



Farmhouse missing child policy (including the EYFS)

This policy applies to:

Farmhouse (Reception to Year 2) and Nursery Pupils

Person responsible for the Policy:

Assistant Head of Prep School (EYFS and KS1)

Last review Sept 2023

Next review Sept 2024

Procedure to be followed if a student is absent without leave or missing on a school trip

- 1 (a) If a student is absent from a lesson or booked Nursery session without explanation, the member of staff involved must check the reason **promptly**. Check the Absent List on iSAMS; check emails; check with Prep Admin. If there is no explanation then the school secretary should be requested to contact the parents or carers by telephone to establish a cause for the absence.
- (b) If the absence cannot be satisfactorily explained, the Head of the Prep should be informed.
- (c) In the case of children of non-statutory school age the absence should be noted and if repeated without reasonable explanation reported to the Designated Safeguarding Lead, who will monitor the situation and take further action if needed.
- (d) If the child is of statutory school age the absence must be noted on iSAMS with the appropriate code. An explanation must be sought from parents as soon as the child returns to school and recorded both on iSAMS and the child's personal record. If repeated without reasonable explanation the absences should be reported to the Designated Safeguarding Lead, who will monitor the situation and take further action if needed.
- (e) If a child of statutory school age is absent for more than 3 days without explanation the Designated Safeguarding Lead will contact the Social Services for advice.
- (f) All school outings will have an adult to child ratio of at least the minimum statutory requirement. However, if a student goes missing on any outing from the school, the school office and the Head must be contacted immediately. If the Head is unavailable for any reason the Deputy Head of the Prep school should be contacted. The Head or another member of SMT will contact the Police (0845 607 0999); the Head will contact Parents.
- (g) A written record must be made of any incident of a child missing from school,

the action taken, and any reasons given by the pupil for being missing.

This policy should be read in conjunction with the following additional College Policies and Guidance:

- Staff handbook
- Safeguarding and Welfare policy
- Supervision of Pupils policy