



MISSING / ABSENT AND UNCOLLECTED PUPILS

This policy applies to all members of our school community, including those in our Early Years setting.

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with:

- Supervision of Pupils
- Staff Code of Conduct
- Safeguarding

This document is reviewed annually by Mrs A Robinson, or as events or legislation change requires.

Missing / Absent and Uncollected Pupils	
Reviewed by:	Mrs A Robinson, Assistant Head, DSL
Date of last review:	September 2026
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2026
Next scheduled date for review:	September 2027

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Missing / Absent and Uncollected Pupils Policy

Part 1: Missing/Absent Child Policy

This policy covers:

1. Information for parents
2. Action to be followed by staff if a child fails to attend first day of school
3. Duty to report
4. Actions to be followed by staff if a pupil goes missing from the school
5. Actions to be followed by staff if a pupil goes missing on an outing
6. Actions to be followed by staff once the pupil is found

Introduction

The welfare of all our children at Tranby is our paramount responsibility. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 of *Keeping Children Safe in Education* (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

The school will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Safeguarding Policy.

This policy should be read in conjunction with the School's Safeguarding Policy and staff code of conduct. This policy was drawn up having had regard to the Independent School Regulatory Requirements, Early Years Statutory Framework, and Department for Education's guidance KCSIE and '*Children Missing Education*'.

Information for parents

All safeguarding policies are reviewed regularly (at least once a year as a minimum) by the School's Local Governing Body in order to satisfy ourselves that they are robust and effective. This policy is ratified annually by the United Learning Group Board in conjunction with the School's Safeguarding Policy and Procedures.

Where reasonably possible, the School will hold more than one emergency contact for each pupil. This is to give the School additional options to make contact with parents and/or a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

All new staff receive a thorough induction into the importance of effective supervision of all pupils, what to do if a child goes missing and are required to read Part 1 of KCSIE.

In addition, all pupils and parents will be made aware of:

- Arrangements when arriving at school and leaving the premises at the end of the day
- Arrangements for registration in both morning and afternoon. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if the child fails to arrive at school without an explanation.

Actions to be followed by staff if a child fails to attend first day of school

All new pupils are placed on the school's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School.

If a child fails to attend on the agreed date, staff must inform the Head and the Designated Safeguarding Lead (DSL) or, if registered in the Prep School, the Prep Head and Prep DSL without delay. They will undertake reasonable enquiries to establish the pupil's whereabouts and will consider notifying the local authority at the earliest opportunity. If they believe the pupil is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate) without delay.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the school and external agencies when making enquiries to locate any missing children.

Duty to Report

The School monitors attendance closely and will take action to address poor or irregular attendance. The School will inform the local authority (and the local authority where the child is normally resident) of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

Where a pupil has not returned to school for 10 school days after an authorised absence or has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The School also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

The School will report to OFSTED within 14 days any incident of a missing EYFS pupil as is required under the Statutory framework for the early years foundation stage (EYFS) 2026, for registered providers.

Actions to be followed by staff if a pupil goes missing from the School

The school's procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

If a pupil was found to be missing, the school will carry out the following actions without delay:

A pupil may be identified as missing:

- after an absence at morning registration is not confirmed by the office staff's call home
- by comparing pupils in a class with the day's absence sheet
- on reconciliation with the afternoon registration
- by a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the school office who will:

- contact the tutor/teacher to assess whether the absence is expected
- contact the School First Aider to check for any known medical emergency
- contact the class teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day)
- check all lists of trips out of school
- check the signing out books at Reception.
- check with the pupil's friends to see if they know their whereabouts

If the pupil is still found to be missing, the school office will immediately:

- open a record of the incident on CPOMS which will log all specific actions taken.
- contact the parents/guardians and ask for further information (this would normally be within 10 minutes of the report of a missing pupil).

If the pupil is still found to be missing, the school office will:

- inform the Head / Head of Prep/DSLs and Leadership Team members, who will initiate and oversee a search of the site
- inform Grounds staff and ask them to assist in the search and look at CCTV
- message sent by email to all staff with the name of the pupil, date and time of first noted absence
- advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

1. The Head / Head of Prep/DSL and parents will be informed, and a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
2. On completion of this, and any subsequent searches made over the day, parents will continue to be informed of progress.
3. At his discretion, the Head will arrange for the police to be informed.
4. If considered appropriate, a school fire alarm practice will be used as a useful tool in locating missing pupils.

