



King Edward's
W I T L E Y

Missing or Absconding pupils – Procedure to be followed

This policy should be read in conjunction with other documents and School Policies as follows: Keeping Children Safe in Education (latest iteration); Child Protection Policy; Sanctions Policy

Pupil Absence - action to be taken by teaching staff and those taking activities

You are responsible for checking that all your pupils are present in class. A list of pupils not in School for morning registration can be checked on iSAMS at all times. If you are suspicious, check with the Health Centre and then inform the Housemaster/Housemistress as soon as possible if there seems to be no obvious good explanation for absence.

Lists of those on expeditions will be posted in the Staff Room.

Pupil missing or absconded - action to be taken by House Staff

If you have cause to be concerned that a pupil in your House is missing education or has absconded:

- try to make contact by mobile phone
- check with other pupils who may know where he or she is and who will be able to tell you when he or she was last seen
- where possible, contact parents or guardians by telephone to see if they have heard from the pupil; in accordance with Keeping Children Safe in Education (*latest iteration*) the School aims to hold more than one emergency contact number for each pupil, the details can be found on iSAMS
- inform the Head or the Deputy Head, who will advise at what stage external agencies should be alerted
- if a pupil is marked unauthorised for ten days, the absence will be reported to the Local Authority in which the pupil lives if applicable

Deleting a pupil from the register

The School will inform the Local Authority where a boarder is resident if applicable, if a pupil is being removed from the register for one of these reasons:

- home education
- the family seems to have moved away
- the pupil has been certified medically unfit to attend school
- the pupil is in custody for more than four months
- permanent exclusion

This will be done as soon as the grounds for deletion have been confirmed.

The School also complies with all other legal requirements to inform the Local Authority where a pupil leaves the School earlier than the normal transition point at the end of the Upper Sixth.

If the pupil is from overseas and under the conditions of a visa, the School will comply with the conditions of the visa appropriate to its tier. The Home Office will be informed if such a pupil either does not arrive at School in the first place or leaves the School.