

MISSING STUDENTS

This policy relates to the Senior School. A separate policy exists for the Junior School.

Registration

Attendance is recorded electronically on the school's MIS (iSAMS) at the start of each morning in Tutor registration. Similarly, attendance in each subsequent lesson is also recorded.

A student will be marked as absent in the electronic register if he/she is not present at morning registration. If the reason is known this will be recorded in the register using the appropriate symbol.

The Attendance Manager keeps the 'Late Signing In' list.

If a student is absent and no reason is known then checks will be made:

- The Lodge (Health Centre) will be checked
- The Tutor/House staff will be found and asked
- Music/ Student support/ Additional Maths and English will be checked
- Fellow students may know about absence, especially in the afternoon, and may be able to supply additional contact numbers for the missing student
- Parents/Guardians will be contacted at home or work
- If enquiries are unsuccessful the Deputy Head will be informed and will decide (in consultation with Tutor and Head of Year) whether to contact the Police. This decision should be taken within an hour of the Deputy Head being informed

Lessons

Absence from a lesson will be recorded in the electronic register at the start of each lesson.

If other students in the class say a student in school but has gone to the Lodge (Health Centre) or another lesson (for example, music or extra Maths/English) then this should be noted on the register with the appropriate code. Extra lessons are usually no more than 30 minutes long and afterwards students are expected to join their timetabled lesson as quickly as possible. If the student does not arrive during the second part of the lesson then the student should be flagged as missing by alerting Reception.

In addition to checking the morning registration period registers, the Attendance Manager will also check all registers during period 4 and follow up any absences (including checks that students are in extra lessons or the Lodge (Health Centre)).

Registers in periods 1-3 and 5 are periodically reviewed for exceptions that are followed up retrospectively. If the other students in a class say that the missing student should be present, then the teacher should inform the Attendance Manager immediately (by sending an email, sending a student with a message to the Receptionist who will then contact the Attendance Manager, or using a school telephone if there is one available in the room)

The Attendance Manager will complete similar checks as listed above. In addition:

The signing out book should be checked

- If appropriate, a search of school premises will be conducted. Locker rooms, the Library and other areas generally accessible to students may be checked
- Contact via mobile 'phone may be attempted, if appropriate
- *If enquiries are unsuccessful the Deputy Head will be informed and will decide (in consultation with Tutor and Head of Year) whether to contact the Police. This decision should be taken within an hour of the Deputy Head being informed.*

Activities

Absences are followed up the day after by consulting activity checkers' lists, the signing out book and the previous day's absentee list. If a student is unaccounted for, a reminder is emailed to the student and their Tutor. If a student is missing without a reason, ten columns are served (Schoolrooms)/ one day "Gating" given (Seniors and College).

Boarding

Boarding staff will use the above checks as appropriate. A separate procedure to be followed by boarding staff in the event of a boarder going missing in the evening or at the weekend is included in the Boarding Staff Handbook, and all Residential Staff are made aware of this. In the event that the Senior Resident considers it necessary to contact the police, the Deputy Head or Head must be consulted.

Children missing from education

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Date of last review:	June 2015
Person responsible:	Deputy Head
Approval group	Leadership Meeting
Date of next review:	October 2018