

# TORMEAD

## **MISSING PUPIL POLICY**

*This whole school policy also applies to the Early Years Foundation Stage*

### **Introduction**

This policy outlines the procedures to be followed in the event that a girl is found to be absent without previous parental notification.

### **Other Policies**

This policy should be read in conjunction with Tormead's:

- Pupil Absence Policy
- Safeguarding Policy
- Supervision of Pupils Policy
- Visits Policy

### **Registration**

All registration is completed electronically. We have two official registrations which fulfil our statutory requirements: one in the morning and one in the afternoon.

#### *Junior School*

Morning registration is completed by classroom teachers for Years 1-6 by 8.25am with Reception by 8.50am. Afternoon registration is completed by classroom teachers by 1.00pm.

#### *Senior School*

Years 7-11: morning registration is taken at 8.25am; it should be completed by 8.40am. Afternoon registration is taken at 1.50pm; it should be completed by 2.05pm.

Sixth Form: registration is taken in every lesson.

Should a girl arrive after the start of any lesson for any reason, the teacher should update the register accordingly.

### **Procedure**

#### *Junior & Senior School*

If, when collating the registers, staff in either of the school offices find that a girl is absent without this absence having been accounted for, they will follow the following procedure:

- Check to establish whether the girl is on a late-running coach (AM only)
- Check that the girl has not signed in/out
- Check office documentation (notification of absence via letter/ email from parents etc.)
- Carry out internal enquiries: check that the girl is not in a Learning Support or Music lesson and that she is not in the Wellbeing Centre
- Contact both the girl's parents to inform them that their daughter has not been registered and try to establish her whereabouts, using email as well as telephoning all given numbers and leaving messages.

#### **If parents respond and inform us that the girl should be in school**

- Go to classroom to check.

#### *If girl is present*

- Establish why she was not registered (and send report accordingly)
- Contact parents to inform them that she is safe

#### *If girl is missing*

- Inform either the Headmistress or the Bursar in person (Senior School) or the Deputy Heads of Junior School (Junior School) *and* email Executive Group; they will advise of further action, possibly involving:
  - speaking to the girl's friends
  - sounding the fire alarm
  - contacting the police, with ongoing action agreed as the situation develops.
- Keep parents informed

**If parents respond and inform us that the girl is absent**

- Remind them of absence procedure for notification (and report to Deputy Headmistress for follow up)

**If parents do not respond**

- If no response from either parent is received after 10 minutes, go to classroom to check whether girl is present.

*If girl is present*

- Establish why she was not registered (and send report accordingly)
- Contact parents to inform them that she is safe

*If girl is missing*

- Contact both the girl's emergency contacts to inform them of the situation and try to establish her whereabouts, using email as well as telephoning all given numbers and leaving messages.
- Inform either the Headmistress or the Bursar in person (Senior School) or the Deputy Heads of Junior School (Junior School) *and* email Executive Group; they will advise of further action, possibly involving:
  - speaking to the girl's friends
  - sounding the fire alarm
  - contacting the police, with ongoing action agreed as the situation develops.
- Keep parents and emergency contacts informed

The appropriate steps of the above procedure will be carried out under any other circumstances in which a girl is not where she is timetabled to be, or does not present herself for collection at the agreed time.

After every registration in which any issues were encountered, the member of office staff in charge should email a report to the Deputy Headmistress (Senior School) or Deputy Head: Logistics (Junior School), detailing these issues (girl not signing in, teacher error etc) so that they can be promptly followed up.

If a girl is found not to have signed in or out, she will be issued with two detention marks.

**Absence from Lessons**

*Junior School*

The Junior School office informs teachers if a girl has an authorised absence. If a girl is absent for a lesson elsewhere (Music or Learning Support, for example, according to the published timetables) she will request permission from her teacher to leave the classroom. If a girl is missing without good reason, teachers will inform the Junior Office staff, who will then follow the appropriate steps of the procedure detailed above.

*Senior School*

An electronic registration is taken at the start of each academic lesson. Should a girl be found to be missing without being on the most recent iSAMS out of school list with a valid reason (illness or visit, for example), then an email should be sent to the School Office

immediately. The Office staff will then follow the appropriate steps of the procedure detailed above.

### **Absence During a Visit**

If a girl is found to be missing during a school visit away from Tornead, then the following procedure should be followed. Please note that common sense should be the guiding principle in dealing with incidents of this nature.

- a) The girl's friends and other members of staff should be questioned in order to establish when she was last seen
- b) Contact via mobile phone should be attempted
- c) Staff should be detailed to search the immediate area, while others remain at the meeting point for an agreed and reasonable period of time
- d) The Executive Group should be informed; they will advise of further action, possibly involving contacting parents, emergency contacts or the Police.

NB Procedures outlined in the Visits Policy should minimise the possibility of this happening through adequate staff/ pupil ratios, robust risk assessment, carrying of contact details and careful planning. Girls are required to stay in small groups and rendezvous points should be arranged beforehand.

**Date of Last Review:** 27 March 2019

