



Pupil Attendance and Registration Policy

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Attendance and Registration Policy

Queen's Gate School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality. New statutory guidance from the Department of Education reminds us that:

'Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn' (Working together to improve school attendance, August 2024).

We encourage good attendance whilst at the same time investigating all unexplained and unauthorised absenteeism. We work closely with parents should attendance or punctuality give cause for concern.

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive full-time education by attendance at school or otherwise.

The purpose of this attendance policy is to ensure that the safety of all pupils is protected by close monitoring of attendance. We monitor attendance closely and address poor or irregular attendance.

This policy is based on the following statutory guidance:

- Working together to improve school attendance
- Children missing education
- Supporting pupils with medical conditions at school
- Education for children with health needs who cannot attend school
- Keeping children safe in education

Attendance Principles

Queen's Gate recognises that regular attendance is fundamental to pupils' educational achievement, wellbeing, safeguarding and future life chances. The School is committed to creating a calm, orderly, safe and supportive environment where pupils feel valued and want to attend. We recognise that barriers to attendance may arise from a range of factors, including physical health needs, mental health difficulties, special educational needs and disabilities, family circumstances, caring responsibilities and safeguarding concerns. Attendance is therefore regarded as everyone's responsibility and is promoted through a whole-school approach involving staff, pupils, parents and external agencies where appropriate

Supporting Good Attendance

Where attendance concerns emerge, Queen's Gate will seek to identify barriers at an early stage and work collaboratively with pupils and parents to understand and address those barriers. Support may include pastoral interventions, mentoring, reasonable adjustments, support plans, wellbeing support, safeguarding intervention, SEND support, phased reintegration arrangements, referrals to external agencies or involvement of local authority services. The School recognises that attendance difficulties are often a symptom of wider needs and will seek to provide support before other measures.

Persistent and Severe Absence

The School closely monitors pupils whose attendance falls below expected levels. Particular attention is given to:

- Pupils at risk of persistent absence (attendance below 90%).
- Pupils experiencing severe absence (attendance below 50%).
- Pupils with special educational needs and disabilities.
- Pupils with a social worker.
- Young carers.
- Pupils experiencing physical or mental health difficulties.

Where attendance becomes a concern, the School will work with pupils, parents, the local authority and other agencies as appropriate to identify barriers and agree a plan of support. The intensity of support will increase in line with the level of absence. Where attendance does not improve despite appropriate support, further formal intervention may be considered.

Attendance and Additional Needs

The School recognises that mental health difficulties, medical conditions and special educational needs or disabilities may affect attendance. The School will work in partnership with pupils, parents, the SENDCO and relevant professionals to identify barriers and implement appropriate support, reasonable adjustments and reintegration strategies where necessary. The School's expectation is that all pupils should access as much education as possible whilst ensuring that appropriate support is provided to enable them to attend safely and successfully. Medical evidence will be sought where it is considered necessary to understand or support a pupil's needs or to accurately record absence.

Young Carers

The School recognises that some pupils may have caring responsibilities at home that can affect their attendance, punctuality and wellbeing. Where a pupil is identified as a young carer, the School will work with the pupil and their family to understand any barriers to attendance and

provide appropriate support. Where additional needs are identified, the School may work with the local authority and relevant services to facilitate access to further support.

Pupils with a Social Worker

Where a pupil has a social worker or youth offending team worker, attendance will be closely monitored because regular attendance is an important protective factor. The School will share relevant attendance concerns and unexplained absences with appropriate professionals and will work collaboratively with social workers and other agencies to remove barriers to attendance and promote positive outcomes.

RIGHTS, RESPONSIBILITIES AND ROLES

The Principal will:

- determine (in collaboration with the Director of the Junior School or the Head of Year) whether to authorise any proposed absence that has been requested, or absences which have taken place for which no request was made;
- ensure that parents are advised of the consequences of poor attendance;
- initiate appropriate staff strategies to improve attendance.

The School Secretaries will:

- work with the Director of the Junior School, the Director of Pastoral Care, Form Tutors and Form Teachers to ensure the efficient running of the system;
- make regular checks on absence correspondence and the reasons for absence;
- ensure that unaccounted absences are followed up;
- deal with issues of inadequate registering initially;
- where reasonably practicable, hold two emergency contact numbers in connection with each child.

