SHEBBEAR COLLEGE

# MISSING PUPIL POLICY

## Whole School Policy

Reviewed and Updated: 30th October 2023 by M Foale and E Southern
Reviewed by SLT: 8th November 2023
Next Review: November 2024

## Policy Review at Shebbear College

**The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.**

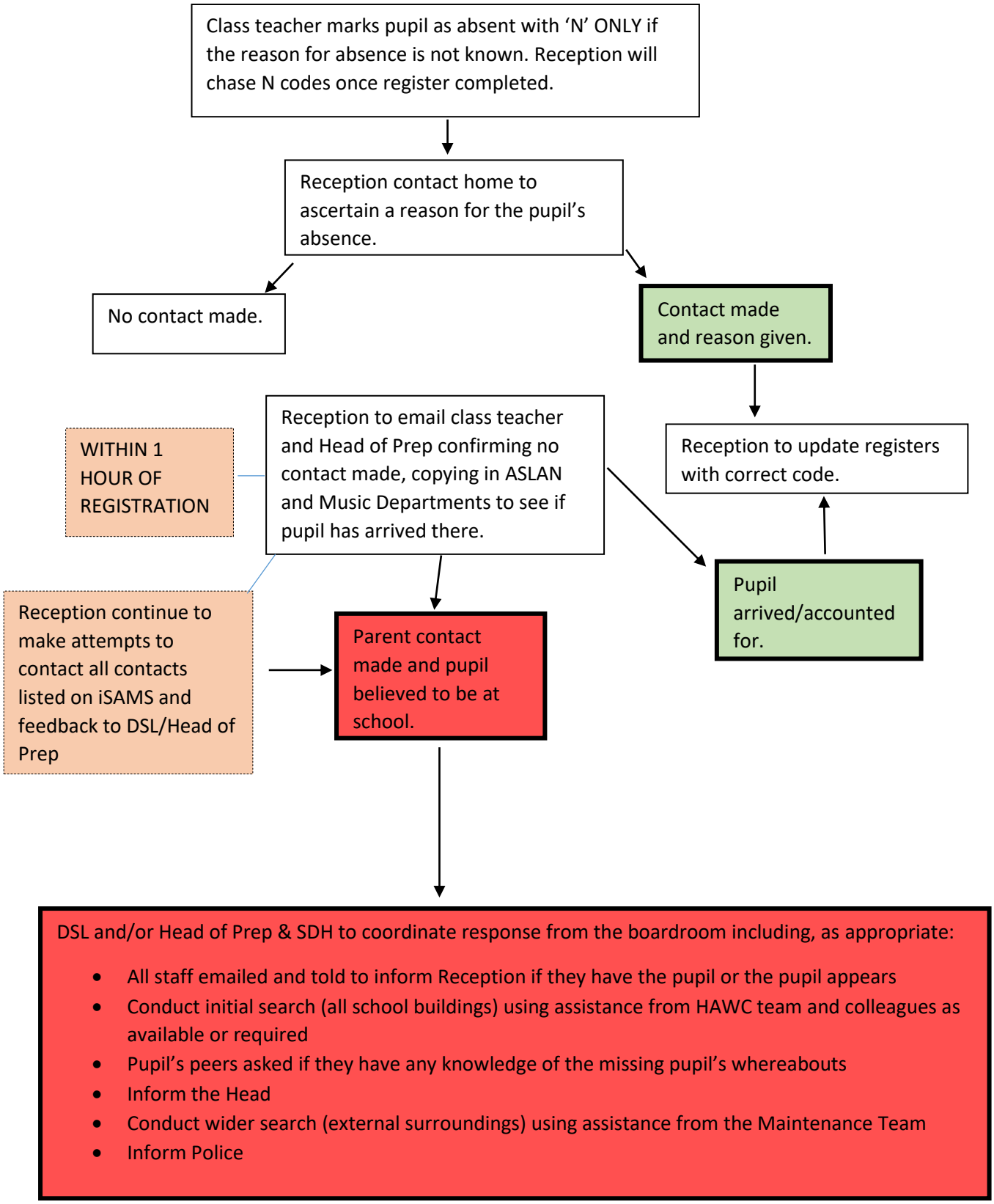
## PREP SCHOOL

A Prep School pupil may be identified as "missing" in a number of different circumstances. These include the following situations:

