



SHEBBEAR COLLEGE

MISSING PUPIL POLICY

Whole School Policy

Reviewed by SLT: March 2022

Next Review: October 2023

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

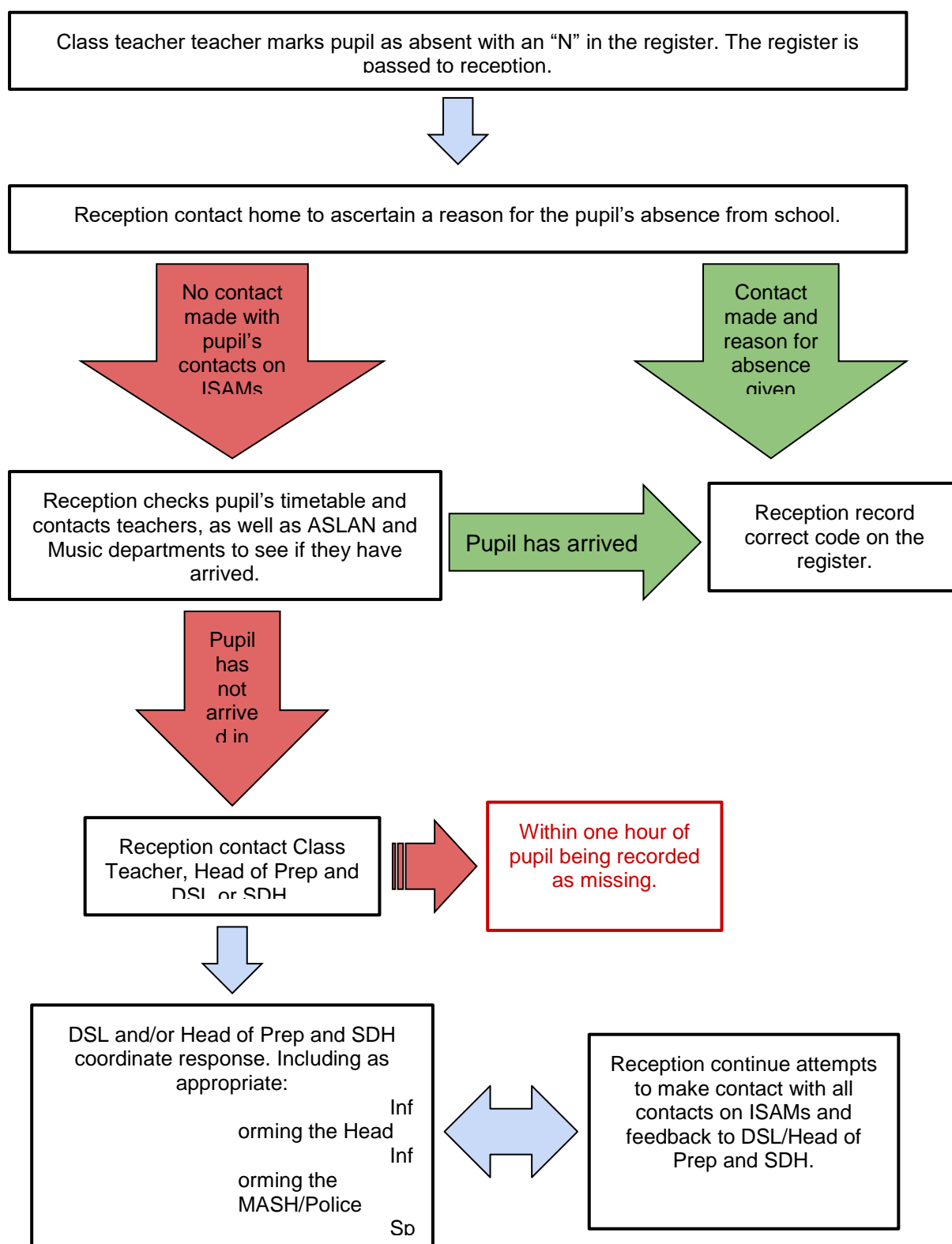
PREP SCHOOL

A Prep School pupil may be identified as “missing” in a number of different circumstances. These include the following situations:

