



Derby  
Grammar  
School

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Bringing education to life.

# Missing Pupil and Children Missing Education Policy)

***THIS POLICY REFERS TO ALL PUPILS***

**TO BE READ ALONGSIDE THE DERBY GRAMMAR SCHOOL CHILD PROTECTION AND  
SAFEGUARDING CHILDREN POLICY**

**Date of Implementation:**

**August 2018**

**Date of Annual Review by the Governing Body:**

**June 2019**

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## 1. Policy Statement

### Policy aims:

Through the operation of this policy we aim to:

Protect the health and safety of pupils at the School;

Ensure that School staff know how to respond if a pupil goes missing.

### Scope:

This policy:

Applies to staff (including volunteers), pupils and parents at Derby Grammar School

Should be read with the Safeguarding and Child Protection Policy

Is a mandatory requirement of Keeping Children Safe in Education (Sept 2016, updated Sept 2018)

The procedures in this policy may be adapted as necessary. The Head and the Senior Leadership Team have a wide discretion in relation to the procedures in this policy.

### Publication:

This policy will be provided to all staff via the Safeguarding folder on Google Team Drive. Parents may request a copy from the School or review the policy on the School website.

This policy can be made available in large print or other accessible format if required.

## 2. Responsibility

The Governors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform a member of SLT and Reception without delay.

## 3. Procedure for pupil missing during the day

Some of these procedures may run concurrently.

### Senior School:

A pupil may be reported missing after being present in School earlier in the day or following a phone call to parents to question a morning absence.

Staff alerted to a lost child will immediately inform members of SLT and Reception. The most senior member of staff present will coordinate the search from a central position, usually Reception. Notes will be made of circumstances and times when the pupil went missing as information becomes available.

Reception will then, with help from any available staff:

- Confirm with registering staff and classmates that the pupil was definitely absent
- Check whether the pupil has reported sick or has an appointment
- Contact the Music Department, Speech and Drama and the LRC in case the pupil is there

If the pupil cannot be found following the above investigation, the most senior member of staff present will notify the Assistant Head (Head of Sixth Form), as the Designated Safeguarding Lead, or, in their absence, the Senior Master, and will conduct an initial search using assistance from Reception and available staff. The Head will be kept informed by the most senior member of staff present.

As part of the initial search process, the pupil's friends and their classmates will be asked if they have any knowledge of the missing pupil's whereabouts. All relevant adults on the premises will be alerted, by the most appropriate means, of the situation (in person, by phone or via email).

All areas of the building will be searched by staff, coordinated by the most senior member of staff, usually from Reception.

If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.

If the pupil is not found after the initial search, the DSL, or, in their absence, the Senior Master, will contact the pupil's parents at this point. All decisions on contacting parents should be made by the Head

If the initial search is unsuccessful, the DSL, or, in their absence, the Senior Master, will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in Section 4, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the School's safeguarding and child protection policy as to whether the School should also contact Children's Social Care in line with local procedures.

A full record of the events will be kept and filed with the safeguarding file in the Assistant Head (Head of Sixth Form) office. This record will be written by the DSL.

## **Junior School**

In the Junior School, staff alerted to a lost child will initiate an immediate search of the area which should include contacting the Music Department, Speech and Drama, LRC, Library and Reception.

A member of staff will be placed at the end of the drive to ensure no one leaves.

Staff will call the Head or DSL to inform and assistance will be provided.

All adults on the premises will be alerted of the situation and a search will be organised by the most senior member of staff.

All areas of the building will be searched by staff.

A member of staff will be responsible for looking after the other pupils and keeping the situation calm.

A note will be made of circumstances and times when the pupil went missing on the proforma.

Police and parents will be contacted by the Head or DSL.

#### **4. Procedure for pupils missing during a school trip or during or following a journey**

If a pupil is missing from a school trip or has not arrived at the School following a journey, the member of staff in charge will:

##### **Senior School**

- Make a plan with all supervising staff – have specific times to meet and review. Do not rely completely on communication via mobile phones.
- Manage and brief the rest of the group, allocating a member of staff or more to the supervision of this group depending on its size.
- Ensure a system for communication between staff and base.
- Staff will alert the management of the venue (if there is one) and ensure that exit routes are manned and all venue staff are aware of the missing child.
- If possible, staff will ask for an intercom message to be broadcast in the venue to alert the pupil to seek appropriate help.
- All spare adults on the premises or with the trip, will be alerted of the situation and a search will be organised by the most senior member of staff.
- Contact School contact – who will inform parent when appropriate following discussion with the Head or DSL (if the Head is unavailable).
- Contact local emergency services and tour operator; notify the British Embassy/Consulate if an emergency occurs abroad.
- Manage communication by rest of group; explain why you will not allow students to phone home. Direct media to the Head
- Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Head.

##### **Junior School**

- All Junior School pupils on off-site visits wear wrist bands linking them to the School.
- Where possible, the trip leader will manage and direct the situation.
- Staff alerted to lost child will initiate an immediate search of the area.
- Staff will alert the management of the venue (if there is one) and ensure that exits routes are manned and all venue staff are aware of the missing child.
- If possible, staff will ask for an intercom message to be broadcast in the venue to alert the child to seek appropriate help.
- All spare adults on the premises or with the trip, will be alerted of the situation and a search will be organised by the most senior member of staff.
- Staff will call the Head who will inform members of SLT.
- A member of staff will be responsible for looking after the other pupils and keeping the situation calm.
- A note will be made of circumstances and times when the pupil went missing on the proforma.
- Police and parents will be contacted by the most senior member of staff available.
- Staff will alert Head/DSL to update.
- Communication will be maintained between the School and staff off-site.

