MISSING PUPIL POLICY

Whole School Policy

Last reviewed: November 2019
Reviewed and Updated: 3rd November 2020 by C Jenkins and M Foale
Reviewed by SLT: 12th November 2020
Next Review: November 2021

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.
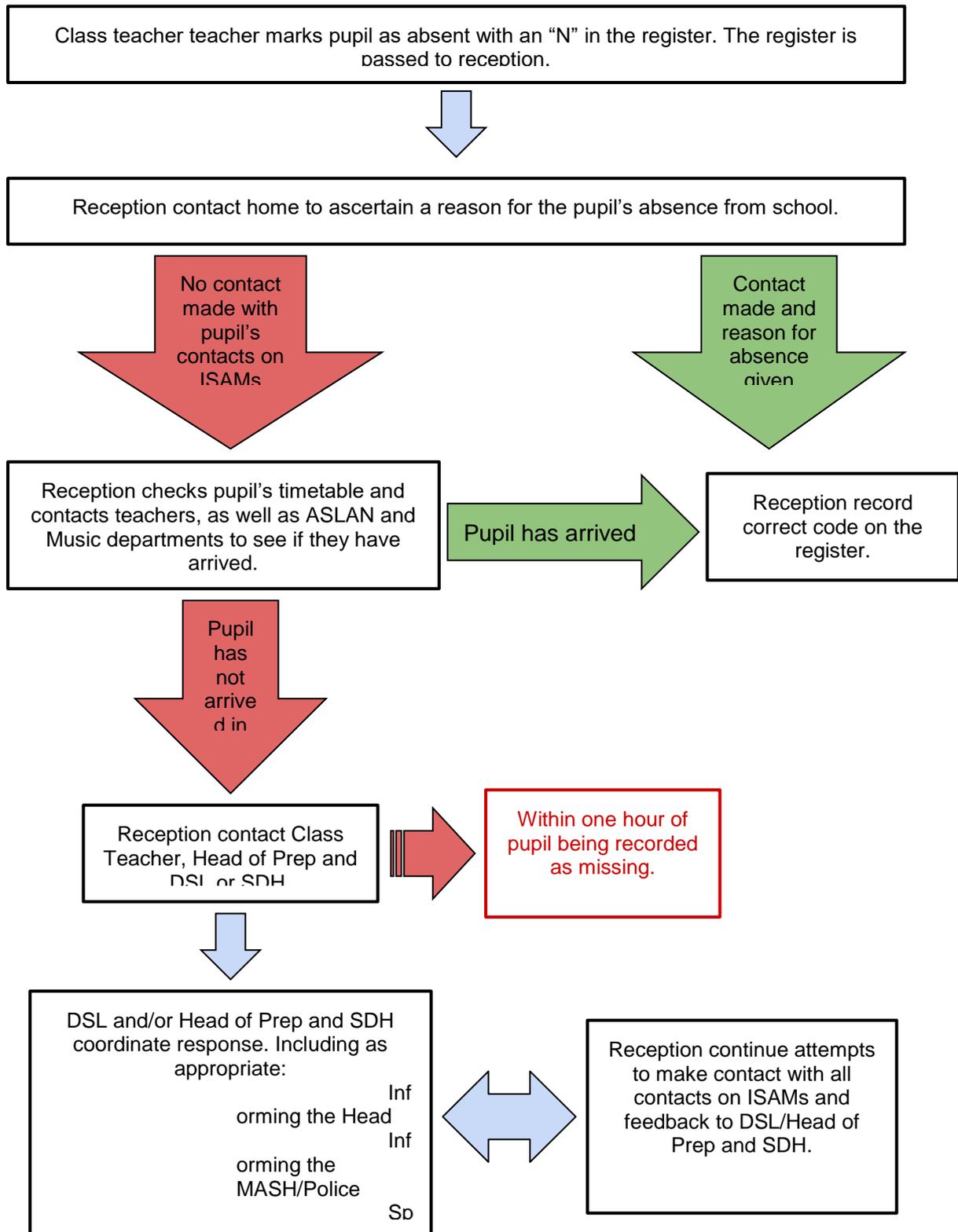
PREP SCHOOL

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

Class teacher teacher marks pupil as absent with an "N" in the register. The register is passed to reception.