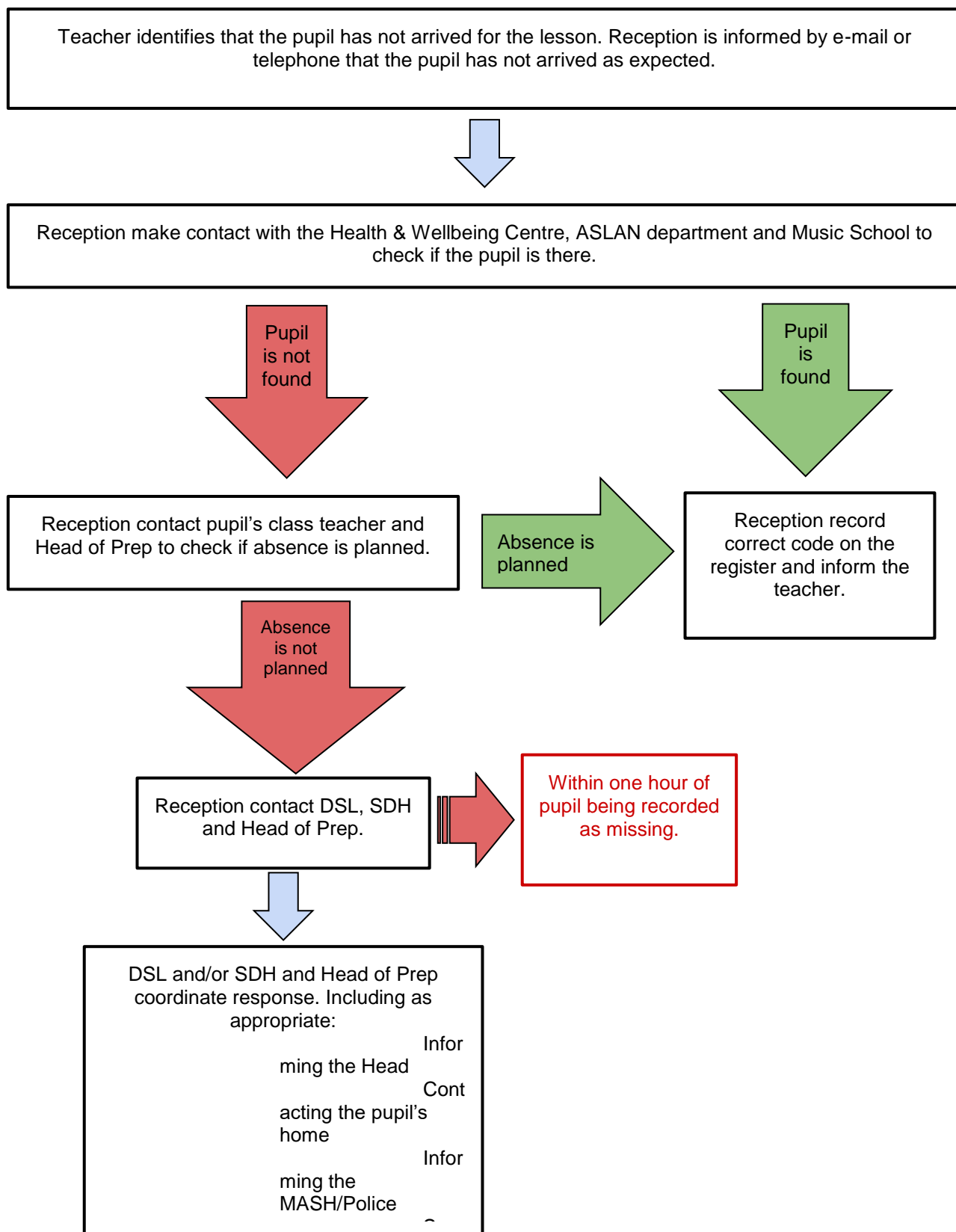
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as “missing” the procedures outlined within the following flow charts should be followed.