If the pupil is found, or the incident is otherwise resolved:

- The Head, Head of Prep, DSL and the parents will be directly informed by the school office
- The Police will be informed if they have been involved
- an email will be sent to all relevant staff
- CPOMS will be updated
- The Head/Head of Prep will initiate a full inquiry and provide a written report; this report and the incident log will be added to CPOMS
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings
- The Head, Head of Prep School and the DSLs will liaise closely about pupils that go missing on repeat occasions.
- If the pupil is injured, the school will make a report under RIDDOR to the Health & Safety Executive (HSE)
- The school will co-operate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head will inform the Director of Independent Schools without delay

During the course of the investigation into the missing child, the school, in consultation with Children Services, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A record will be kept by the school of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation. In addition, a full record of all activities taken up to the stage at which the pupil was found will be made. If appropriate, these procedures will be adjusted.

Actions to be followed by staff if a pupil goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other pupils are present
- An adult will search the immediate vicinity
- Immediately inform the Head / Prep Head and the DSLs by mobile phone
- The remaining pupils will be taken back to school as soon as reasonably practicable
- Ask the Head / Prep Head / DSLs to ring the pupil's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to venue / the school at once
- Contact the venue manager and arrange a search.
- Immediately contact the Police
- The DSL will contact/refer to their local Children Services Department 01482 395500.
- Follow any specific local safeguarding procedures.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head / Prep Head / DSLs will inform the Head of Independent Schools and Chair of UCST without delay
- The school's insurers will be informed as soon as reasonably practicable
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE). If the child is injured and is taken directly from the scene of the accident to hospital for treatment, a

report will be made under RIDDOR to the HSE as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The School will review its procedures and, if appropriate, these would be adjusted.

Actions to be followed by staff once the pupil is found

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head / Prep Head / DSLs will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the Local Authority, police and United Learning Safeguarding Lead, if necessary)
- The Head / Prep Head will promise a full investigation (if appropriate involving the local safeguarding partners)
- Media queries should be referred to Head / Prep Head (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how s/he appeared to have gone missing, as well as lessons for the future.

Part 2: Procedures to be followed by staff when a child is not collected on time

Introduction

The school undertakes to look after all pupils safely throughout the time that they remain under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Social Care and/or the Police in order to prioritise a pupil's safety.

Procedures if a pupil is not collected on time

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the Head of the Department / the Teacher / After School Care Coordinator will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

- If there is no response from the parents' or guardians' contact numbers or the emergency numbers within a one-hour period / when the premises are closing, the DSL will contact/refer to their local Children Services Department (01482 395500) to seek advice and agree what actions should be taken and by whom. This may include contacting the police.
- Children's social care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police.
- The school will look after the child safely throughout the time that they remain under the School's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with children's social care and/or the Police in order to prioritise the child's safety.
- Follow any specific local safeguarding procedures set out by **East Riding Safeguarding Children Partnership (www.erscp.co.uk)**.

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If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's safeguarding procedures detailed in staff code of conduct and School's Safeguarding Policy.

Specific procedures for pupils in EYFS (this information is also in the parent handbook)

Pre-School:

- Any uncollected child due to be collected at 15:30 will remain in the Pre-School with the Evening Pre-School staff, who will ask the office staff to contact the parents/carers, using the Emergency Contact numbers supplied to the school.
- If the named adult has not collected the child by 16:00, the child will remain in the Pre-School with the Evening Pre-School staff and these staff will either be informed of the named person due to collect the child or will continue to attempt to make telephone contact as above.
- Any uncollected child due to be collected at 18:00 will remain in the Pre-School with a member of the Evening Pre-School staff, who will attempt to make telephone contact as above.
- If no contact has been made by 18:20, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the Evening Pre-School staff until either a member of the Social Services team, or the named adult arrives to take over care of the child.

Reception:

- A member of staff will remain with the child and ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school.
- If the named adult has not collected the child by 16.00, the child will be escorted to the Senior School Receptionist, who will either be informed of the named adult due to collect the child or will continue to attempt to make telephone contact as above.
- Should the child still be uncollected by the Senior School Receptionist's leaving time, they will be escorted to The Croft, where nursery staff will attempt to make contact.
- If no contact has been made by 18.00, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the nursery staff until either a member of the Social Services team, or the named adult arrives to take over care of the child.

Records

The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents.