



Ashford School and Ashford Friars Prep School Missing Pupils

Policy Statement

Ashford School is committed to the well-being and safety of all our pupils and ensuring that their whereabouts are known at all times. For the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.

On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of missing pupils will be reported to the Head so that appropriate investigations may be made.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Ashford School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Ashford School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents: Attendance; Child Protection (Safeguarding).

Senior School Procedures

Instructions for Registration

Tutors :

- If a pupil is present in your form at registration, mark them present.
- If a pupil is absent and you have not had confirmation from a parent or reception of the reason for this, they should be marked **absent**.
- If you have had confirmation from a parent or reception that a pupil is off school, they should be marked as an **authorised absence** with a note to clarify what confirmation has been received.

Where a pupil is away for a specific reason – e.g. a school trip or medical appointment, you should use the relevant codes.

- **AT THIS STAGE - NO PUPIL SHOULD BE MARKED AS UNAUTHORISED ABSENCE**
- **PLEASE DO NOT ACCEPT OTHER PUPILS' EXPLANATIONS FOR A CLASSMATE'S ABSENCE**
- **PLEASE ENSURE THAT YOU MARK EACH PUPIL AND DON'T LEAVE THE 'SELECT' BUTTON SHOWING**

Reception

Any pupil who is late should register at reception – Julia will then change the **absent** to **late**.

Julia will investigate any pupils marked as **absent**. Where there is a satisfactory explanation, Julia will change the **absent** to **authorised absence** with a note to this effect on the register.

If unable to contact parents for a satisfactory explanation, this **absence** will be changed to **authorised absence** within 24 hours of the child's return to school once a tutor has been able to follow it up.

Where no explanation is forthcoming and it is clear that a pupil has truanted or has been allowed to miss school for holidays etc without the Headmaster's permission the register will be changed by Julia to show **unauthorised absence**.

A weekly printout will be issued for the Deputy Head to review attendance and absences and ensure that all absences are accounted for.

A printout of the amended register will be run off at the end of each calendar month and kept for three years.

Missing Pupils

Where it has been established that a pupil is missing from school without explanation the following protocol must be followed.

- The Head or his Deputy must be informed.
- Parents or an Emergency Contact (in the absence of parents) will be informed and asked to attempt to make contact with their child and inform the school if they are successful.
- The Deputy Head will arrange for a thorough search of the school premises.
- Appropriate staff will be asked to speak to the missing pupils' peer group in order to establish knowledge of their whereabouts.
- After discussion with the parents, the Head will contact the Police if no contact has been made with the missing pupil.

Educational Visits

Risk Assessments for Educational Visits include protocol on missing pupils – Lead Staff will follow these in the event of a missing pupil.

Boarders

Procedures for dealing with missing boarders are detailed in the Boarding Staff Handbook.

Ashford Friars Prep School Procedures

Pupils are registered by Form Staff using the electronic registration system installed on the computers at the Prep School.

Staff will follow the instructions as per the SS for registering a pupil.

Pupils arriving late into school who may have missed registration are to report to the desk where one of the admin staff will register and take the pupils' home details to be recorded at the same time.

The admin staff will phone parents if we have not received a call to explain the absence. A record of authorised holiday/absence is kept in the pupils' file.

Lost Pupil at Prep School Procedures:

- We will check the register to confirm the pupil came to school. A quick search of the classrooms nearby, the cloakroom, reading room and the toilet area will be made and the Teacher will ask the other pupil's if they have seen the missing pupil. A quick search of all rooms, cupboards and all areas in the nursery will take place
- While the initial search is made, the room leader will make enquiries of all adults at the school to establish the time of the last sighting a, clothes that the pupil was wearing, and the mental state of the pupil (happy, upset etc.)
- Head of Prep or Nursery will then telephone the police and report the situation and follow their advice
- The Head Prep or Head of Nursery will telephone the parent or carer and report the situation. They will ask the parent to come to the school/nursery, by using the normal route that the pupil would take and preferably by walking. The room leader will then send other members of staff to make a search of the area, and continue the search until instructed otherwise
- When the parent arrives at the school and if the pupil is still lost, we will suggest the parent returns home and wait, in case the pupil has managed to make their way home
- Telephone lines should remain as free as possible so that messages are not delayed
- The school activities for the remaining pupil's will continue as normal and staff not involved in the search will give the children proper attention

Lost pupil on Outings Procedures

We attempt to minimize the opportunity of lost pupil by ensuring they are properly supervised by a parent, carer or member of staff. Each pupil without a parent or carer on the outing will have a member of staff allotted to mind them, and the member of staff will be allocated a maximum of 4 Pupils in the case of EYFS; 1 to 8 for Year 1 to Year 6 pupils:

- If coach travel is part of the outing, the pupils will be counted onto the coach and double checked prior to leaving by taking the register. This safety procedure is explained to the pupils and they should be made aware of the importance of answering loudly and quickly if the register is taken at any time during the outing
- If a pupil is lost at the outing's venue, the supervisor of the group should alert the nearest adult but stay in the area where the pupil was last with them
- The teacher leading the outing will find out when the pupil was last seen and what clothes he/she was wearing. All other group leaders will be informed and will be asked to look for the pupil as they proceed with the outing with their group
- The teacher in charge will telephone the school and then alert officials at the venue that there is a missing pupil and take their advice
- The police will be telephoned to report the situation and staff will follow their advice
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the pupil back. If the parents are not on the outing, the Head will telephone the parents and advise them of the situation

Date Document Updated	Document Updated by	Location of Saved File
May 2011	EW	