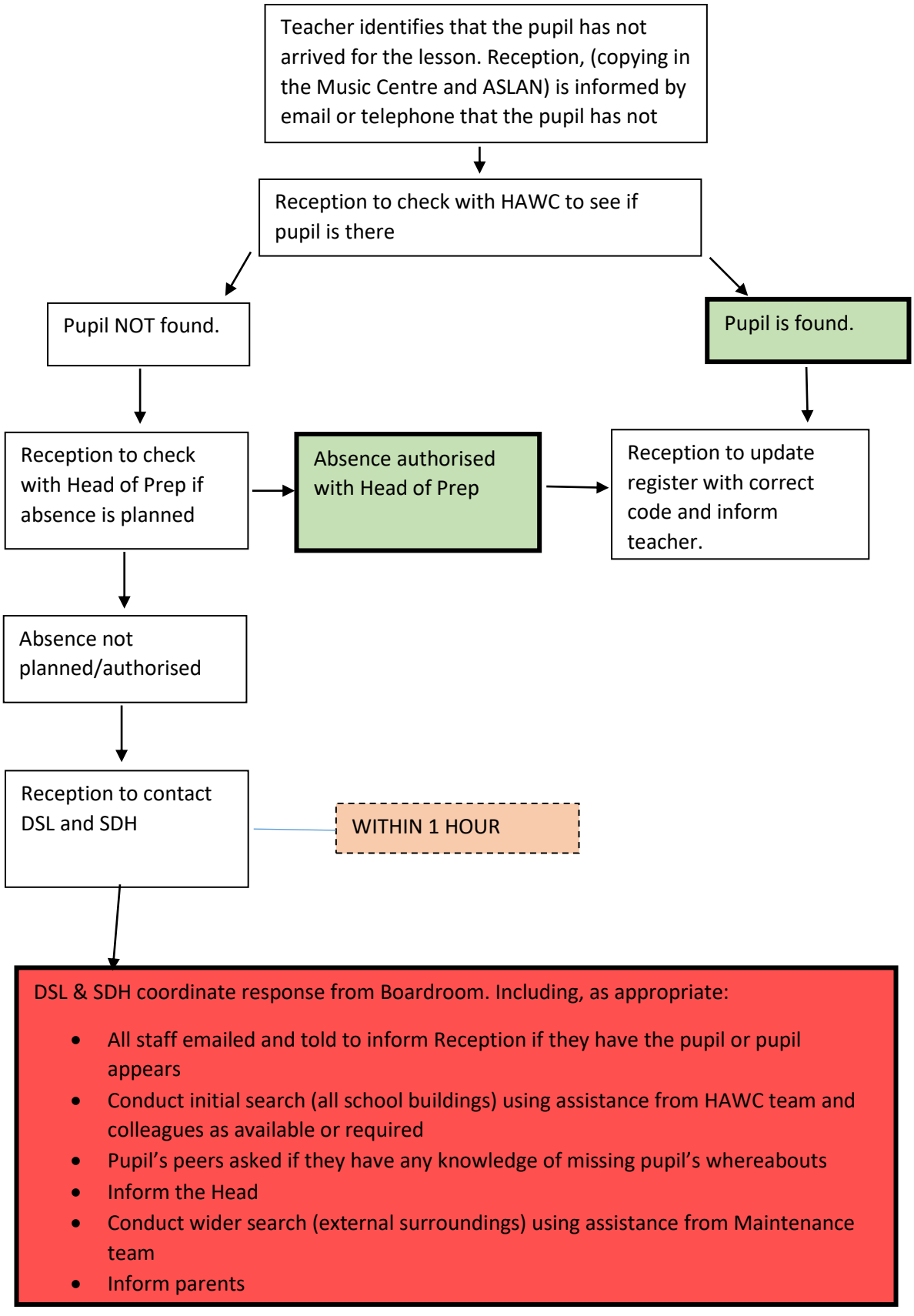
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as "missing" the procedures outlined within the following flow charts should be followed.

