

LUXULYAN PRIMARY SCHOOL

MISSING STUDENTS POLICY AND PROCEDURE

Review Date: September 2022

RATIONALE

The welfare and security of pupils in our school is paramount and all possible and practical policy and procedures have been implemented to ensure this remains a priority.

SYSTEMS IN PLACE TO MINIMISE RISK

1. Parents are requested to contact the School if pupils are absent through ill health, medical appointments or if they will be late arriving
2. The attendance register is taken promptly at the beginning of morning and afternoon registration
3. The School office will contact home for pupils marked as "N" during morning registration.
4. Latecomers sign into school via the School Office and will then be entered onto the system.
5. The School Office will contact home if the parent hasn't called the office to report their child absent.
6. Where pupils will be absent from the School for visits, trips or other authorised activities lists of students involved are left with the School Office so that these absences can be recorded correctly.