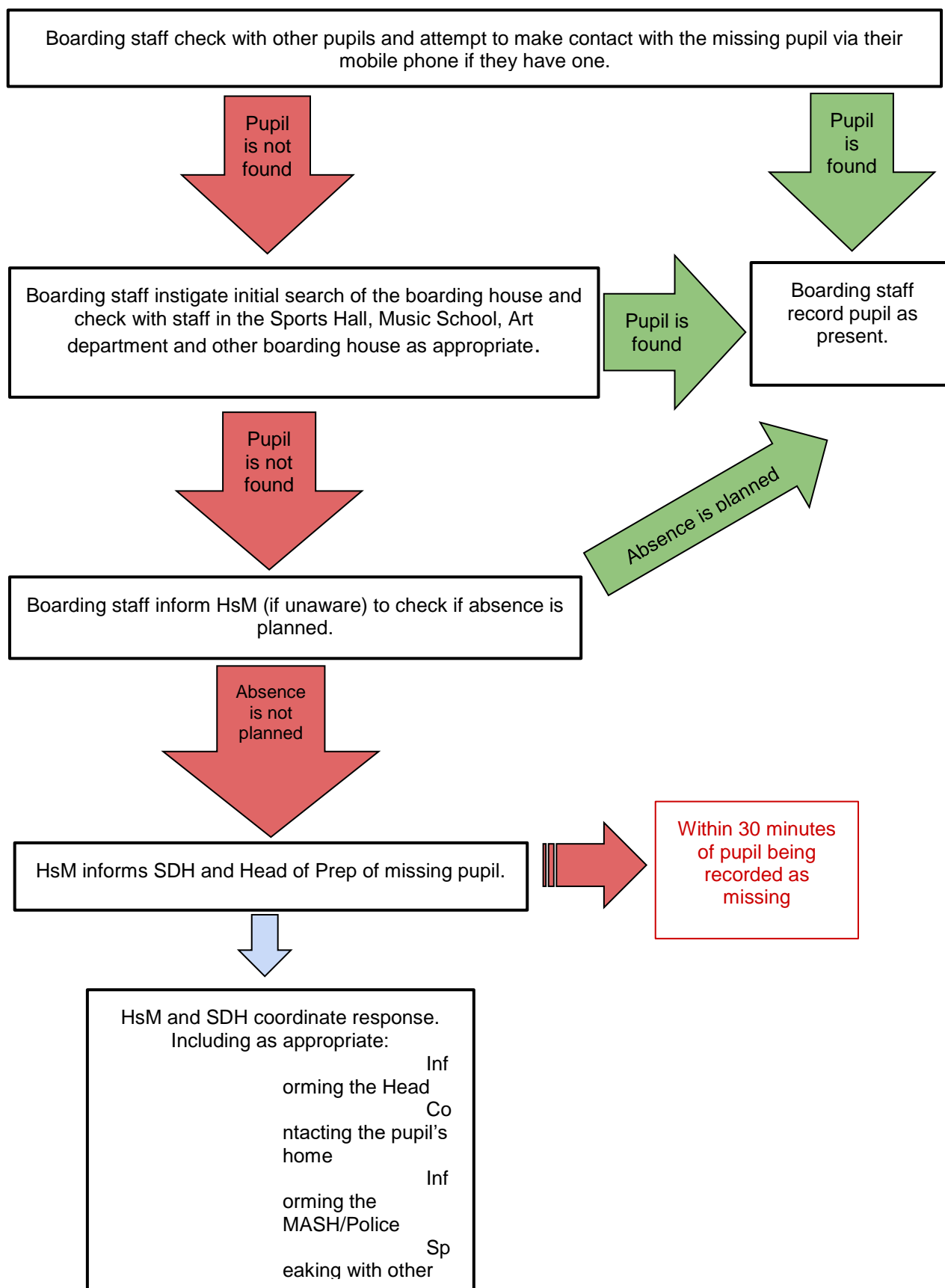
1. Failing to arrive at school for AM or PM registration as expected



