

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.

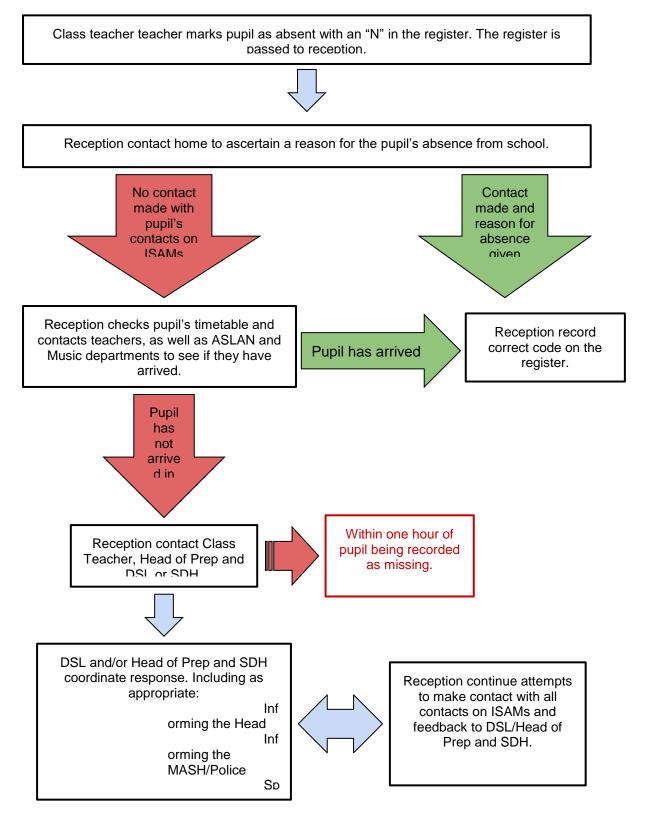
PREP SCHOOL

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

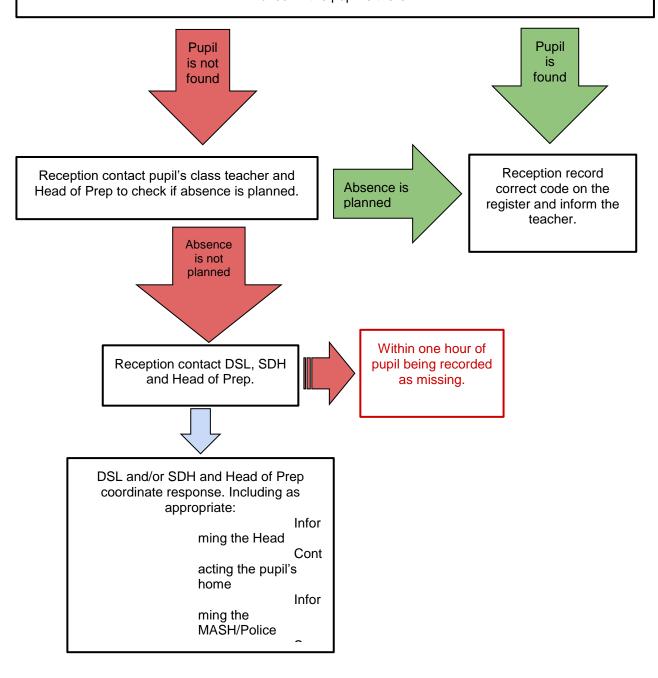


2. Failing to turn up to a lesson or activity during the school day as expected

Teacher identifies that the pupil has not arrived for the lesson. Reception is informed by e-mail or telephone that the pupil has not arrived as expected.



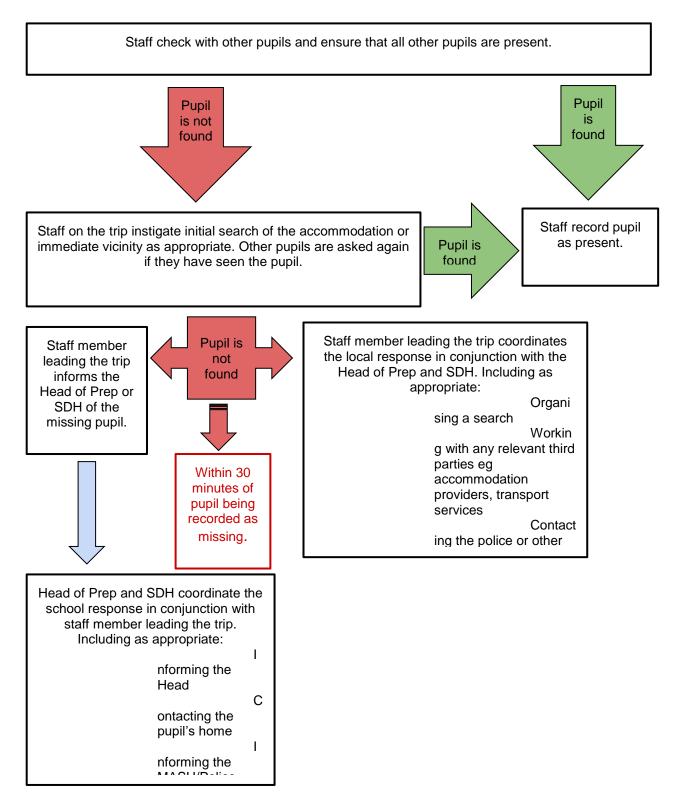
Reception make contact with the Health & Wellbeing Centre, ASLAN department and Music School to check if the pupil is there.



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

Boarding staff check with other pupils and attempt to make contact with the missing pupil via their mobile phone if they have one. Pupil Pupil is is not found found Boarding staff Boarding staff instigate initial search of the boarding house and record pupil as check with staff in the Sports Hall, Music School, Art Pupil is present. department and other boarding house as appropriate. found Pupil Absence is planned is not found Boarding staff inform HsM (if unaware) to check if absence is planned. Absence is not planned Within 30 minutes of pupil being HsM informs SDH and Head of Prep of missing pupil. recorded as missing HsM and SDH coordinate response. Including as appropriate: Inf orming the Head Co ntacting the pupil's home Inf orming the MASH/Police Sp eaking with other

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



SENIOR SCHOOL

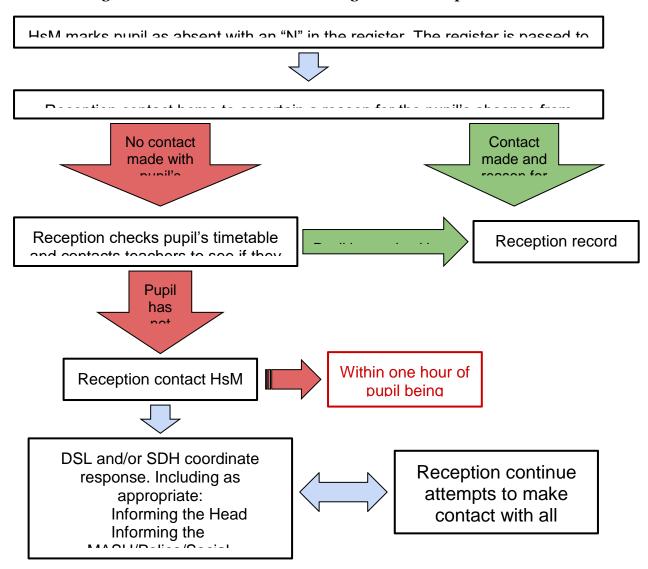
Rationale

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.

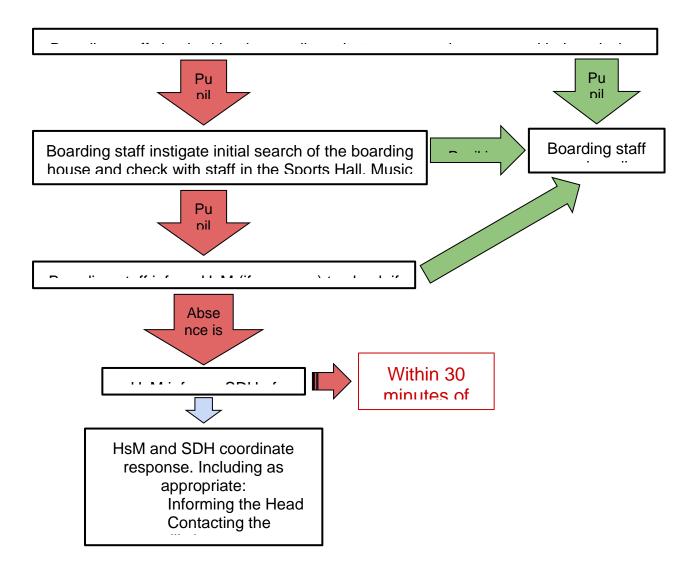
1. Failing to arrive at school for AM or PM registration as expected



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

Teacher marks pupil as absent with an "N" in the register for that session. Reception is Reception make contact with the Health & Wellbeing Centre and Music School to check if Pupi Pupil l is is Reception contact pupil's tutor and HsM Reception record correct code on the Absen ce is Within one hour Describes contact DCI of pupil being DSL and/or SDH coordinate response. Including as appropriate: Informing the Head Contacting the pupil's home Informing the MASH/Police/Social Worker

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.