Reception contact home to ascertain a reason for the pupil's absence from school.

No contact made with pupil's contacts on ISAMs

Contact made and reason for absence given

Reception checks pupil's timetable and contacts teachers, as well as ASLAN and Music departments to see if they have arrived.

Pupil has arrived

Reception record correct code on the register.

Pupil has not arrived in

Reception contact Class Teacher, Head of Prep and DSL or SDH

Within one hour of pupil being recorded as missing.

DSL and/or Head of Prep and SDH coordinate response. Including as appropriate:
Informing the Head
Informing the MASH/Police
Sp

Reception continue attempts to make contact with all contacts on ISAMs and feedback to DSL/Head of Prep and SDH.

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.

Pupil is not found

Pupil is found
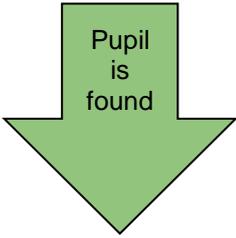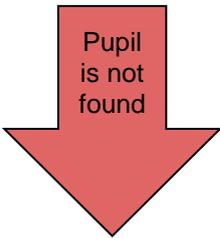
Reception contact pupil's class teacher and Head of Prep to check if absence is planned.

Absence is planned
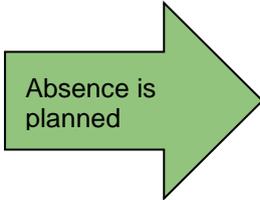
Reception record correct code on the register and inform the teacher.

Absence is not planned
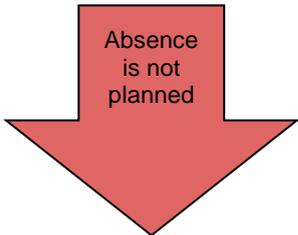
Reception contact DSL, SDH and Head of Prep.
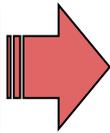
Within one hour of pupil being recorded as missing.

DSL and/or SDH and Head of Prep coordinate response. Including as appropriate:
Infor
ming the Head
Cont
acting the pupil's home
Infor
ming the MASH/Police

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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 is not found

Pupil is found

Boarding staff instigate initial search of the boarding house and check with staff in the Sports Hall, Music School, Art department and other boarding house as appropriate.

Pupil is found

Boarding staff record pupil as present.

Pupil is not found

Absence is planned

Boarding staff inform HsM (if unaware) to check if absence is planned.