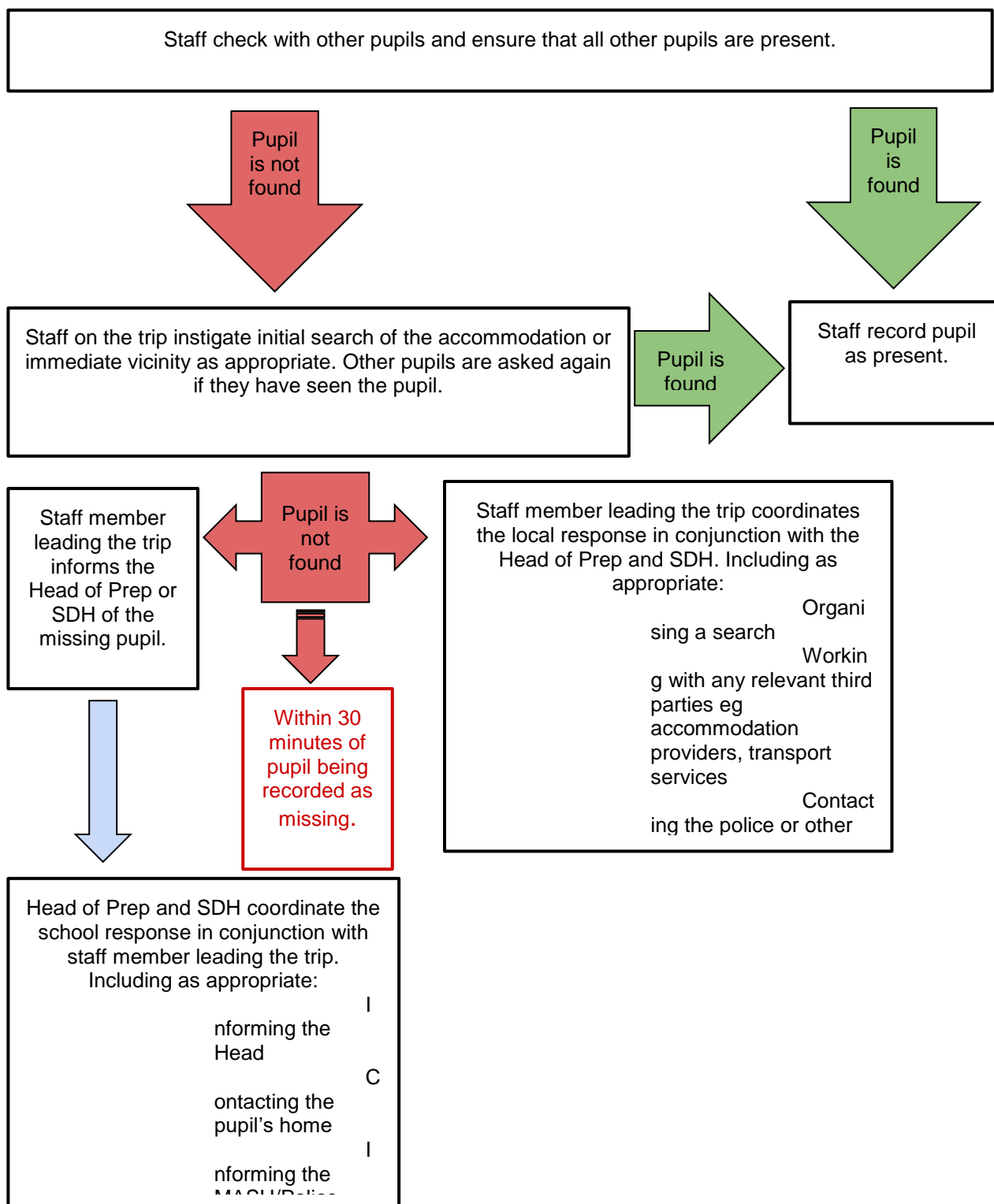
2. Failing to turn up to a lesson or activity during the school day as expected



3. Prep School boarder failing to turn up to a boarding activity or roll call as expected



4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.