Form Tutors and Form Teachers will:

- ensure that pupils are registered accurately, entering 'Yes' or 'No';
- ensure that all pupil absences are noted and any absence correspondence received from parents is sent to the School Office;
- ensure that any suspected truancy is followed up and dealt with by the Director of Pastoral Care or Director of the Junior School or Head of Year;
- bring to the attention of the Head of Year pupil absences that are of concern.

Heads of Year (including Junior School Form Teachers) will:

- bring to the attention of the Director of Pastoral Care, the Director of the Junior School or the Principal pupil absences where appropriate;

- monitor the attendance of their Year group to notice patterns;
- follow up in meetings with parents if appropriate;

Subject Teachers will:

- check the attendance of pupils at the beginning of their lessons and maintain records of attendance;
- check with the School Secretaries immediately by telephone of the names of pupils who are absent from their lesson.

Pupils will:

- ensure that they attend school regularly and on time, signing in when they arrive;
- attend all lessons punctually;
- not leave the School without permission or without signing out.

Parents:

- are legally responsible for ensuring their child's regular and punctual attendance;
- are responsible for immediately informing school of the reason for any absence by telephone call or email on the first morning of any absence and subsequent days of absence;
- will try to avoid taking their children out of school during term time;
- can expect the school to keep them fully informed of their child's attendance/punctuality record.
- can monitor their child's attendance via the front-facing page of our learning platform, MyQG/QGBuzz.

REGISTRATION – GENERAL

The School registers pupils electronically on iSAMS.

The taking of a register is a legal requirement and it must be completed accurately and kept in a safe place in case of legal proceedings or an emergency. Daily 'back-ups' are taken and are available if required; there is also a Disaster Recovery (DR) solution for iSAMS which takes a data snapshot every three hours.

Registers will be taken punctually each day at 8.40am (Junior & Senior School) and at 1.05 (Junior School) and 2.05pm (Senior School). Each pupil should be called by name and respond formally. 'Yes' or 'No' must be selected in iSAMS. The register will be open from 8:40 until 9:05 and after this a pupil who is late without good reason will be marked with code U.

The register must record whether the pupil is present, absent, or attending an approved educational activity and these absences are recorded using a code specified in iSAMS as written below:

B: Attending any other approved educational activity

C: Other Authorised Circumstances

C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

C: Leave of absence for exceptional circumstance

C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

D: Dual Registration

E: Suspended or permanently excluded

G: Holiday not granted by the school

H: Family Holiday (Agreed)

I: Illness

J: Interview

J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

L: Late (Before Registers Closed)

M: Leave of absence for the purpose of attending a medical or dental appointment

N: No Reason Yet Provided For Absence

O: Absent in other or unknown circumstances

S: Leave of absence for the purpose of studying for a public examination

/: Present

P: Approved Sporting Activity

R: Religious Observance

T: Parent travelling for occupational purposes

U: Late (After Registers Closed)

V: Educational Visit or Trip

W: Work Experience

X: Non-compulsory school age pupil not required to attend school

Y: Enforced Closure, unable to attend due to exceptional circumstances

Y1: Unable to attend due to transport normally provided not being available

Y2: Unable to attend due to widespread disruption to travel

Y3: Unable to attend due to part of the school premises being closed

Y4: Unable to attend due to the whole school site being unexpectedly closed

Z: Prospective pupil not on admission register

1: Late without Reason

2: Late Signed in

3: Medical Lateness

#: Planned whole or partial school closure

An 'approved educational activity' is defined as:

- a) One taking place off the school premises
- b) Approved by a person authorised by the Governing Body or the Principal
- c) Supervised by a person approved by the Governing Body or Principal
- d) Of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education
- e) Link courses where pupils attend a tutorial college for part of their time

When a pupil of compulsory school age is absent she must be marked as an 'authorised' or 'unauthorised' absence. All pre-planned absences must be explained in writing by a parent. The school will then decide whether or not it will authorise the absence. The school may request evidence of the reason for the absence, for example travel tickets, whether the absence has been authorised or not.

The guidance does not consider the need for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance and therefore Queen's Gate is now required to record these as unauthorised absences.

