



## Missing Pupils Policy

The two Schools are committed to the well-being and safety of all our pupils and ensuring that their whereabouts are known at all times. For the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.

On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of missing pupils will be reported to the Head so that appropriate investigations may be made.

This policy applies to all members of our school community, including those in our EYFS setting.

We are fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

We seek to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents: Attendance; Child Protection (Safeguarding).

### Instructions for Registration

#### Teachers :

If a pupil is present in your form at registration, mark them present.

If a pupil is absent and you have not had confirmation from a parent or reception of the reason for this, they should be marked **absent**.

If you have had confirmation from a parent or reception that a pupil is off school, they should be marked as an **authorised absence** with a note to clarify what confirmation has been received.

Where a pupil is away for a specific reason – e.g. a school trip or medical appointment, you should use the relevant codes.

**AT THIS STAGE - NO PUPIL SHOULD BE MARKED AS UNAUTHORISED ABSENCE**

**PLEASE DO NOT ACCEPT OTHER PUPILS' EXPLANATIONS FOR A CLASSMATE'S ABSENCE**

**PLEASE ENSURE THAT YOU MARK EACH PUPIL AND DON'T LEAVE THE 'SELECT' BUTTON SHOWING**

## **Reception**

Any pupil who is late should register at reception – Attendance staff will then change the **absent** too **late**.

Attendance staff will investigate any pupils marked as **absent**. Where there is a satisfactory explanation, Staff will change the **absent** to **authorised absence** with a note to this effect on the register.

If unable to contact parents for a satisfactory explanation, this **absence** will be changed to **authorised absence** within 24 hours of the child's return to school once a tutor has been able to follow it up.

Where no explanation is forthcoming and it is clear that a pupil has tranted or has been allowed to miss school for holidays etc without the Headmaster's permission the register will be changed by staff to show **unauthorised absence**.

A weekly printout will be issued for the Head / Assistant Head to review attendance and absences and ensure that all absences are accounted for.

A printout of the amended register will be run off at the end of each calendar month and kept for three years.

## **Missing Pupils**

Where it has been established that a pupil is missing from school without explanation the following protocol must be followed:

- The Head or his Deputy must be informed
- Parents or an Emergency Contact (in the absence of parents) will be informed and asked to attempt to make contact with their child and inform the school if they are successful
- The Head / Deputy Head will arrange for a thorough search of the school premises
- Appropriate staff will be asked to speak to the missing pupils' peer group in order to establish knowledge of their whereabouts
- After discussion with the parents, the Head will contact the Police if no contact has been made with the missing pupil.

## **Educational Visits**

Risk Assessments for Educational Visits include protocol on missing pupils – Lead Staff will follow these in the event of a missing pupil.