SENIOR SCHOOL

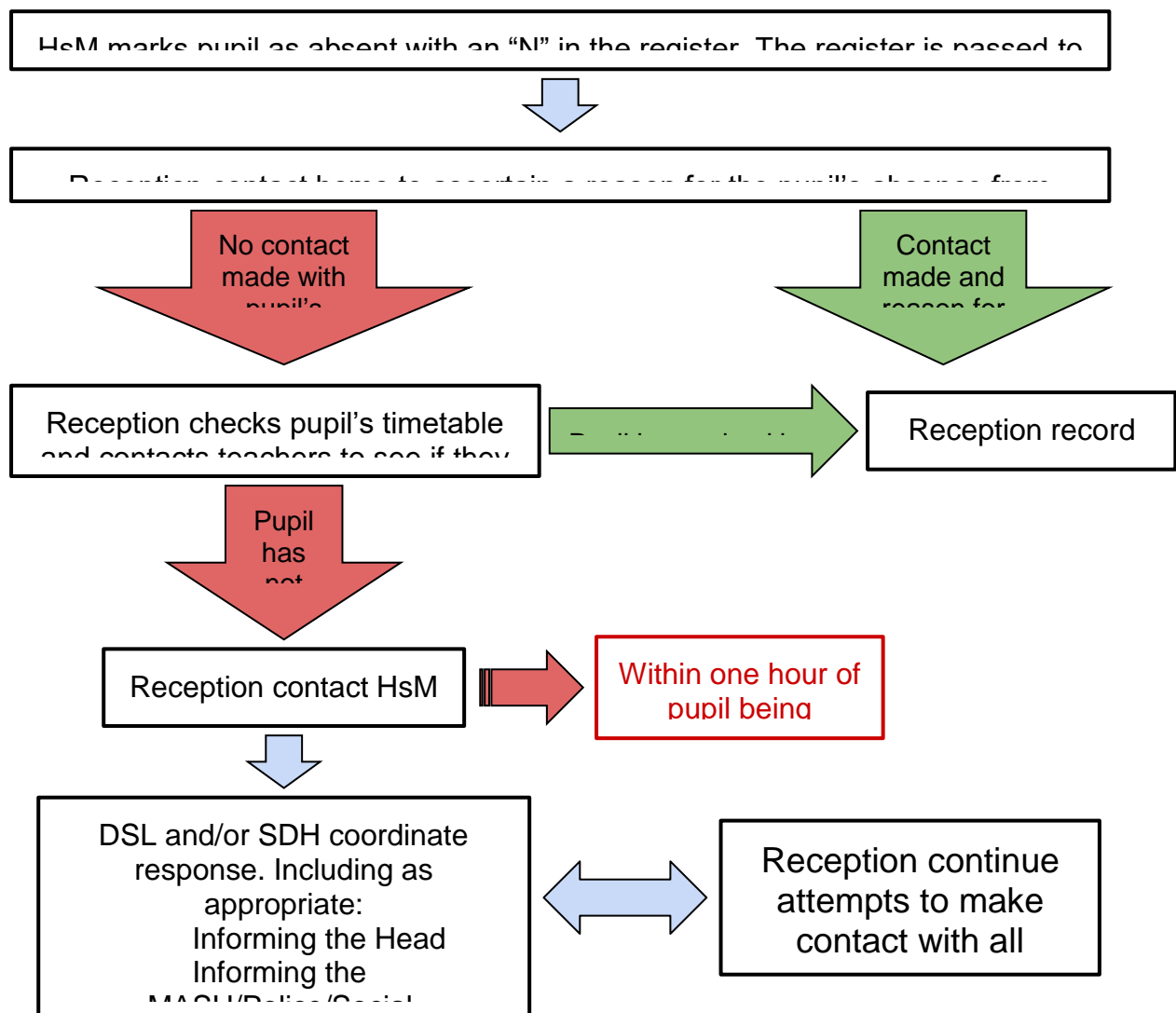
Rationale

A Senior School pupil may be identified as “missing” in a number of different circumstances. These include the following situations:

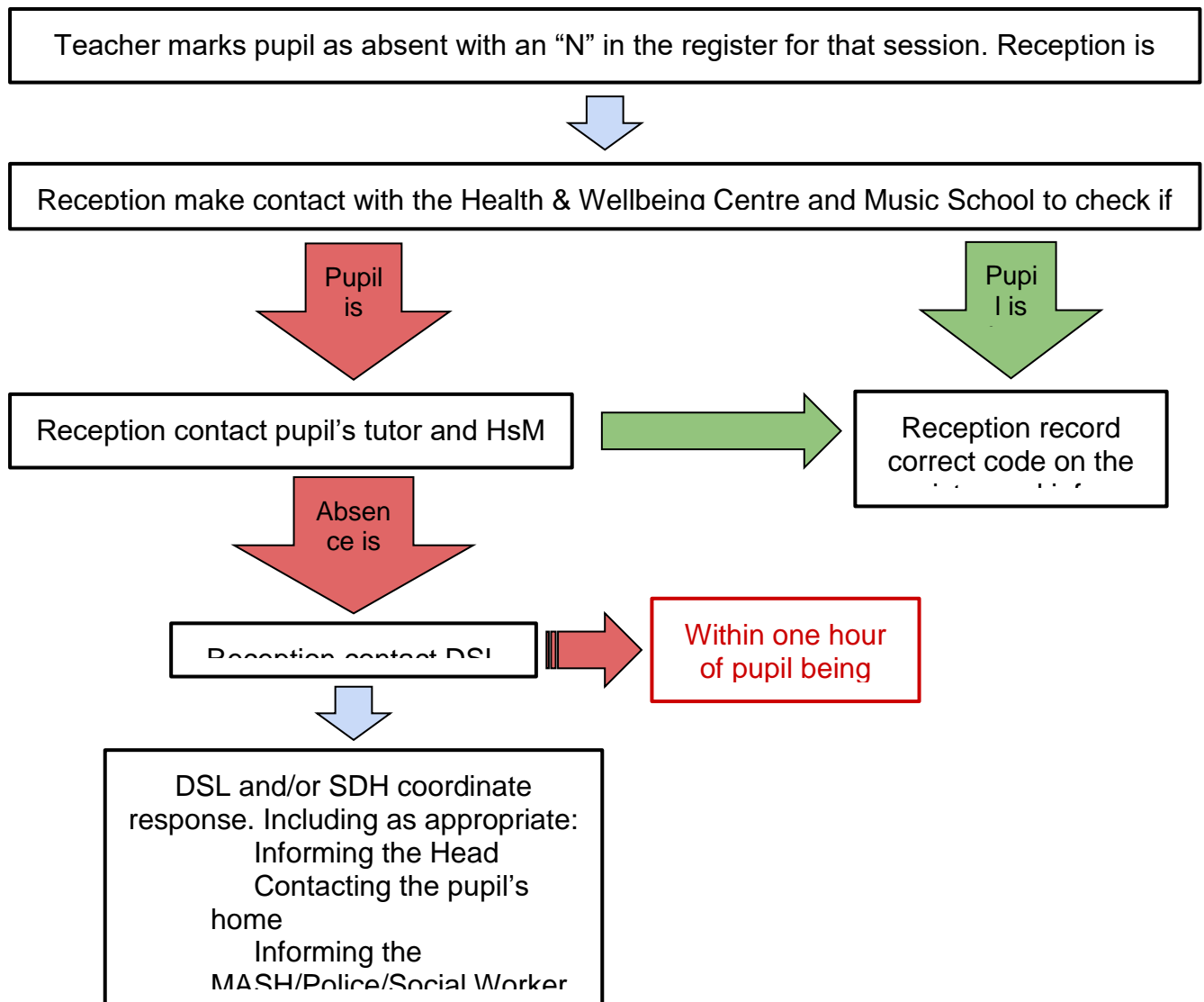
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as “missing” the procedures outlined within the following flow charts should be followed.