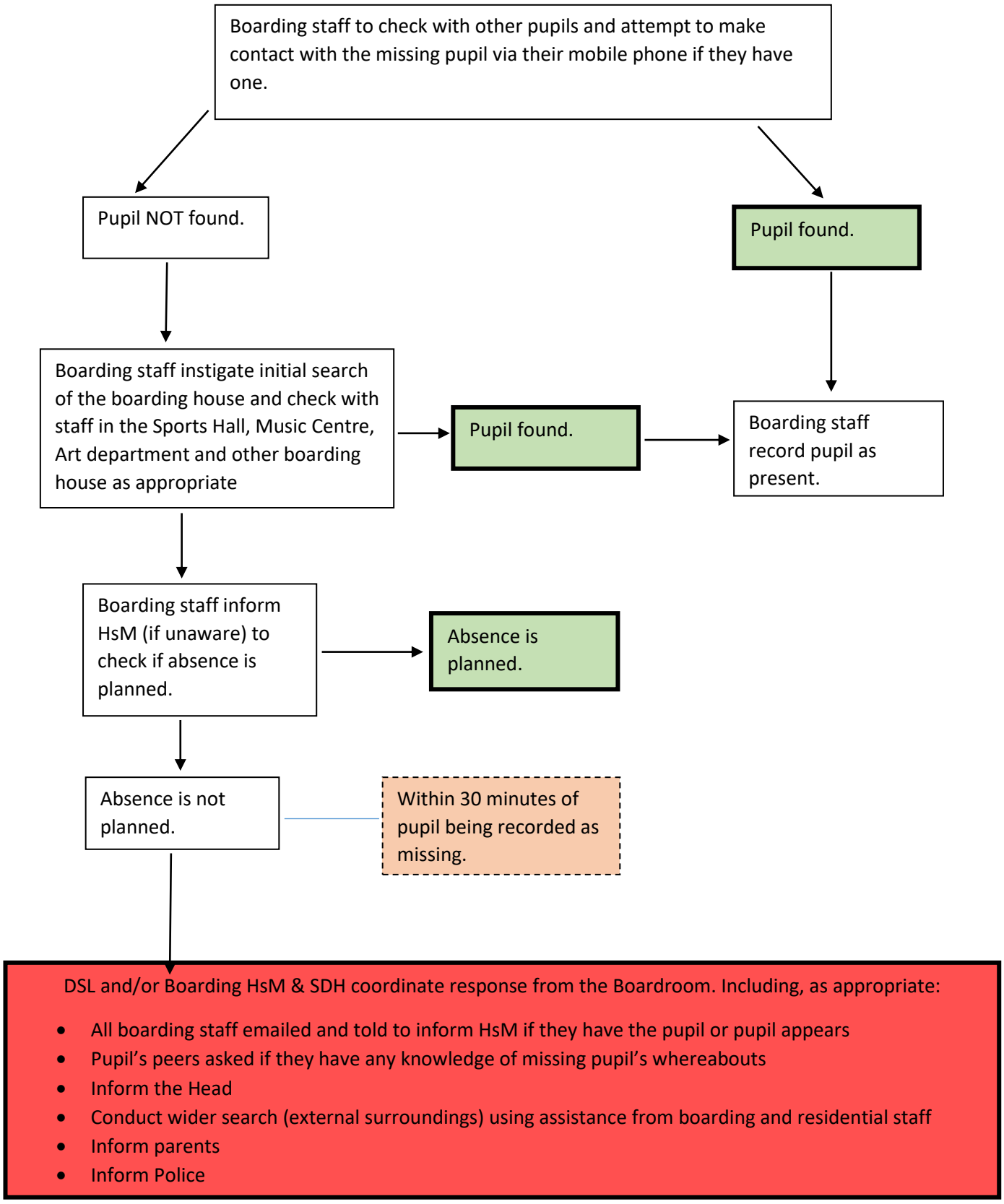
## 1. Failing to arrive at school for AM or PM registration as expected