## 5. Information to be provided to the Police

When the School contacts the Police during the day or night, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and any distinguishing physical features
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number and let it be known if the parents are aware at this stage.
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil.

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

## 6. Review

This policy shall be reviewed every year as part of the School's annual review of safeguarding, and updated as necessary. In undertaking the review the Head will take into account any incidents in the Missing Pupil Incident Book that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

## 7. Missing pupil incident book

The School must keep a full written record, to be held centrally in the Assistant Head (Head of Sixth Form) office with the safeguarding file of any incident of a missing pupil including:

- the pupil's name;
- relevant dates and times (eg when it was first noticed that the pupil was missing);
- the action taken to find the pupil;
- whether the Police or children's social care were involved;
- outcome or resolution of the incident;
- any reasons given by the pupil for being missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved;
- a full written record of the incident will be kept of the pupil's file.

## Children Missing Education (CME)

These procedures apply to both the Junior School and the Senior School. Any student that arrives or leaves after the first day of the autumn term, and before the final day of the Summer term should be treated as a non-standard transition.

## 8. Procedure for a pupil arriving new into the school

Year Group      Transition Point

3	Non-standard
4	Non-standard
5	Non-standard
6	Non-standard
7	Standard
8	Non-standard
9	Non-standard
10	Non-standard
11	Non-standard
12	Standard
13	Non-standard

The Registrar/Data Manager will ensure a student is on the admissions register at the beginning of the child's first day at school.

If the student is joining at a non-standard transition point, the Assistant Head (Head of Sixth Form) will supervise informing the LEA within 5 days of the student arriving at the school.

If a new student does not turn up on the first day they are expected, staff will make reasonable enquiries as to the student's whereabouts, and inform the LEA should they feel this necessary.

### 9. Procedure for a pupil leaving the school

Year Group	Transition Point
3	Non-standard
4	Non-standard
5	Non-standard
6	Standard
7	Non-standard
8	Non-standard
9	Non-standard
10	Non-standard
11	Standard
12	Non-standard
13	Standard

The Assistant Head (Head of Sixth Form) will supervise the notification of the LEA immediately if the child leaves at a non-standard transition point.

This must occur no later than at the time the child is removed from the admissions register.

The LEA must be informed with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil normally resides
- At least one telephone number of the parent
- The pupil's future address and the full name of any parent with whom the student will reside, if applicable
- The date the pupil left the school
- The pupil's destination school, and the date on which the pupil is expected to start
- The ground in regulation 8 under which the pupil's name is to be removed from the admission register.

## **10. Home-schooling**

If a parent verbally indicates that they will remove a student to be home-schooled, staff will inform the Assistant Head (Head of Sixth Form) who will determine whether the LEA needs to be informed.

If a parent gives written confirmation that they are removing a student to be home-schooled, the Assistant Head (Head of Sixth Form) will supervise the removal of the student from the admissions register, and informing the LEA.

## **11. Extended Periods of Absence**

Students can be removed from the admissions register if, without the school having knowledge of the cause, they are either:

- Absent for 20 consecutive days
- Absent for 10 consecutive days following an authorised absence.

The Assistant Head (Head of Sixth Form) will supervise informing the LEA if either of the above criteria are met.

The School will work with the LEA to attempt to determine the whereabouts of the child; the pupil will be removed from the admissions register when one or more of the following actions has been completed either by the school alone, or jointly with the LEA. Details of the action will be recorded and maintained in the pupil file. This is not an exhaustive list.

Contact parents/relatives/neighbours using known contact details

Check with UK Visa and Immigration (UKVI) and/or the Border Force

Check with agencies known to be involved with the family

Check with the local authority and school from which the child moved originally, if known

Check with the LA where the child lives, if different from the LA of the school

In the case of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS).

## **12. Exclusion**

If a student is excluded for a fixed period lasting more than five days, on the sixth day, the school must

arrange alternative, full-time education.

### **13. Reasons to remove a child from the admissions register:**

1 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his/her age, ability and aptitude otherwise than at school.

2 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he/she has been registered as a pupil at another school.

3 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he/she has ceased to attend the school and the proprietor of any other school at which he/she is registered has given consent to the deletion.

4 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he/she has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

5 8(1)(e) - except in the case of a boarder, that he/she has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.

6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

- (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7 8(1)(g) - that he/she is certified by the doctor in charge of the child's medical care as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8 8(1)(h) - that he/she has been continuously absent from the school for a period of not less than twenty school days and —

- (i) at no time was his/her absence during that period authorised by the proprietor in accordance with regulation 6(2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9 8(1)(i) - that he/she is detained in pursuance of a final order made by a court or of an order of recall

made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

10 8(1)(j) - that the pupil has died.

11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

(i) the relevant person has indicated that the pupil will cease to attend the school; or

(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he/she has ceased to be a pupil of the school.

13 8(1)(m) - that he/she has been permanently excluded from the school.

14 8(1)(o) where—

(i) the pupil is a boarder at a maintained school or an Academy;

(ii) charges for board and lodging are payable by the parent of the pupil; and

(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.