Absence is not planned

HsM informs SDH and Head of Prep of missing pupil.
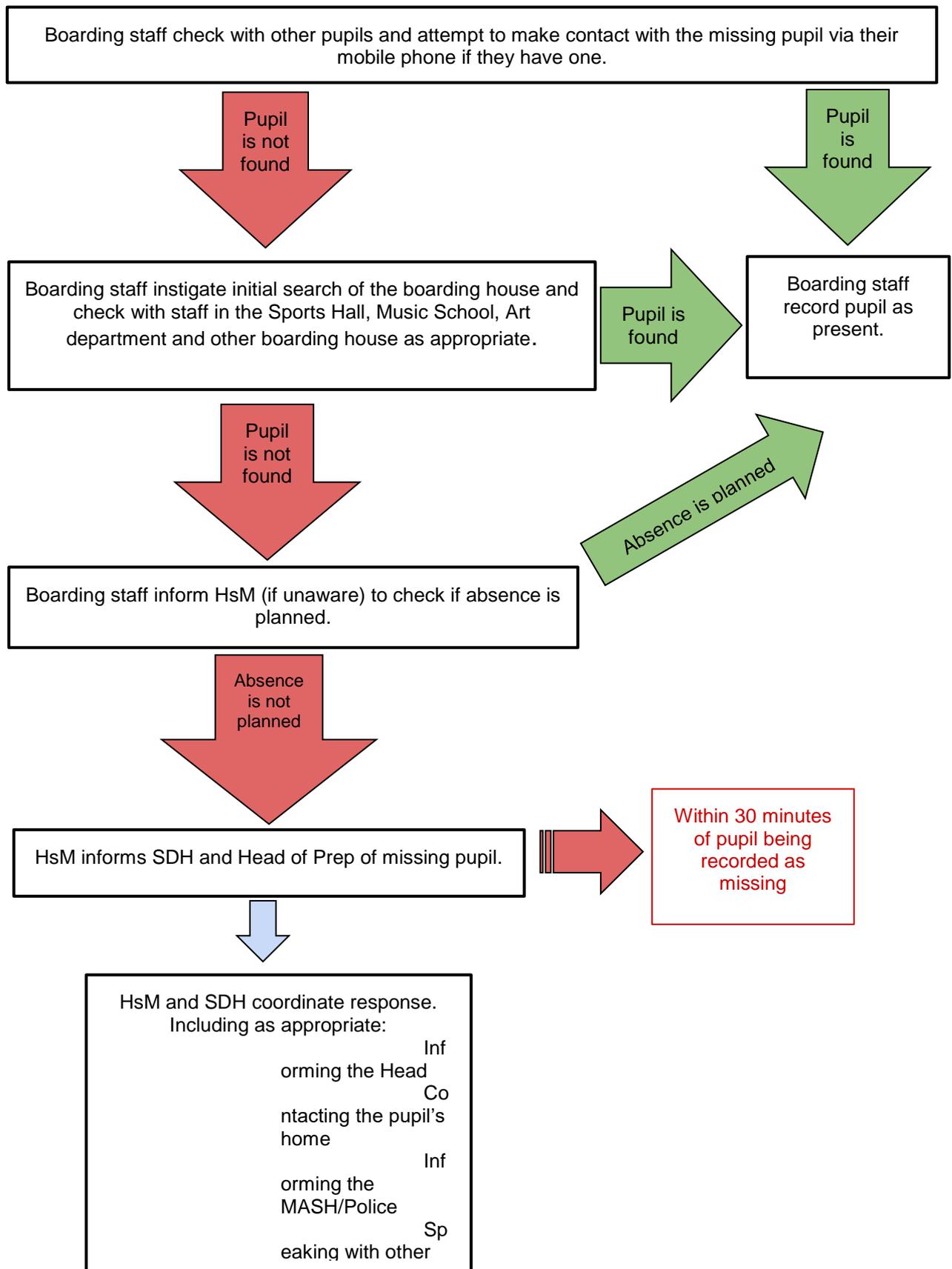
Within 30 minutes of pupil being recorded as missing

