

Missing Pupil Procedure - Senior School and Sixth Form	14b
--	------------

Responsible for Initiating Review of Policy	Assistant Head Pastoral & Boarding/Assistant Head, Head of Sixth Form
Committee to Review	SLT
Last Review Date	August 2026
Review Period	Two years
Approved by (Committee and Date)	SLT August 2026
Approved by Board of Governors	Delegated to the Head – August 2026
Effective Date of Policy	August 2026
Next Review Date	August 2028
Related Policies	

Procedure for Locating a Missing Pupil in the Senior School (Years 7-11)

The following procedure is to be followed between 8:00am and 6:30pm once a pupil has been identified as missing. The procedure is to be controlled by the Senior School Reception until it is handed over to a member of SLT.

1. The member of staff who has identified the pupil as missing reports to reception or sends a pupil to reception to report a student missing.
2. The Senior School Reception immediately alerts all available members of SLT to meet in Senior School Reception. Alert other available members of staff to check the grounds etc. At the point reception contact the Assistant Head(s) then they also request the school nurse to assemble at the reception area.

The Reception team will also phone:

- a. to check the LRC
- b. check PE match lists
- c. check SOCS for club attendance
- d. check in boarding (if a boarder)

SLT organises checks of the grounds/LRC/toilets and unsupervised areas /peri lessons etc.

3. If student is still missing, SLT will make the decision to contact parents
4. If all avenues fail, the Head/SLT member discuss with parents next steps
5. Head/SLT member informs police - at this point the School would follow whatever direction it received from the police.

The Head will be kept updated throughout the process and becomes involved at the point parents and/or the police are informed.

Procedure for Locating a Missing Sixth Former

The following procedure is to be followed between 8:00am and 6:30pm once a pupil has been identified as missing. The procedure is to be controlled by Senior School Reception until it is handed over to a member of SLT.

1. The member of staff who has identified the sixth former as missing sends an email to Reception to report this after checking the sign in system.
2. Reception phone Head of Sixth Form for a check of Cedar Lodge.
 - a. If they cannot be reached, Reception will check Cedar Lodge.
 - b. If not found, a member of SLT (ideally Head of Sixth) is informed directly.
3. A member of SLT will seek to contact the student using the phone number held on ISAMS.
4. If this is not successful in contacting the student, Reception alerts all available members of SLT to meet in Senior School Reception. Alert other available members of staff to check the grounds etc. At the point reception contact the Assistant Head(s) then they also request the school nurse to assemble at the reception area.
5. Reception will also phone:
 - a. to check the LRC
 - b. check PE match lists
 - c. check SOCS for club attendance
 - d. check in boarding (if a boarder)
6. SLT organises checks of the grounds/LRC/toilets and unsupervised areas /peri lessons etc.
7. If student is still missing SLT will make the decision to contact parents
8. If all avenues fail the Head/SLT member discuss with parents next steps
9. Head I SLT member informs police - at this point the School would follow whatever direction it received from the police.

The Head will be kept updated throughout the process and becomes involved at the point parents and/or the police are informed.

Procedure for Locating a Missing Boarder

The school officially closes at 6pm. Boarders are allowed back to the house or in co-curricular clubs from 4pm. As such if a boarder is missing out of school hours ie. post 6pm then the following procedure is to be followed.

- 1 . The House Parent/Boarding Assistant is to be informed immediately
- 2 . They will immediately contact the SLT member on duty that evening who will take over co-ordination once on site, and the Head will be informed.
- 3 . If the Assistant Head Pastoral and Boarding is not contactable, another member of SLT should be contacted
- 4 . House Staff in charge begins the following checks:
 - Check signing in/out system
 - Ask other boarders if they have seen the student
 - Ask her friends to try and contact them
 - Call the student's mobile
 - Do a room by room search of the boarding houses
 - Search the main school site – checking doors they might be able to get into

N.B There is a checklist for the boarding team to follow in order to methodically check the areas of the school site.

- 5 . The SLT Member will then contact the police and follow up with a phone call to parents/guardian to inform them (*depending on their nationality will determine at which point we call.*) At this point the School would be guided by the direction received from the police.

Head to be kept informed at all stages.