St David's College

— Est. 1965 —

MISSING PUPIL POLICY

40. Missing Pupil

Date	Review Date	Monitoring	Coordinator	Nominated Governor
19/09/2026	19/09/2027	Annual by Ed com	Steve Delaney	Ken Underhill

We believe this Policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

This Policy links with the Attendance and Registration and Safeguarding Policies and should be read in conjunction with these documents.

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 2018
- UK GDPR
- Criminal Justice and Courts Services Act 2000

The following documentation is also related to this policy:

- Welsh Government's statutory guidance to help prevent children and young people from missing education
- All Wales Attendance Framework refresh (2022)
- Keeping Learners Safe (2022)

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

General Procedure to be followed in the event of a pupil, **known to be formerly in school,** but being unaccounted for:

Missing Pupil Policy

Parents have a duty to ensure that their children receive efficient full-time education suitable to their child either through regular attendance at school or otherwise. This is a legal duty set out at section 7 Education Act 1996.

Parents and legal guardians contract with St David's College to secure a place at the school. Through that relationship we work together to ensure children receive an education. However, there may be occasions when a child does not attend education and investigation is required. Some instances will simply be due to illness, but others may be for other unforeseen reasons.

Time can be critical to ensure that students who go missing from our normal boarding or day provision are located and we are satisfied that they are safe.

We will work with multi-professionals to support children who are in need in order to avoid them going missing. We will also work closely with the Police and our Local Authority in the event we need to investigate a child who has stopped attending school.

The following procedure is to be followed by a member of SLT, HM or duty staff in the event that a child goes missing and is expected in school in accordance with the schedule set out above or from our boarding provision when school is not in session.

Monitoring Pupils

Any student absent for any period of time will be marked as out of school for the entire duration of their absence, and the absence will be electronically recorded by the Attendance Officer.

MIS Out of School - Out of School is a term used to document instances when a student is absent or not participating in lessons for various reasons. This is recorded with relevant registration code across all relevant registers to monitor the student's attendance. It ensures that any absence, whether due to illness, a sporting event, outdoor education, or a medical appointment, is properly logged in all necessary sections of the school's MIS system.

MIS Automatic Alert - Next to each student's name, there is an option to trigger an automatic alert. This will send an email notification to the Attendance Officer regarding the absent student to follow up. In the absence of the Attendance Officer, the alert will also be sent to the Deputy Head, Assistant Head, and Receptionist for follow-up.

Registration Codes

While we comply with the Welsh Government attendance codes, during the school day the school uses its own internal codes, known as holding codes, to track where students are at any given time. The attendance officer will then update these holding codes to the appropriate Welsh Government attendance codes.

In absence of attendance officer Assistant Bursar will assign a trained member of staff to take over attendance duties. Email should be sent to all staff to inform Attendance Officer is off and to ensure all registers are up to date and on time.

Missing Pupil Procedure

STAGE 1

Check areas of the school where lesson/sessions could be happening

- *Cadogan SALT/OT Therapy Centre*
- *OT centre*
- *Therapy Centre*
- *Counselling room*
- *Music Room*
- *Pastoral Office*
- Boarding House's

STAGE 2

Check all methods of registration.

- *Out of School.*
- *Off site registers - Bus list located in reception.*
- *Sign out sheet in reception.*
- Medical centre to be contacted

All staff email sent by Attendance Officer name of missing student and where they should be. Marked URGENT.

STAGE 3

Housemaster and HOY to be contacted.

Deputy, Assistant Head and Head of Boarding (where appropriate) to be contacted by phone or walkie talkie frequency 8- if unavailable next member of SLT.

Relevant House and immediate surrounding area to be searched by appropriate staff If the pupil is still unaccounted for, inform Headmaster to take appropriate action as deemed necessary given the circumstances of the pupil involved.

STAGE 4

Necessary staff to review CCTV footage available

Inform Parents

Depending on the circumstances of the missing pupil, the decision when to inform the police will be made. For vulnerable pupils, the police should be informed within an hour. For pupils who are thought to be out with friends where the time may have been forgotten, a delay before calling the police may be more appropriate. This decision needs to be taken after consultation with parents and the Headmaster. A member of staff should also check the local railway stations to request any information/ search for missing pupil.
A staff member to be sent to local railway stations to request any information/ search for missing pupil.

During academic day

Monday – Friday	8.35am- 5.30pm
Saturday	**9.45am – 12.30pm**

Subject	Responsibility	Action
AM Registration	Form Tutors Attendance Officer	• Tutor may be contacted by parents to report an absence. In this event the tutor must notify Attendance Officer as soon as possible. • Tutors to complete registration at 8.45am. • If pupil arrives late, tutor to input L for late. • If a student arrives after registration, they can report to reception before their lesson. 1. Attendance Officer to check all year groups for absent pupils. 2. Registers should be done within 10 minutes of lesson starting. 3. Any missing pupil to be marked as **N - No reason for absence yet provided** and send automatic email alert to Attendance Officer. 4. Attendance Officer to check p.1 register. 5. Begin Stage 1 – 2 of Missing Pupil Procedure 6. **Day Pupil** - If still unaccounted for Attendance Officer to phone parents/guardian to establish reason for absence and amend register accordingly. **Boarder Pupil** - Attendance Officer to phone House Masters (and/or Residential Assistants) to establish whereabouts HMs must be contactable during this time and proactive in the search. If whereabouts cannot be established 7. If still unaccounted for refer to Stage 3-4 of Missing Pupil Procedure
Lessons	All Teaching staff Attendance Officer	• All teaching staff to complete lesson registration within **first 10 minutes of the lesson.** • If a student is absent this will be recorded on Out of School and filter through to all lesson registers • For absent pupils who were marked present in morning reg, teachers to input as **N - No reason for absence yet provided** and send automatic email alert to Attendance Officer

		• If a pupil is late, staff to mark Late in register **1.** Upon Automatic Alert of missing student Begin Stage 1 – 2 of Missing Pupil Procedure **2.** If whereabouts cannot be established refer to Stage 3-4 of Missing Pupil Procedure
Music lessons	Music teacher Attendance Officer	• Peripatetic Staff need to provide their timetable to Attendance Officer. • If Attendance officer does not hear from them, assume the pupil is present. • Any absences must be reported to the Attendance Officer by the Peripatetic Staff. **1.** Attendance officer to check timetabled lesson. **2.** If unaccounted for begin Stage 1-2 of the Missing Pupil Procedure **3.** If whereabouts cannot be established refer to Stage 3-4 of Missing Pupil Procedure
1-1 lessons	1-1 Staff Attendance officer	• On arrival of a pupil to 1-1 lesson, teacher to mark as present as 11 in class register, overriding current class code **Within 10 minutes of the 1-1.** 1. Attendance officer to check timetabled lesson. 2. If unaccounted for begin Stage 1-2 of the Missing Pupil Procedure 3. If whereabouts cannot be established refer to Stage 3-4 of Missing Pupil Procedure
Afternoon registration	Teachers Attendance Officer	Afternoon registration will be completed by the Attendance Officer during Period 6**.** Teachers are responsible for ensuring that Period 6 registration is accurately completed in a timely manner. 1. Attendance Officer to check all year groups for absent pupils. 2. Registers should be done within 10 minutes of lesson starting. 3. Any missing pupil to be marked as **N - No reason for absence yet provided** and send automatic email alert to Attendance Officer. 4. Attendance Officer to check p.6 register. 5. Begin Stage 1 – 2 of Missing Pupil Procedure 6. **Day Pupil** - If still unaccounted for Attendance Officer to phone parents/guardian to establish reason for absence and amend register accordingly. **Boarder Pupil** - Attendance Officer to phone House Masters (and/or Residential Assistants) to establish whereabouts HMs must be contactable during this time and proactive in the search. If whereabouts cannot be established 7. If still unaccounted for refer to Stage 3-4 of Missing Pupil Procedure

Fire alarm	Tutors Attendance Officer Fire Officer	• Up to date fire registers will be with Attendance Officer, who will give them to each Form Tutor • Day Pupils line up in year groups, • Boarding pupils to line up together. • Attendance officer to provide up to date fire registers to HOY. • Fire Officer to provide up to date fire registers to Housemasters.

	Receptionist	• All tutors to register pupils in correct positions according to the fire assembly Policy. • Reception will take visitors sign in book. • Attendance officer will take bus lists. 1. Any day pupils missing must be reported to HOY immediately. 2. Any boarders missing must be reported to HM, Duty HM or RA immediately. 3. If unaccounted for Missing Pupil Policy to be followed
Pupils in Medical Center	Charge Nurse Attendance Officer	• Some students will be required to attend SAN for medication during lesson time. If teacher is unsure of whereabouts of student they should email Attendance Officer to check that is where they are. • When a pupil is admitted into SAN for a period of time, Charge Nurse to add to Out of School • Once the pupil leaves SAN to go back to lessons, Charge nurse to update MIS
Outdoor Education	Head of OEd Attendance Officer	• All student to register at morning registration before going to OEd. • OEd staff complete paper register, photograph and sent to Attendance Officer. • Any student missing can then be checked against morning registration. • Attendance Officer to them Mark out of School with code OE-Outdoor Education. • Bus list to be completed by each group leader, what bus they are on and **full names** of students they have with them and put on the bus list board at reception. 1. Begin Stage 1 – 2 of Missing Pupil Procedure 2. **Day Pupil** - If still unaccounted for Attendance Officer to phone parents/guardian to establish reason for absence and amend register accordingly. **Boarder Pupil** - Attendance Officer to phone House Masters (and/or Residential Assistants) to establish whereabouts HMs must be contactable during this time and proactive in the search. If whereabouts cannot be established 3. If still unaccounted for refer to Stage 3-4 of Missing Pupil Procedure

Afternoon Activities	SLT on Duty Teacher on duty	• Teachers / support staff to register children for activities using the excel register. • Teachers / support staff to report any children that have not turned up to activities SLT on Duty. • SLT and Teacher on duty to check with Reception for any children that have been collected early and locate pupil. • SLT and Teacher on duty to send an all teachers email to help locate missing pupil. • SLT and teacher on duty to follow missing pupil policy if pupil is not located.
Planned trips	Trip leader	• A list of students going on the trip to be email to Attendance Officer and receptionist in advance of the trip- to be added to Out of School on MIS will appropriate code
	Attendance Officer Receptionist	• Students should register at school before leaving for the trip where possible. Bus list to be completed with what bus they are on and **full names** of students they have with them and put on the bus list board at reception. • Day of the trip the leader to pick up a travel pack from reception in this will include all students' details, consent form, medical needs, and allergies. Along with a paper register for the number of days the trip is for. If MIS fails while away or signal is poor refer to the paper register to update attendance. • Up on returning travel pack should be returned to Reception and paper register to Attendance Officer.
Saturday Boarders	House master on Duty Teachers on duty	• Registration of pupils based on lists I have prepared during the week • Juniors in the Mostyn Gallery • Seniors in the Minstrel Hall • Pupils head off to their activities with the assigned staff member (who was present at registration) • Break (timing decided by individual activity staff, based on the needs of the activity) 1. If pupil still missing, duty staff or duty HM to try to call pupil and ascertain whereabouts. 2. Staff to check SAN, other boarding areas, minibus sign out sheets, boarding pupil sign out sheets and handover books for signs of pupil's whereabouts. 3. Pupil housemaster to be informed. If no idea where pupil is, Duty HM to follow missing pupil Policy.

Outside academic day

Monday – Friday	after 5pm
Saturday	after12.30pm

Contact Housemasters

Responsibility	Action
Duty staff Tea time / breakfast registration	All staff to register pupils at the beginning of tea time. Staff to ensure that all pupils are present. Any pupils missing must be found. If missing pupil, staff to initially ask other pupils to look for pupil in boarding house, where they are most likely to be. If pupil still missing, duty staff or duty HM to try to call pupil and ascertain whereabouts. Staff to check SAN, other boarding areas, minibus sign out sheets, boarding pupil sign out sheets and handover books for signs of pupil's whereabouts.
	Pupil housemaster to be informed. If no idea where pupil is, Duty HM to follow missing pupil Policy.
Duty staff Dorm call	All staff to ensure that every pupil is present in the boarding house at dorm call. Any missing pupils must be found. If missing pupil, staff to ask other pupils if they know whereabouts, check other boarding houses, boarding sign out sheets. Duty HM and HM to be informed and missing pupil Policy to be followed.

Attendance and Registration Policy Contact Details

Staff member Role	Full Name	Internal	Direct dial/mobile	Email
Attendance Officer	Aoife GreenEmmett	225	875974/ 07506584241 (p)	agreen@stdavidscollege.co.uk or attendancest@davidscollege.co.uk
Headmaster	Andrew Russell	223	868823	arussell@stdavidscollege.co.uk
Deputy Head	Steve Delaney	234	868834/07971543894	sdelaney@stdavidscollege.co.uk
Assistant Head/ DSP	Sue Davies	304	868840/07753446849	sdavies@stdavidscollege.co.uk
Reception	Rebecca Williams	345	875974	rewilliams@stdavidscollege.co.uk
PA to Headmaster	Stacy Oliver-Harris	226	875974	pa@stdavidscollege.co.uk
Cader Housemaster	Sian Mulvihill	233	868833/07914694593	smulvihill@stdavidscollege.co.uk
Snowdon Housemaster	Jon Demery	230	868830/07956576148	jdemery@stdavidscollege.co.uk

Tryfan Housemaster	Rob Hughes	229	868829/07816958145	rhughes@stdavidscollege.co.uk
Augusta Housemaster	Jenny Appleton	320	873584/07956576360	jappleton@stdavidscollege.co.uk
Cader RA	Felicity Smith		07946057241	fsmith@stdavidscollege.co.uk
Snowdon RA	Hannah Glover			hglover@stdavidscollege.co.uk
Tryfan RA				
Augusta RA				mrosendal@stdavidscollege.co.uk
Medical Centre	Nurse Hannah	317	868820	medical@stdavidscollege.co.uk

Equality

Under the Equality Act 2010, St. David's has a duty not to discriminate against any of the protected characteristics. Due regard has been given to equality law when developing and implementing St David's policies, practices and day-to-day activities. St David's will continually monitor the way this policy operates to ensure it does not unlawfully discrimination, permit harassment or victimisation, or limit equality of opportunity. St David's is committed to meeting its obligations under the Equality Act 2010 at all times.