



Missing Pupil Policy

Overview statement:

This policy aims to protect the health and safety of all pupils at the School and to ensure that School staff know how to respond if a pupil goes missing.

Runnymede College expects full attendance, and attendance will be monitored (see [Attendance Policy](#)). A pupil missing from education is a very serious situation which might need further referral (see [Safeguarding & Child Protection Policy](#)).

Registration Codes

Registration is taken in Form Groups at 08:50 every day. All pupils are required to attend without excuse. Any pupil who is absent will be marked either:

		Code
Present	Pupil is physically present for Registration	YES
Excused	Pupil is absent, and a satisfactory reason has been communicated to the Form Tutor/Class Teacher by parents (Parents may have communicated directly with the member of staff, or added a Leave Request)	NO - Teacher selects "No and the appropriate reason from the drop down menu"
Absent	Pupil is absent and the reason is not known to the Form Tutor/Class Teacher Or Parents have added a Leave Request which is unapproved Or Pupil is absent for a lesson but has been registered earlier in the day as present.	NO - Teacher selects "Reason not yet provided for absence" NO - Teacher selects "Reason not yet provided for absence" NO - Teacher selects "Reason not yet provided for absence" and presses the ALERT button on iSAMS register. This will generate an email to Tutor and HoY.
Late	Pupil has arrived after 08.50 and has signed in late to the Office. The entry in the register is timestamped. Or Pupil has arrived late to a lesson.	L

Any pupil who arrives after 09.00 must sign in at the School Office, where a member of staff will make them as Present (but "L" or "Late" with a timestamp) on iSAMS.

In the Senior School, pupils are also registered in Teaching Groups in every lesson on iSAMS and in the Prep School at 13.40.

When attending a PE lesson at the Polideportivo, or offsite trip, the supervising teacher will mark all pupils with a "V" (Education Visit or Trip) as they leave the school site. When they return, they are marked as Present ("YES").

Under normal circumstances, if a pupil is missing from school without authorisation, their parent will be required to explain their absence via the Parent Portal. Missing a lesson or other activities is likely to result in a sanction, in line with the Promoting Positive Behaviour Policy.

The following procedure is to be followed if a pupil who should otherwise be present in school, is found to be absent from a lesson or activity without explanation.

Absence from Lessons or Activity or Registration

The member of staff responsible must check Registration on iSAMS promptly. The Response to Absence procedure must be initiated in the following circumstances:

- If a pupil is missing from a lesson/activity but is recorded as Present in the iSAMS register (in other words, the pupil should be in School),
- If a pupil is marked as Absent in morning registration, which triggers a parent notification, but the parent contacts the school, believing that they should be present.

Response to Absence:

1. Teacher press the ALERT button to contact relevant Form Tutor and Head of Year; if the missing pupil had already been identified as vulnerable and marked as such in iSAMS, then the message must go into the "Emergency" channel on Slack.
2. If they are unable to provide details on the child's location through initial investigation, or ten minutes passes, the teacher must put the message into the "Emergency" channel on Slack.
3. Head of Year, a member of SLT or Office staff, will be assigned to conduct a search (see search questions below). This will include:
 - checking the pupil's timetable and whether they could be in the library, on the sports pitch, in a music lesson.
 - speaking with the pupils's friends
 - contacting staff i/c the last known activity

- searching each of the main buildings, including the bathrooms
 - speaking with staff on the school gate and checking CCTV
4. If the search is unsuccessful, or it is discovered that the pupil has left school without permission, a member of SLT will phone the child's parents;
 5. If the parents are unable to provide any further information on the child's whereabouts, the DSL or parents will contact the police to report the child as missing. The following following information should be communicated:
 - the pupil's name
 - the pupil's age
 - an up to date photograph if possible (from Teacher Portal database)
 - the pupil's height, physical description, any notable physical characteristics
 - any disability, learning difficulty or special educational needs the pupil may have
 - the pupil's home address, telephone number and parent details
 - a description of the clothing the pupil is thought to be wearing
 - any relevant comments made by the pupil
 - any relevant information relating to the child's vulnerability

It may also be appropriate for the for the DSL to contact the Agentes Tutores and the security agency who patrol the La Moraleja area and provide them with the same information.

Absence whilst on a school trip

All trips follow the Trips & Visits Policy, which includes ensuring appropriate registration points, and procedures for remote supervision. When attending an offsite trip, the supervising teacher must mark all pupils with a "V" (Education Visit or Trip) as they leave the school site. When they return, they must be marked as Present ("YES").

If a pupil goes missing on any outing from the school:

Response to Absence:

- The Trip Leader should complete the emergency procedures agreed for the trip which may include a search depending on the situation (see search questions below).
- If the search proves unsuccessful then the Trip Leader must contact the Headmaster.
- A member of SLT will contact the child's parents.
- The Headmaster or member of SLT will contact the Police - depending on the location of the trip, for practical reasons, the Trip Leader may be required to do so instead (for instance in the case of an overseas visit).

Pupil not collected

The normal school day finishes at 16.00, and Co-Curricular activities finish at 17.00. The late bus leaves at 17.30.

After 16.00, any pupil who remains on site must either be in a supervised activity, or go to wait in the Sixth Form Dining Room.

If a pupil is not collected by the time that has been agreed with parents or the school, they should go directed to the Office to be supervised there until collection.

Search Questions

Useful questions to be asked in the case of a missing pupil:

- Are there any safeguarding concerns we are aware of? Are they on the Vulnerable Learner Register?
- When were they last seen?
- Whom were they with?
- Where might they have gone?
- Have they signed out?
- Is there a trip or activity they might be on?
- Are they ill or injured and at the Health Centre?
- What emotional state do they appear to be in?
- Has anything upset them recently?
- Did they speak to anyone about leaving?
- Who are their main friends at the College?
- Do they have a mobile phone and what is the number?
- How, when and where was the pupil dropped off at school, and was there anything unusual about it?

Support

A pupil who has gone missing may have behavioural, psychological or other issues that may need to be addressed. Runnymede College will provide the appropriate level of support and may need to refer to local authorities.

Publication:

This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the School or review the policy on the Runnymede College website.

This policy should be read in conjunction with the following additional policies:

- Attendance Policy
- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Trips & Visits Policy
- Promoting Positive Behaviour Policy
- Staff Handbook

Reviewed: June 2025

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