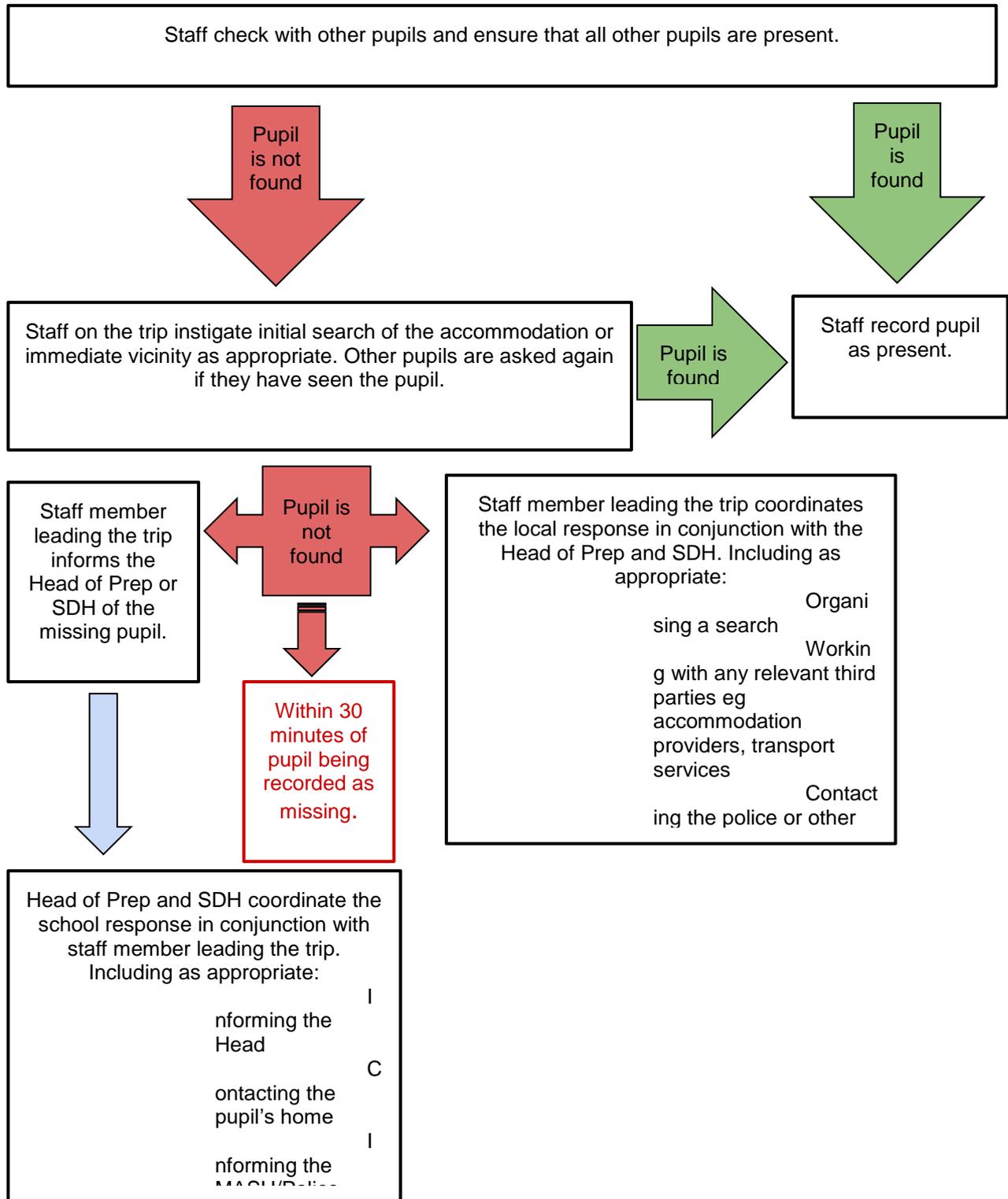HsM and SDH coordinate response. Including as appropriate:
- Informing the Head
- Contacting the pupil's home
- Informing the MASH/Police
- Speaking with other

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

Staff check with other pupils and ensure that all other pupils are present.

Pupil is not found

Pupil is found

Staff on the trip instigate initial search of the accommodation or immediate vicinity as appropriate. Other pupils are asked again if they have seen the pupil.

Pupil is found

Staff record pupil as present.

Staff member leading the trip informs the Head of Prep or SDH of the missing pupil.

Pupil is not found

Staff member leading the trip coordinates the local response in conjunction with the Head of Prep and SDH. Including as appropriate:

Organising a search

Working with any relevant third parties eg accommodation providers, transport services

Contacting the police or other

Within 30 minutes of pupil being recorded as missing.

Head of Prep and SDH coordinate the school response in conjunction with staff member leading the trip. Including as appropriate:

Informing the Head

Contacting the pupil's home
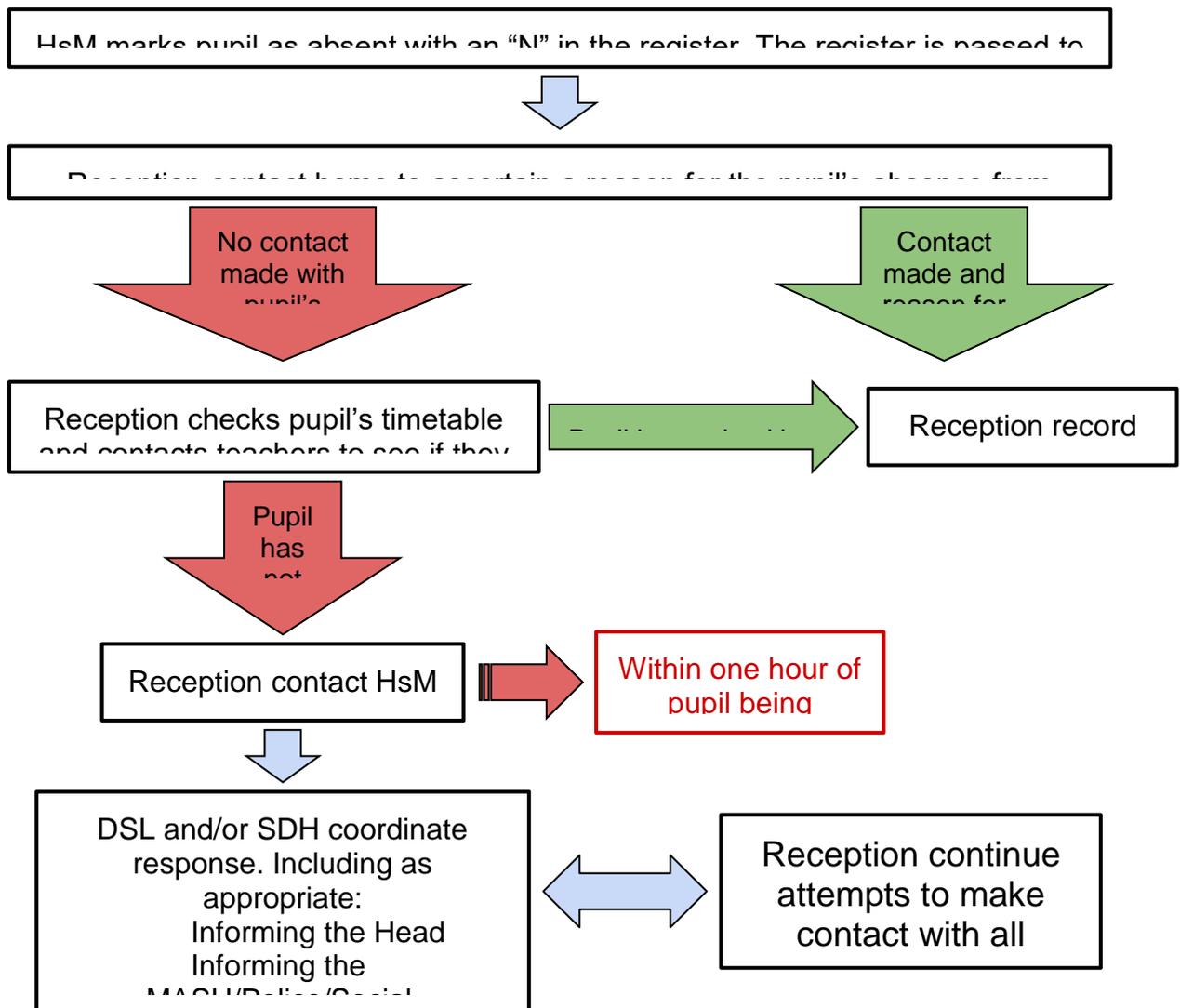
Informing the MASH/Police