For internal examinations, parents may request study leave for their daughter and this will be granted on a case-by-case basis, dependent on the School's judgement of the pupil's capacity to work effectively at home. Relevant factors will include the reliable, prompt submission of homework, positive behaviour during private study periods and consistent attendance. Pupils who have not yet demonstrated these learning characteristics may be required to work in school during internal exam periods, for which appropriate space will be provided.

In the Junior School, it is expected that pupils will leave the School site at the end of the school day (3.15pm for Preliminary and Transition; 3.30pm for IB; 3.45pm for other year groups) unless they are in a supervised activity. In the Senior School, it is expected that pupils will leave the School site when lessons end at 4:00pm. Pupils staying after 4:15pm must be in a supervised activity.

AUTHORISED ABSENCES

Leave of absence can only be granted only by the Principal and not the parent.

- **Religious Observance:** the Principal will review each application reasonably and in consultation with the parents. The school expects advance notice, since religious festivals are likely to be fixed well ahead.
- **Study leave:** as outlined above.
- **Holiday/Short Term Leave:** the statutory guidance does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance and is therefore for unauthorised absence.
- **Medical Appointments:** parents are advised to make all medical/dental appointments outside of school hours.

STRATEGIES FOR PROMOTING ATTENDANCE/PUNCTUALITY

Attendance Champions

The School's Attendance Champions , both also senior leaders, are responsible for leading and promoting attendance across the School. They provide strategic oversight of attendance procedures, monitor attendance data, identify emerging patterns and barriers, coordinate support for pupils experiencing attendance difficulties and work with parents, staff, the local authority and other agencies to improve attendance outcomes. Attendance Champions regularly evaluate attendance practices and ensure that attendance remains a key element of safeguarding and pastoral support

- Charlotte Makhoulf (Junior School)
- Charlotte de la Pena (Senior School)

Attendance statistics will be collected and used to inform pastoral and curriculum practices. All issues which may cause a pupil to experience attendance difficulties will be investigated by the Head of Year.

Parents are kept fully informed of all concerns regarding attendance and punctuality. Records of attendance and lateness will be entered on school reports.

PROCEDURES FOR FOLLOWING UP ABSENCE/LATENESS

Non-attendance is pursued by checking telephone messages and email. If pupils are not in school and no reason has been given, the School Secretary will contact the parents. An absentee list is made available to all staff via iSAMS each day. If necessary, the Pastoral and Safeguarding Teams will be alerted.

All correspondence from parents regarding a pupil's absence will be stored electronically by the School Office and archived at regular intervals.

Punctuality is dealt with via the Rewards and Sanctions system. Pupils in the Senior School who are late on more than 5 occasions will receive a sanction.

If a pupil is persistently late or absent, the Head of Year, Director of Pastoral Care or the Director of the Junior School will contact the parents and may invite them into school. The School will notify the Local Authority of extended and unexplained absence in accordance with regulations outlined in KCSIE.

MONITORING ATTENDANCE AND INFORMING THE LOCAL AUTHORITY

Schools must 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, the school should undertake enquiries to establish the child's whereabouts and follow statutory guidance about contacting the local authority.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly or have missed ten consecutive school days or more without permission. It is important that pupils' poor attendance is referred to the local authority.

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.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

A record is kept by the School of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation. The Local Authority will be informed of any pupil who is going to be deleted from the admission register for the following reasons:

- They are going to be home educated
- They no longer attend school and no longer live within reasonable distance of the school
- They are not in a fit state of health to attend school
- They are in custody for a period of more than four months and are unlikely to return to school
- They have been permanently excluded

The Local Authority will also be informed of any pupil who is absent for a continuous period of ten school days without adequate explanation. It is understood that a child going missing from school is a potential indicator of a safeguarding issue such as abuse, neglect, FGM, forced marriage, or radicalisation. The period after which a pupil's name may be deleted from the admission register, on the grounds that pupil has been continuously absent without explanation, is twenty days and, in this case, all reasonable efforts must have been made to ascertain where the pupil is.

The Local Authority is notified within five days when a pupil's name is added to the admission register and the local authority is provided with all the information held within the admission register about the pupil. We also notify the local authority when a pupil's name is to be deleted

from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.

