



**Thorndown Pre-School**

# Missing Pupil Procedure

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all ;
- Ensure a caring, safe and welcoming environment;
- Promote co-operative and responsible attitudes to make a positive contribution;
- Actively encourage independence and confidence to thrive in a changing world.

**Approved at Learning & Development committee meeting**

# Missing Pupil Procedure

This policy is applicable to all pupils in the school. It has been drafted as a requirement of *Keeping Children Safe in Education (2014)* and should be read in conjunction with the school's policy on safeguarding, which is available on the School's website. It is important to distinguish between a pupil's absence from school for an unknown reason and a pupil's disappearance from a lesson or activity after arrival at School.

## Responsibility

Thorndown Primary School has a duty to supervise pupils to the standard of a prudent or careful parent.

- All members of staff contribute to the safety of pupils at the school by providing appropriate supervision under the guidance of the Head and Senior Leadership Team (SLT) throughout the school day
- It is the duty of the School Secretary to check why a pupil is absent.

## Procedures for Monitoring the Whereabouts of Pupils

To establish whether a pupil is missing, it is a requirement to monitor the whereabouts of pupils. This includes use of the following procedures:

- Statutory registration: Form teachers will register classes in both the morning (8:50-9am) and afternoon (KS1- 1.00pm, KS2 -1:15pm).
- During all school activities on site, staff should be aware of the pupils in their care.
- During school activities off site, the list of pupils in attendance should be presented to the office before departure. Staff should also have this to hand during the visit.

## Absence Recording and Registration

- The School Secretary must record planned absences onto SIMS as soon as the school is notified and permission is granted by the Head/Deputy Head if required.
- Parents are expected to contact the school every day of their child's absence unless previous permission has been granted. Such absences must be recorded on SIMS when notified to the school.
- Class teachers will register classes in both the morning and afternoon.
- If a pupil is present, mark with: *I*. If a pupil is absent, mark with: **N**. The School Secretary will follow up all absences marked "Unknown reason: N" before 10:00am. Initially, a text will be sent to parents by 9:30am. If no response is received to this text, a telephone call will be made by 10:00am.
- Late pupils who miss registration must sign in at Reception, through the InVentry system.
- When off-site, regular head counts must be undertaken, especially when moving from one location to another.
- Pupils attending after-school clubs on-site are registered by the club leader. Children in Key Stage 1 are collected from their classroom.

## When Would a Pupil be Identified as Missing?

A pupil may be identified as missing:

- If an absence from school is not confirmed by the home contact.
- Off-site if there is a no show at a regular head count.
- On site if a pupil does not show to an after school activity. The club leader should contact the Office as soon as possible.
- By a report of a missing child by a member of staff or a fellow pupil.

**Any member of staff discovering a discrepancy must immediately notify the School Secretary in person, or on extension 201 (or external line 01480 375103).**

## Missing Pupil Procedures

### **1. Pupils absent from school for an unknown reason:**

- At 10:00am, the School Secretary will produce a list of pupils unaccounted for, i.e. those pupils who are not marked as present, but for whom the school has not received a message from home regarding absence through sickness etc. Throughout the day, the School Secretary will try to contact parents through telephone and email.
- If a pupil is found absent from school and no notification has been received from parents/guardians, the School Secretary will then ring home or send a letter home for confirmation of absence.

### **2. Pupils identified as missing during the school day:**

On receiving notification of a discrepancy, the School Secretary will:

- Check the Inventory facilities by the main entrance to see if the pupil has signed in/out.
- Check the trips/visits lists to see if the pupil can be located.
- Telephone home if a child has not been registered at an after school club so that the School can ascertain if the parents have collected that pupil early for any reason.
- Contact a member of the SLT who will make the necessary checks such as with the class teacher to assess whether the absence is expected.
- A sweep of the school grounds will take place by staff to ensure they are not at another after school club or chatting with friends.
- If the pupil is identified as missing on a trip off-site, then the trip leader will contact the member of SLT who is on call. The missing procedures in step 3 below will then be followed.

### **3. Member of SLT managing the incident**

The member of SLT will manage the incident and, where appropriate, will initiate and oversee a search of the site. If the site search fails, not later than one hour after commencing searching, the member of SLT managing the incident will:

- Inform the Head and parents (parents will be kept informed of all progress).
- Call the Police and initiate a search of local roads in some cases.
- Inform the Chairman of Governors. The Head will then make arrangements for dealing with media enquiries through Simon Cobby at the Cambridge County Council Press Office.

Any decision to contact Children's Social Care will be taken in accordance with the school's Policy and Procedures on Safeguarding and Child Protection.

### **4. Resolution of the incident**

When the pupil is found, or the incident is otherwise resolved, the member of SLT managing the incident will:

- Inform the Head and parents directly.
- Inform the Police and Social Services if they have been involved.

### **5. Investigation**

Following resolution of the incident, the Head will initiate a full investigation and require a written report from the member of SLT managing the incident; any recommendations would be shared with the Health and Safety Committee. This report and the incident log may be kept on the pupil's file.