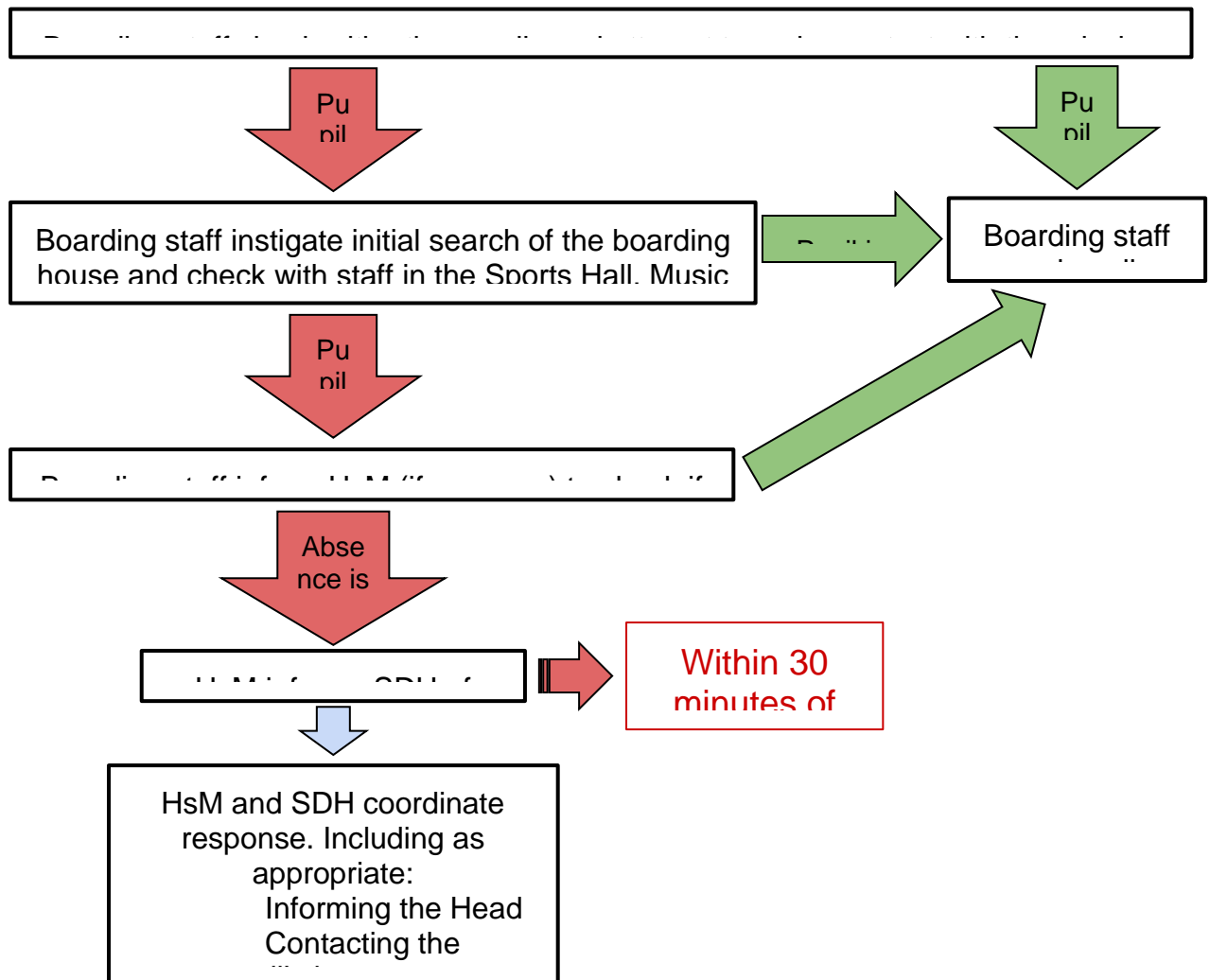
1. Failing to arrive at school for AM or PM registration as expected



2. Failing to turn up to a lesson or activity during the school day as expected



3. Failing to turn up to a boarding activity or roll call as expected



4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

