



Missing Student Policy

To whom it applies: **Prep School (including the EYFS)**

Who is responsible for the policy:

Head of Prep

Review Dates:

Last Review: September 2025

Next Review: September 2026

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 LAMDA / Music lesson lists, the Absent List on iSAMS, send All Prep Staff Teams message, check for emails received about trips, contact Matron and 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 0820 and 1330 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.

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 Procedure:

1. Contact Prep School Office who will check signing out register
2. School Office to send All Staff Email including photograph of child
3. School Office to alert Head and Prep SMT
4. Head / Deputy Head, Assistant Head, Academic and Assistant Head, Ops and Enrichment and the DSL to organise search which should include speaking to friends, search all areas and grounds including Medical Centre. Staff to search locality and last known location.
5. SMT to check CCTV footage of last known location and direction of travel.
6. Friends of missing student spoken to by staff.

7. Parents and police to be called at the same time.
8. Site to be closed to all incoming and outgoing traffic, departing vehicles to be checked for missing student.
9. Police to lead the search when they arrive onto site
10. CCTV to be monitored to assist with the search.

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?

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.