If a child is removed from the admission register and their destination is not known, the Local Authority must be informed.

The School analyses attendance and punctuality data regularly to identify patterns, trends and emerging concerns at individual, year group and cohort level. Attendance data may be reviewed for groups including pupils with SEND, young carers, pupils with a social worker, pupils with medical conditions and other groups where attendance concerns may arise. Attendance information is reported to senior leaders and governors to support strategic oversight and improvement planning.

PUPILS WHO HAVE SPONSORED VISAS

The Director of Admissions, all School Secretaries and the Principal's PA, maintain a record of the names of pupils whose visas the School is sponsoring. If the secretarial team notice that a pupil on this list has been absent for four consecutive days, they notify the Director of Admissions. If the pupil is absent for ten consecutive days, the Director of Admissions consults with the School's Immigration Consultant (Level 1 User) who, having considered the reasons for absence, decides whether a report is to be submitted to the Home Office.

CHILDREN AT RISK OF MISSING EDUCATION AND CHILDREN ABSENT FROM EDUCATION

Queen's Gate has regard to the statutory guidance *Keeping Children Safe in Education* and will make the appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

HOME EDUCATION

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing that they are home educating, the School must delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the School should consider notifying the local authority at the earliest opportunity.

Missing Child Policy and Procedures when a child is not collected on time

INTRODUCTION

The welfare of all of our children at Queen's Gate School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep safe all of our children at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

JUNIOR SCHOOL ACCESS TO BUILDING

Access to the Junior School is controlled via a magnetic door lock. Children need to be buzzed out. Staff and only older Sixth Form pupils with lessons in the Junior School have key cards; the identity codes of these are carefully logged by IT Support. This means that Junior School children should not be able to exit the building unaccompanied; it also gives additional protection against unauthorised access to the building.

INFORMATION FOR PARENTS OF EYFS GIRLS

The following information is given to parents of EYFS girls:

- The arrangements for handing over children to the care of their parents at the end of the day.
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both morning and afternoon.
- The physical security measures which prevent unsupervised access to or exit from the building.

SUPERVISORY ARRANGEMENT – JUNIOR SCHOOL OUTINGS

All arrangements for Junior School outings are reflected in the Trips and Visits Policy.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE JUNIOR SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Director of the Junior School or The Principal
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child/pupil
- Occupy all of the other children in their classroom(s) by reading to them

- At the same time, arrange for one or more adults to search everywhere within the School Site, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and CCTV records for signs of entry/exit
- Use the Tannoy system to call the pupil to the office

If the child is still missing, the following steps would be taken:

- Ask the Director of Junior School or the Principal, or in their absence, another member of the SMT to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Director of the Junior School or the Principal would notify the Police
- The Director of the Junior School or the Principal would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot in case the child is attempting to walk home

Should the child not be found:

- The DSL would inform the Local Children Safeguarding Board
- The School would cooperate fully with any Police investigation and any safeguarding investigation by children's social care
- Inform the Chair of Governors
- The Insurers would be informed

When the child was found:

- A full record of all activities taken up to the stage at which the child was found would be made for the incident report.
- If the child is injured, a report would be made under RIDDOR to the HSE
- If appropriate, procedures would be adjusted

SENIOR SCHOOL ACCESS TO BUILDING

Access to the Senior School is via the front doors. These are manned by staff in the mornings until 8:35; following that girls sign in at the office on entering the building. Latecomers must go straight to the School Office to sign in. Any girl leaving school early, for example for an appointment, must sign out in the Office.

Visitors or contractors are greeted at the door by a member of staff, asked to sign in via the InVentry system, produce verification of identity, wear a visitor badge and are not left unaccompanied (See Visitor Policy).

Senior girls (those in UV and Sixth Form) are permitted, with parental consent, to leave the building at Break and lunchtime and Upper Sixth Formers are permitted to take study leave, i.e. leave school if they have no further lessons and would prefer to study at home, in a Library or visit an art gallery, for example. All of these Senior girls are expected to sign out using the InVentry system or to sign out in the office if they have mislaid their cards. This policy applies to Form V from the start of the Summer Term.

Senior School girls have some lessons in the Junior School. They meet their teacher in the 132 hallway who takes a register and accompanies them over to the Junior School and back again at the end of the lesson. Sixth Form pupils are permitted to make their own way to the Junior School.

