



RADLEY

Pupil Missing from Education Policy

November 2025

Pupil Missing from Education

The college has a responsibility in accordance with [Children missing education - Statutory guidance for local authorities and schools](#) (Sept 2025)

In the event of a boy failing to return to school at the appointed time (for roll call); the Tutor will contact the parents – we are required to have **at least** two contact numbers for each boy's parents for this purpose. In the case of a boy who is missing from school, without an acceptable explanation, for a period greater than **10 days**, college will inform the local authority.

An absence due to illness, exceeding 1 week, will be followed up by the Health Centre with the boy's home GP.

Tutors will recognise that a pupil who fails to return to college at the appointed time, on repeated occasions, might be at risk. The DSL should be notified if there is a possible concern or a discernible pattern to a child missing school.

Pupils are entered on the admission register at the beginning of the first term or on the day of their entry to the college. If a pupil fails to attend on the agreed or notified date, the college will make efforts to establish the boy's whereabouts and, having done so, consider notifying the boy's local authority at the earliest opportunity.

If a pupil is removed from the admissions register, the local authority will be notified within five working days.

Additional reporting procedures will be followed with those pupils under UKVI jurisdiction. Changes in circumstances will be reported within ten working days.

Appropriate training is given to staff with responsibility for responding to and managing pupil absence. Reminders are given to the Common Room at the start of Michaelmas term about the need for accurate recording of any pupil absence on ISAMs.