

Missing Student Policy

King's College London
Mathematics School

Monitoring and Reviewing

Action	Date	Name	Role
Last review	06.09.23	Nora Kettleborough	AH PDBW
Ratified	Autumn 1 2023	Education Committee	Governors
Next review	Autumn 2 2024	Education Committee	Governors

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 planned absence forms, contact with the student's teachers, all lists of trips out of school and signing out lists
- The school will attempt to contact the student via their mobile phone
- The school will attempt to contact the student's parent/carer by phone.

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/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.
- 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. Normal safeguarding procedures and processes will be enacted and support measures put in place/actions taken where required.

Absent 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).

When a parent or carer has expressed their intention to remove a student from school to education at home, the school will work with local authorities and other relevant professionals work together to coordinate a meeting with parents and carers to ensure that the interests of the child have been considered; particularly if the child has SEND, is vulnerable and/or has a social worker.

This will assist the local authority to:

- Fulfil its duty to identify children of compulsory school age who are absent 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.