most Year 2 pupils must travel in pairs or be supervised by an adult, depending on the age and stage of the child.

Pupils in Years 3 and 4 are supervised walking to their next lesson by the teacher who has just taught them or a teaching assistant. Year 5-8 pupils can be given the freedom to walk to specialist classrooms between lessons independently. All children are supervised by staff (on a rota) for all breaks and lunchtimes.

## Lost (Missing) Child

In the event of a child being lost in the school grounds, the following action should be taken:

Alert the relevant Deputy Head or, in their absence, another member of the SLT who will make enquiries of relevant members of staff as to when the child was last seen and where. The Head must be informed as soon as possible.

After ensuring that the remaining children are sufficiently supervised and secure, one or preferably more members of staff should search the building and immediate vicinity - reporting back to the relevant Deputy Head or member of SLT.

If the child cannot be found within fifteen minutes the Head (or one of the deputies if necessary) will telephone the child's parent(s) and the police.

Staff will continue to search for the child, widening the area, and keeping in touch using mobile phones or walkie talkies.

When the child has been found and the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to minimise the risk of a repeat of the circumstances that contributed to the child going missing

## Supervision During Educational Trips and Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy. Necessary considerations are made for safety, for example, arrangements for crossing roads, or for increased supervision in areas accessible to the public. Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers.

Lower School pupils (including EYFS pupils) only travel on school outings by private coach with school teachers and teaching assistants or they walk if the trip is local to the School. The School uses regular coach companies and maintains the relevant documentation (such as insurance, driver and coach details) relevant to the companies used. For school trips, Upper School pupils will travel by private coach, by walking or by public transport, depending on the age of the pupil and the location of the trip. Staff ratios always reflect the nature and length of the trip. All trips are risk assessed.

Legal ratios are always maintained on school trips (see Educational Trips and Visits policy). For our EYFS pupils, a Paediatric First Aider always accompanies school trips, and is present on the coach.

## Unsupervised Access by Pupils

Pupils are not allowed to use scientific, gymnastic, athletic, climbing or IT equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified instructors.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked at all times when not in use. All chemicals and flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## EYFS Supervision

Risk assessment is integral to our supervision and takes account of the particular needs and vulnerabilities of children in the EYFS. Safety is the first priority.

We have a number of risk assessments which are regularly updated (at least annually), to reflect the care that we have taken regarding the supervision of pupils in our care. We have a range of risk assessments that include those for children moving around the school, using the garden and playgrounds and the classrooms. In addition to this, staff assess risk every time they undertake an activity. When staff take children out to play, they assess the condition of the equipment, the weather and the learning environment. Classroom activities are also subject to a risk assessment in order to minimise risk to the children and include assessment of activities such as cutting or playing with sand.

We always maintain at least the minimum legal adult:child ratios in our Nursery and Reception classes. The DHLS, the Head of Nursery, the Head of Reception and all Nursery and Reception class teachers hold a level 6 qualification.

## Supervision Meetings for EYFS Staff

In addition to regular staff appraisals and other opportunities for staff training, supervision meetings are held to enable staff to discuss current issues and identify solutions as well as receive coaching to improve their personal effectiveness. Supervision meetings are held between the Deputy Head - Lower School (DHLS) or the Assistant Head - Lower School (AHLs) and each staff member, including teaching assistants, in order to support their roles. The frequency of meetings is sometimes determined by the needs of the families and the staff member supporting them. Supervision meetings happen at least annually.

## Break and Lunchtimes

At lunchtime children in Reception to Year 8 eat lunch in the dining room. Children from Reception to Year 4 eat with their teacher and/or their teaching assistants. Children in Nursery who stay for the whole day eat lunch with their teacher and/or their teaching assistants in the Lower School Hall. Whilst children are eating there is always a member of staff in the dining room or Lower School Hall with a valid paediatric first aid certificate.

Upper School staff supervise the children whilst they eat lunch in the Dining Room. Between 1:30pm and 2:05pm there is a designated member of duty staff in the Dining Room.

During playtimes one member of staff is always assigned to supervise the Lower School toilets so that pupils are always within sight or hearing of a member of staff. Lower School toilets are designed to offer pupils privacy but hand basins are visible from outside the door so that staff can support hand-washing. EYFS children are usually within sight **and** hearing, and are always within sight **or** hearing. At playtimes, one member of Lower School staff stands near the lavatories to be within hearing distance at all times.

## Supervision Ratios

Our staff:child ratios always meet the statutory requirements. Only those staff who are aged 17 or over are included in ratios.



**Lower School** - In Nursery, we maintain ratios of 1:13 where at least one member of staff holds a suitable level 6 qualification and at least one other member of staff holds a level 3 qualification. In Reception, we maintain a 1:30 ratio where at least one member of staff holds a level 6 qualification. At playtimes, when all EYFS pupils share the playground space, the staff:child ratio of 1:30 is maintained in line with statutory guidance for children aged three and over **where the majority of pupils are five or over** or will be within the school year. For children in Year 1 and Year 2, ratios are sufficient to provide adequate supervision.

**Upper School** - For pupils in Upper School, ratios are organised according to where the children are. At morning break, five members of staff patrol the All Weather Pitch and The Orchard. One member of staff supervises the Sports Hall. The librarian also supervises the pupils using the library at this time. At first lunch (Years 3 and 4) whilst pupils are having their lunch, three members of staff supervise the remaining pupils on the All Weather Pitch. At the second lunch, three different members of staff supervise those on the All Weather Pitch. The library is open and supervised at lunch break also. Rotas for the Lower and Upper School staff indicate duty times.

