



Missing Child Policy

To whom it applies: **Prep School**

Who is responsible for the policy:

Head of Prep

Review Dates:

Last Review: September 2024

Next Review: September 2025

Missing Students Policy

The College expects full attendance – attendance will be monitored. A student missing from education is a very serious situation which might need further referral. This procedure is to be followed if a student is absent without leave.

Absent from Lessons or Activity

If a student is absent from a lesson or activity without explanation, the member of staff involved must check the reason **promptly**. Check the Absent List on iSAMS; check for emails received about trips; contact Matron; then contact the Prep School Office who will initiate the response to absence procedure.

If a student is missing from an activity or from School without authorisation, parents will be contacted by the School to find the reason for absence.

Absent from Registration

Registration is taken at 0815 and 1310 every day. All students are required to attend without excuse. The only exceptions are children who have extra lessons at these times (eg music or LAMDA lessons). These students **MUST** sign in with the Prep School Office instead **BEFORE** going to lessons. If a student is absent from registration then the Prep School Office will notify the Deputy Head, Academic.

Absent on a trip

If a student goes missing on any outing from the school, contact either the Head (01444 893200) or designated school contact. The designated school contact or member of the SMT will contact the Police (0845 607 0999); the parents will be informed.

Response to Absence

1. Absence during lesson or activity – initiate Response to Absence Procedure
2. Absence during registration – initiate Response to Absence Procedure
3. Absence during trip – see above

Initiate Response to Absence Procedure:

1. Contact Prep School Office
2. School Office to send All Staff Email and alert Head
3. School Office to phone/email parents

Initiate Search Procedure:

1. Check signing out list and inform Head or Deputy Head, Academic
2. Head / Deputy Head, Academic, Assistant Head, Pastoral and Wellbeing and Assistant Head, KS2, organise search which should include speaking to friends, search grounds, Medical Centre
3. Office Staff to contact the parents
4. Head to contact the Police if search is exhausted and unsuccessful

Search Questions

Useful questions to be asked in the case of a missing student:

- When were they last seen?
- Who were they with?
- Where might they have gone?
- Have they signed out?
- Is there a club or event that they might be attending?
- What emotional state do they appear to be in?
- Has anything upset them recently?
- Did they speak to anyone about leaving?
- Who are their main friends at the school?

Student not collected

The end of the day for day students is 6pm. If a student is not collected by that time they should be taken to the Lower School boarding house and the member of House staff on duty informed. The member of House staff will contact the parents to confirm collection time and await the arrival of the parent.

Support

A student who has gone missing may have behavioural, psychological or other issues that may need to be addressed. The School will provide the appropriate level of support and may need to refer to local authorities.

Monitoring

A written record must be made of any incident of a student missing from school, the action taken, and any reasons given by the pupil for being missing.