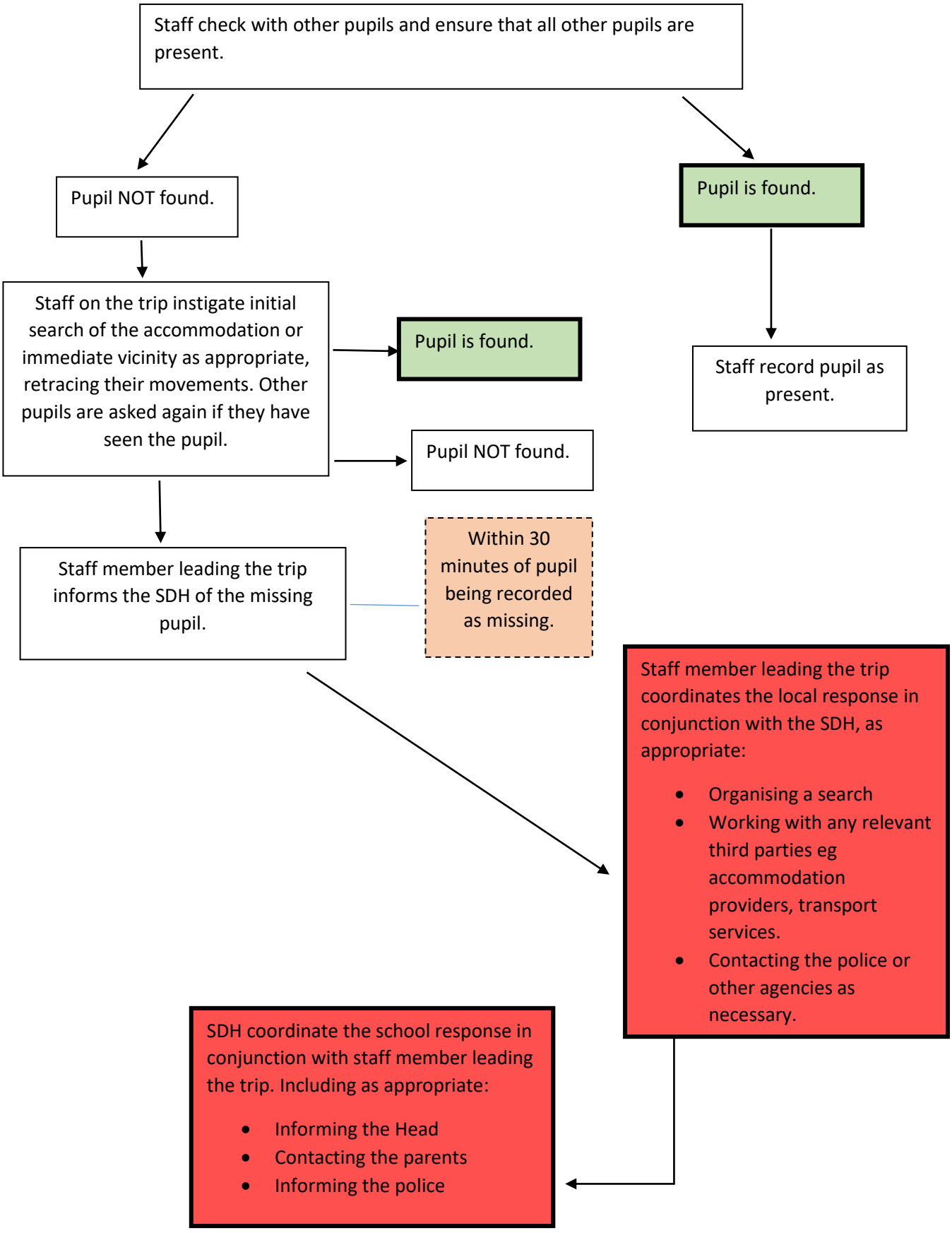
**2. Failing to turn up to a lesson or activity during the school day as expected**



### 3. Prep School boarder failing to turn up to a boarding activity or roll call as expected



**4.Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.**



# SENIOR SCHOOL

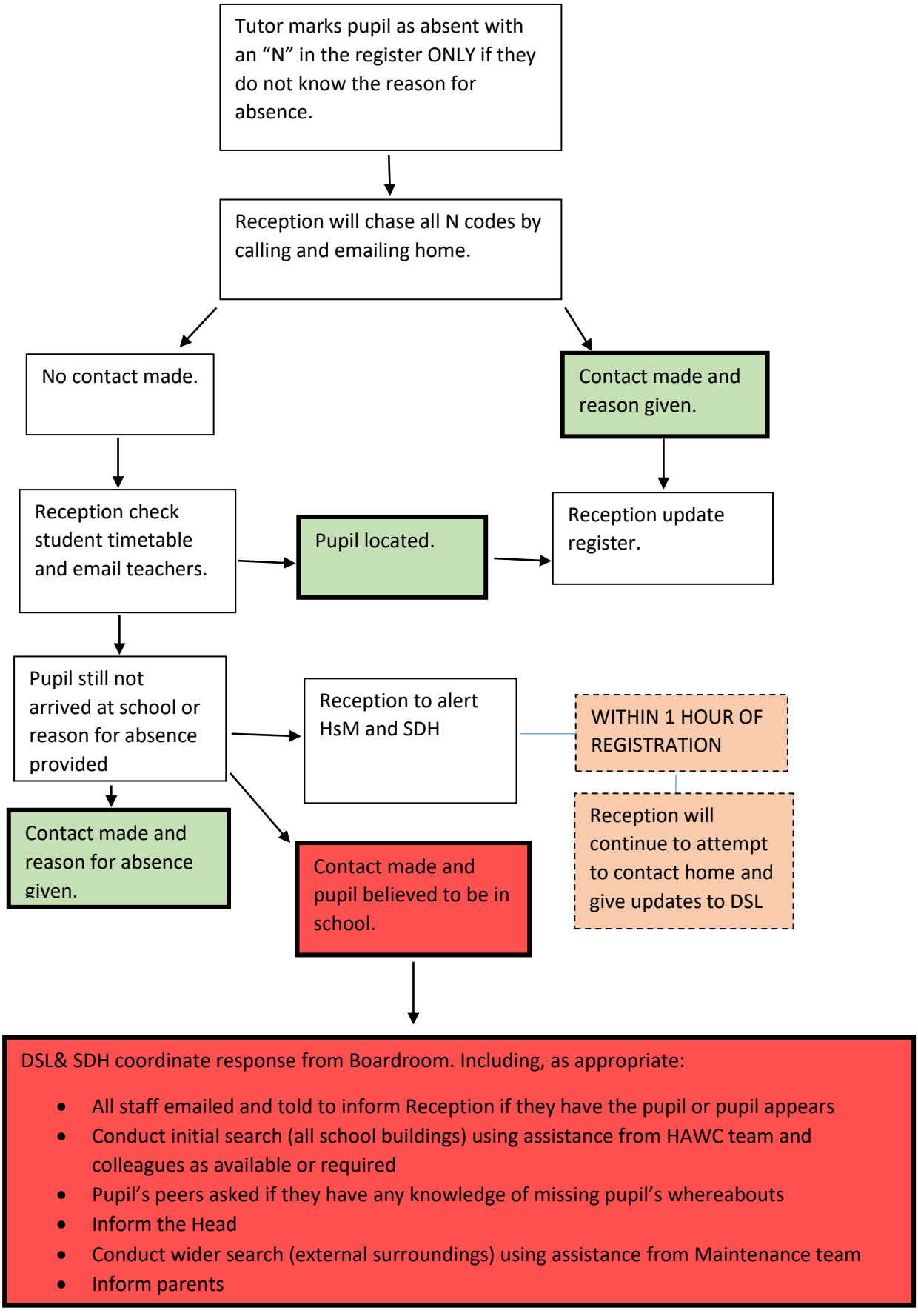
## Rationale

A Senior School pupil may be identified as "missing" in a number of different circumstances. These include the following situations:

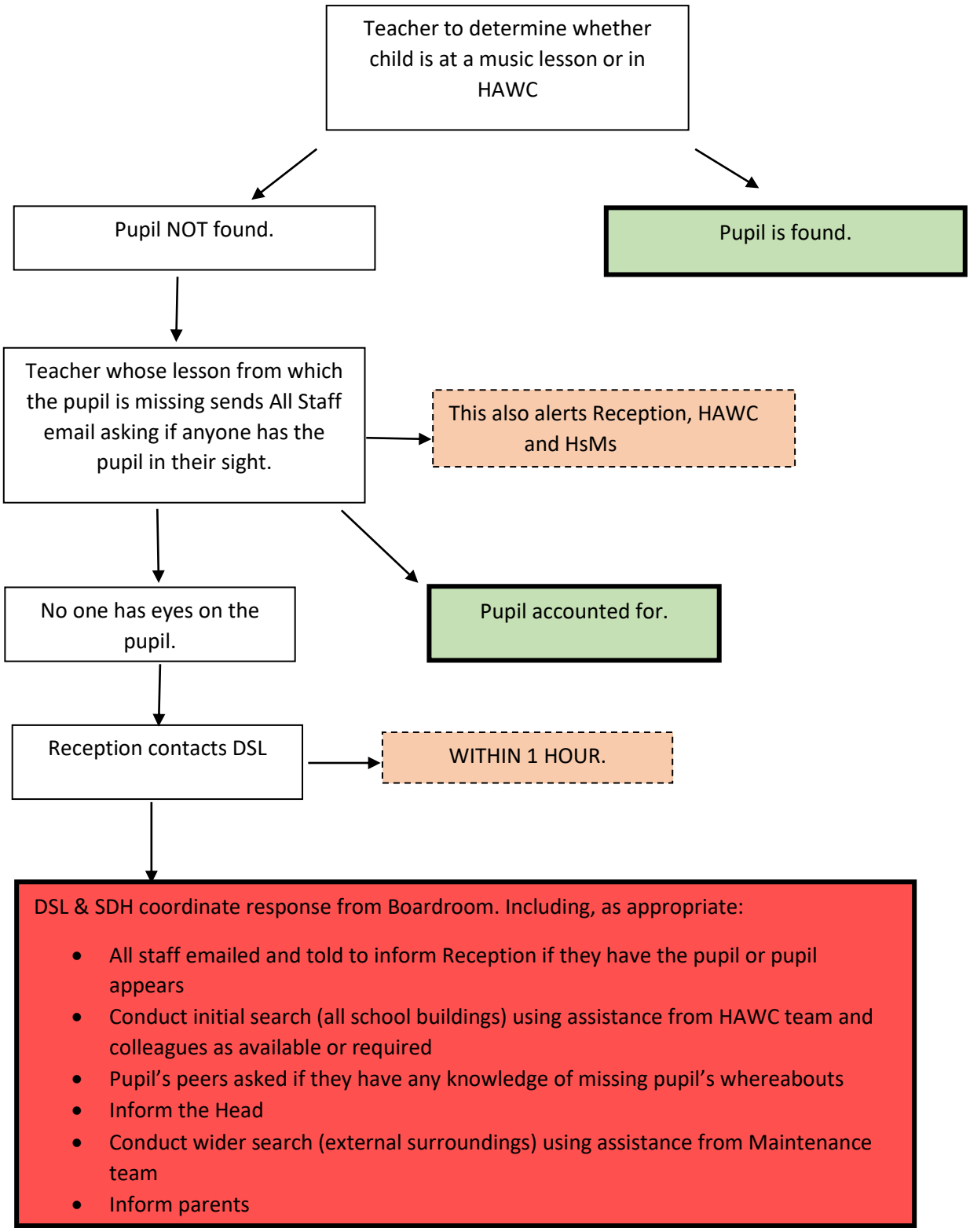
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as "missing" the procedures outlined within the following flow charts should be followed.