SENIOR SCHOOL

Rationale

A Senior School pupil may be identified as "missing" in a number of different circumstances. These include the following situations:
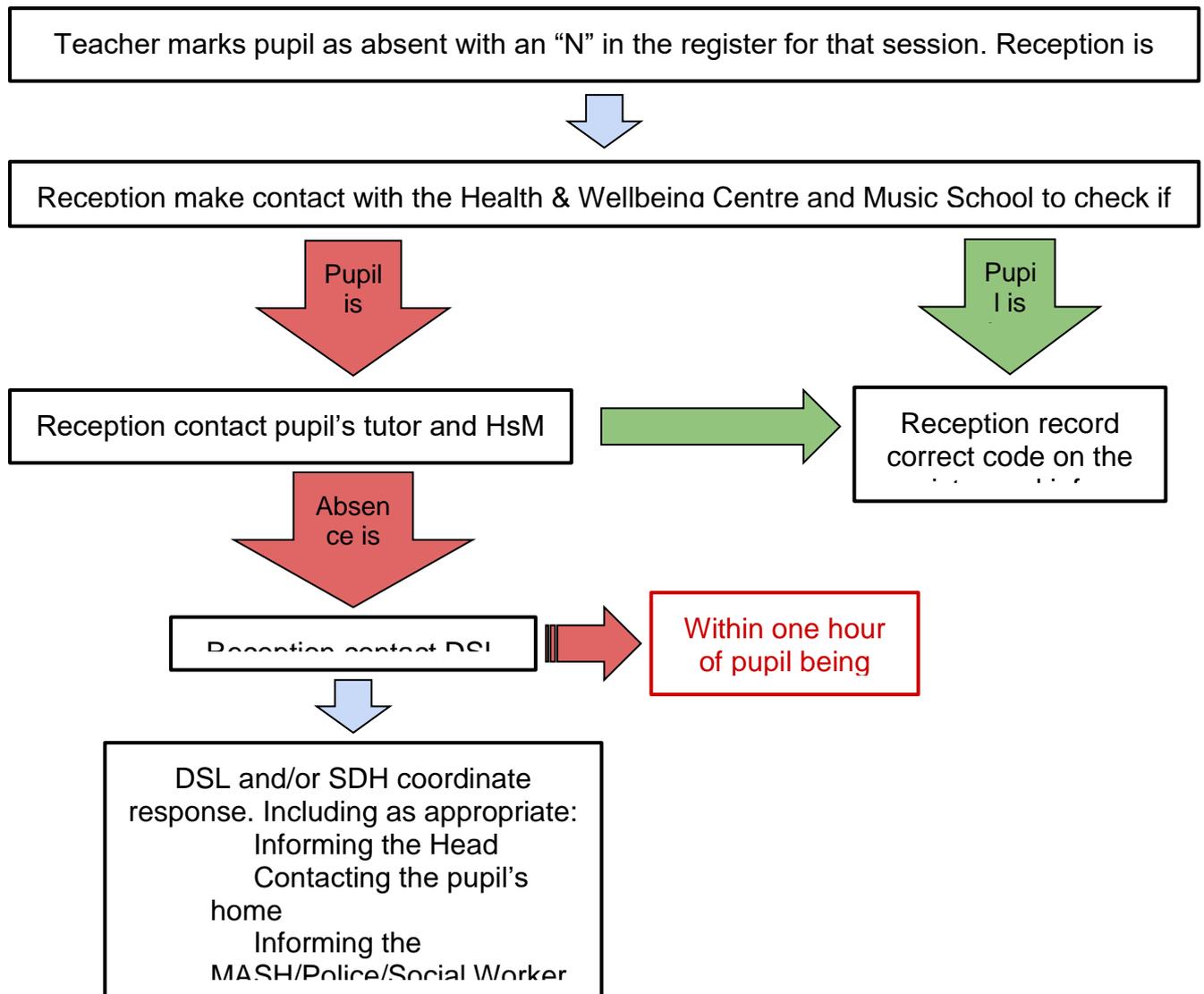
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school 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

HsM marks pupil as absent with an "N" in the register. The register is passed to

Reception contact home to ascertain a reason for the pupil's absence from

No contact made with pupil's

Contact made and reason for

Reception checks pupil's timetable and contacts teachers to see if they

Reception record

Pupil has not

Reception contact HsM

Within one hour of pupil being

DSL and/or SDH coordinate response. Including as appropriate:
Informing the Head
Informing the
MASH/Police/Social

Reception continue attempts to make contact with all

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

⬇ Pupil is   ⬇ Pupil is

Reception contact pupil's tutor and HsM ➡ Reception record correct code on the

⬇ Absence is

Reception contact DSL ➡ Within one hour 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

Boarding staff instigate initial search of the boarding house and check with staff in the Sports Hall, Music

Pupil

Pupil

Boarding staff

Pupil

Absence is

HsM inform SDH of

Within 30 minutes of

HsM and SDH coordinate response. Including as appropriate:
Informing the Head
Contacting the

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

Staff having initiated the [...] call [...] attempt to make contact with the pupil [...]

Pupil

Pupil

Staff on the trip instigate initial search of the accommodation or immediate vicinity as

Staff record

Staff member leading the trip informs

Pupil

Staff member leading the trip coordinates the local response in conjunction with the SDH. Including as appropriate:
Organising a search
Working

Within 30 minutes of pupil

SDH coordinates the school response in conjunction with staff member leading the trip. Including as appropriate:
Informing the Head
Contacting