Under no circumstances, is a girl permitted to leave the school building without informing a member of staff and signing out in the Office.

PROCEDURE TO BE FOLLOWED BY STAFF IF A CHILD IS ABSENT FROM THE SENIOR SCHOOL AND THERE HAS BEEN NO CONTACT FROM PARENTS OR GUARDIANS TO EXPLAIN OR SANCTION THIS ABSENCE.

- Check with Heads of Year/ Section and Director of Pastoral Care to see if anyone has been made aware of absence.
- Check with other pupils to see if any other girls are aware of a reason for absence.
- Call family home.
- If there is no reply from parents or guardians, the emergency contact should be used.
- Where parents are contacted and say that a pupil left the family home but did not arrive at school the police will be contacted.
- Where a child, their family and emergency contacts cannot be contacted the Principal and the Director of Pastoral Care will decide if and when it is appropriate to alert the police. In their absence, another member of the SMT or the DSL Team may make that decision.

PROCEDURES TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SENIOR SCHOOL

- Teaching staff contact the School Secretaries informing them that the child is missing/not in their lesson
- Check child has not signed out with the School Secretaries

- Check child is not with another member of staff (peripatetic music lesson), pupil or in the bathroom/sick room.
- Check if Tutor/Head of Year/ Director of Pastoral Care/ Principal are aware of any reason why the child may not be in school
- Calmly ask relevant adults and children when they last remember seeing the child. Ascertain the missing child's mobile phone details (if applicable) and try to make contact directly by phone
- If child was meant to be getting off the School bus, phone bus company to check they were on the bus
- Check outside areas including all school buildings.
- Principal uses the tannoy system to request that the girl goes immediately to the School Office

If the child is still missing, the following steps will be taken:

- The Director of Pastoral Care/ Head of Year will ring the child's parents to see if they have an explanation and then inform them of what steps have been taken. Ask one of the parents to come to the School if appropriate (where there are two parents one will be asked to remain at home in case child arrives).
- The DSL/DDSL and/or Principal will notify the Police
- The School will co-operate fully with any children's services and/or Police investigation and enquiries
- Inform the Chair of Governors
- Insurers to be informed

When the child is found:

- A full record of all activities taken up, to the stage at which the child is found, would be made for the incident report
- Should the child be injured a report would be made under RIDDOR to the HSE.
- If appropriate, procedures would be adjusted
- A referral would be made to children's services if appropriate.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Director of the Junior School/Director of Pastoral Care and/or the Principal will speak to the parents to discuss events and give an account of the incident
- The Director of the Junior School/Director of Pastoral Care and/or the Principal will promise a full investigation (if appropriate involving children's services).

- Media queries should be referred to the Principal
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing – if relevant, the length of time that the child was missing and how she appeared to have gone missing, and lessons learnt.

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Secretary or other appropriate staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a three-hour period, or when the premises are closing, the Director of the Junior School will contact the children's social care duty officer. If necessary, social care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and for checks to be made with the Police. We will make a full written report of the incident. We undertake to look after the child safely throughout the time that she remains under our care.

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD DOES NOT ATTEND AN AFTER SCHOOL ACTIVITY.

- Call parent/ guardian mobiles to ascertain that the parents are aware that the pupil is not attending their after school club.
- If a parents is unaware that a child has missed their after school club and cannot ascertain the whereabouts of the child, the person running the activity should inform the member of staff on SMT duty, who should liaise with the parent until the child is found. If the child cannot be found the police should be informed.

PROCEDURES TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school/coach
- The Principal and the DSL would be informed by mobile phone

- The child's parents would be telephoned with an explanation of what has happened and what steps have been taken. Parents would be asked to come to the venue/ the school at once
- The manager of the venue would be contacted and a search arranged

If the child was still not found the following escalation would take place:

- Contact the Police
- The school would cooperate fully with any Police investigation and any safeguarding arrangements or investigation by children's social care
- Inform the Chairman of Governors
- The insurers would be informed
- The DSL would inform children's services
- Should the child be injured, a report would be made under RIDDOR to the HSE
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report.
- If appropriate, procedures would be adjusted.