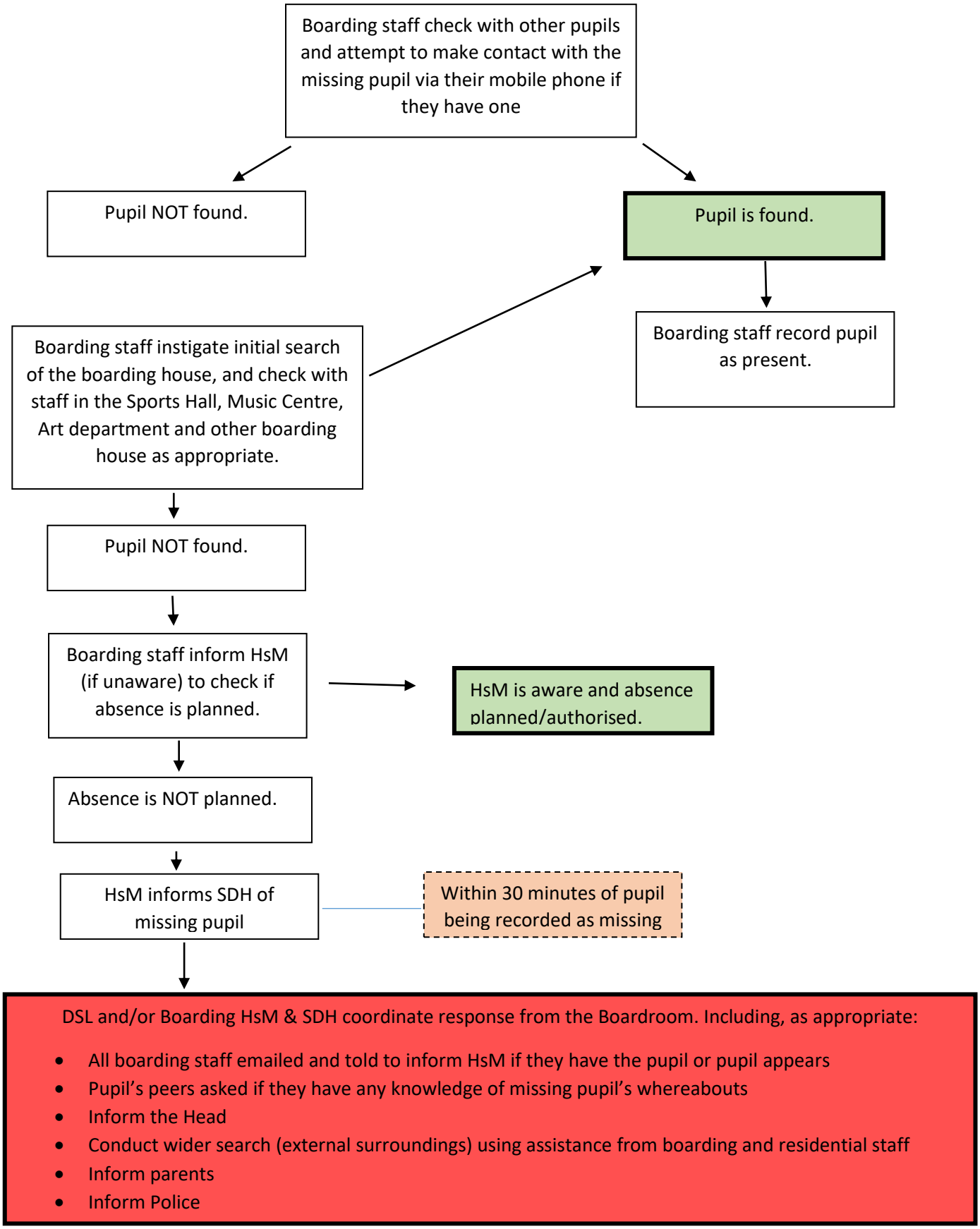
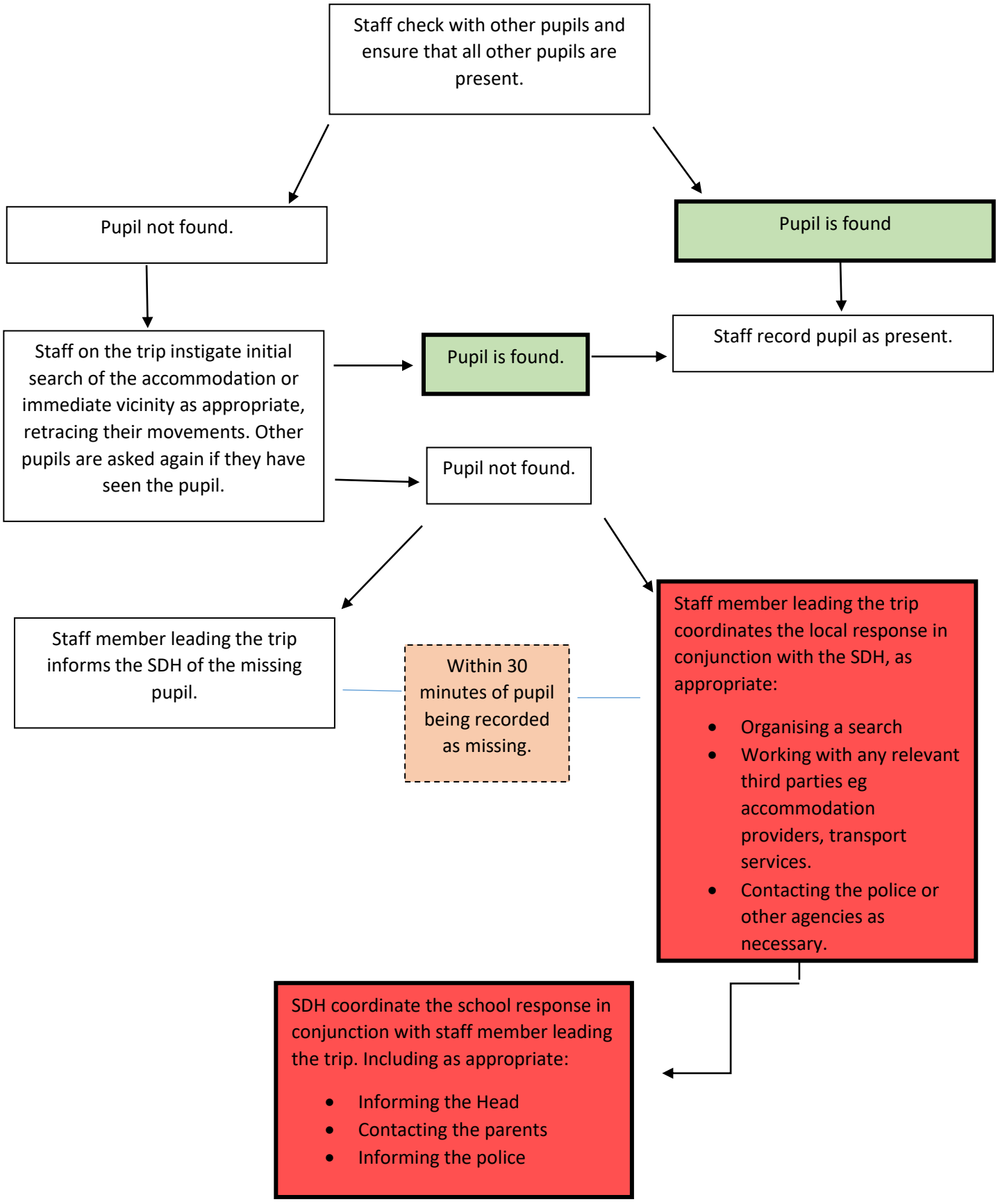
1. **Failing to arrive at school for AM or PM registration as expected**



**2. Failing to turn up to a lesson or activity during the school day as expected**



### 3 Boarder failing to turn up to a boarding activity or roll call as expected



**4.Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.**