

Missing Student Policy

King's College London
Mathematics School

Monitoring and Reviewing

Action	Date	Name	Role
Written	01.11.15	Jennifer O'Sullivan	AH PDBW
Updated	09.10.16	Gita Kaushal	AH PDBW
Ratified	10.10.16	Dan Abramson	Head Teacher
Reviewed	01.09.17	Wavell Blades	AH PDBW
Reviewed	29.08.19	Wavell Blades	AH PDBW

Missing Student Policy

A student may be identified as missing:

- After an absence at morning, afternoon registration or after the lunch break is not confirmed by the registration office staffs' normal follow-up procedures and contact with home
- Following investigation of a report of a missing student by a fellow student, a parent, carer or a member of staff

Following a concern for a missing student, the school administrative officer will:

- Contact and make the necessary checks to assess whether the absence is expected or recorded. These checks will include contact with the student's teachers, all lists of trips out of school and signing out lists.

If the student is still found to be missing, the school office will immediately inform the Assistant Head (PDBW), who will:

- Initiate and oversee a search of the school site.
- Co-ordinate a search over the school grounds.
- Advise all teachers due to teach or tutor the student later that day that they must immediately inform the office if the student appears.

If the site and ground search fails:

- The Head teacher and parents or carer will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- The school will attempt to contact the student via their mobile phone, if it is on file.
- At their discretion, the Head teacher or the Assistant head (PDBW) will request that the police be informed.
- Following a meeting with the police, all involved parties will decide on the most suitable course of action.

If the student is found, or the incident is otherwise resolved:

- Those directly involved in the search will be informed
- The Assistant head (PDBW) will review the full matter and a record of events will be kept. The KCLMS Behaviour Policy may be implemented in the case of truancy.

- Any event of a missing student will be considered as a possible safeguarding matter.

Missing from Education Procedures

Further information can be found in the KCLMS Safeguarding Policy.

The School shall inform the applicable local authority (within which the student resides when not at the School) of any student who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

This will assist the local authority to:

- Fulfil its duty to identify children of compulsory school age who are missing from education; and
- Follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The school shall inform the applicable local authority of any student who:

- Fails to attend school regularly; or
- Has been absent without the school's permission for a continuous period of ten school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).
- School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this policy and the KCLMS Attendance and Punctuality policy if any absence of a student from the school gives rise to a concern about their welfare.