## After School Care/Clubs

We run a Late Room facility for children in Reception to Year 2. This is managed by the Assistant Head - Lower School who holds a Level 6 qualification. At our busiest time (3.45pm to 4.30pm), it is supervised by two adults. From 4.30pm to 5.15pm it is supervised by one adult, as long as ratios are appropriate. A member of SLT is available in School each evening to support or advise staff as needed.

If an Upper School child is not collected by 4.15, they wait in the Lower School Hall under the supervision of a member of staff. This is monitored by a duty member of SLT who will assist with supervision if required.

For After School Clubs, the ratios are set according to the activity and the age of the children. For those that involve pupils in EYFS they are always in line with statutory regulations.

We offer a range of paid activities for Reception pupils from the start of the Autumn Term. Each activity is run by a qualified and experienced professional, and each group is accompanied by a teaching assistant to maintain appropriate adult:child ratios.

There is a varied programme of Staff-Run Clubs for Reception to Year 8 pupils. Risks are always assessed for all clubs, whatever year group they are for, and the ratios are maintained that are safe and appropriate to the age of the child and the activity being undertaken.

## Children who go missing from education

Please refer to both the School's Safeguarding and Child Protection policy and the DfE statutory guidance Children Missing Education. This guidance describes the legal requirements in relation to registers and the relevant details are quoted below to provide an overview of the School's practices in respect of this important aspect of safeguarding children.

All children, regardless of their circumstances, are entitled to a full time education which is suitable for their age, ability, aptitude and any special educational needs they may have. Wandsworth Local Authority has a duty to establish, as far as it is possible to do so, the identity of children of

compulsory school age who are missing education in their are, or those 'unexplainable and/or persistent absences from education' and it is the School's responsibility to support Wandsworth with this.

To fulfil this responsibility we follow the local authority guidance in the following ways:

- enter pupils on the Admission Register at the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- monitor pupils' attendance through the daily register. Inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. We monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.
- our DSLs attend regular training with the Education Welfare Service and will seek advice on issues relating to attendance
- notify the local authority when a pupil's name is to be removed from the Admission Register at a non-standard transition point under any of the grounds contained in The Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the School's final year – unless the local authority requests for such information to be provided.
- notify the Education Welfare Service within five days of any child leaving or starting school (at a non-standard transition point, eg. in-year) Schools will need to provide the local authority with all the information held within the Admission Register about the pupil. This duty does not apply when a pupil's name is entered in the register at a standard transition point (at the start of the academic year).

The following is taken from the DfE statutory guidance Children Missing Education and is also in line with the local authority (Wandsworth) procedures:

When the whereabouts of a child is unclear or unknown, the School will work with the local authority and will complete and record one or more of the following actions:

- make contact with the parent, relatives and neighbours using known contact details;
- check local databases within the local authority;
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- check with UK Visas and Immigration (UKVI) and/or the Border Force;
- check with agencies known to be involved with the family;
- check with local authority and school from which child moved originally, if known;

- check with any local authority and school to which a child may have moved;
- check with the local authority where the child lives, if different from where the school is;
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS);

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary.

Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admission Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

## Safeguarding

In line with Keeping Children Safe in Education (KCSIE) 2025 the School has an appropriate Safeguarding Policy in place, and procedures and responses for children who go missing from education, particularly on repeat occasions.

A child going missing from education is a potential indicator of abuse or neglect. Staff follow the School's procedures for dealing with children that go missing from education, or those 'unexplainable and/or persistent absences from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of children going missing in future.

Local Authority guidance and procedures will be followed for dealing with a child who is missing from education, or unexplainable and or/persistent absences, particularly on repeated occasions or if a child suddenly stops attending. The school will adhere to the expectations outlined in the statutory guidance 'Working Together to improve School Attendance' (August 2024). For those children and families who have chronic poor attendance or persistent absenteeism, school will consider whether educational neglect is present and whether a referral to children's services is required, or whether the school should seek consent to begin an Early Help Assessment in order to coordinate a multi-agency plan of support for the child and family.

## Children at particular risk of missing education:

Staff understand that there are many circumstances where a child may become missing from education and know to share concerns with a DSL in order that appropriate action can be taken to safeguard and promote the wellbeing of all children in the School. Although not exhaustive, the list below presents some of the circumstances that increase a child's vulnerability to missing education:

- **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected we will follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care and the police if appropriate.
- **Children of Gypsy, Roma and Traveller (GRT) families**
- **Children of Service Personnel**
- **Missing children and runaways**
- **Children and young people supervised by the Youth Justice System**
- **Children who cease to attend a school** - there are many reasons why a child stops attending school. If the reason is not known, we will seek advice from the local authority who must satisfy themselves that the child is receiving suitable education
- **Children of new migrant families** - children of new migrant families may not have settled to a fixed address or the local authority may not be aware that they have moved into the area.

**Accessing the Policy:** This policy is also available in various formats to allow everyone to access it e.g. hard copy, enlarged print version, braille etc. Please contact the Bursar to request a copy of this policy in an alternative form.

## Review and Update Process

<b>Last update</b>	September 2025
<b>Next update</b>	September 2026