HEADINGTON RYE
OXFORD

Missing Pupil Policy

Senior School

Approved by:	Deputy Head Pastoral
Reviewed by:	Deputy Head Pastoral
Date of last Review	August 2025
Next Review Date:	As required by legislative updates

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Policy Statement

The welfare of pupils at Headington Rye Oxford School is of paramount importance and all staff are trained to understand the role that they play in keeping pupils safe at all times.

The purpose of this policy is to detail the procedure to be followed in the event of a pupil going missing from School in order to ensure that any investigation to determine their whereabouts is carried out in a calm and organised manner.

A pupil who has been registered as present at school, but who is absent from a lesson, is deemed to be a missing pupil.

Missing Pupil Procedures

When a pupil is deemed to be missing the following procedures should be followed:

- The member of staff noticing the absence should raise an alert – this can be done either through ISAMS (generating an automated alert to designated staff – Deputy Head Pastoral, Pastoral PA, Head of Section, Head of Year, Reception, Absences) or by the staff member contacting a member of the Pastoral Team, Absences or Reception to inform them that the pupil is missing.

- Once a pupil has been flagged as 'missing' those receiving the alert will respond and attempt to locate the pupil.

- The HOS and/or the Deputy Head Pastoral will check on iSAMS register to see when the pupil was last registered. A check will be made to identify if the pupil has:
  i. Signed out for a legitimate appointment
  ii. Been sent home (unwell)
  iii. Gone to the Health Centre (and been admitted or treated)
  iv. Gone to the Wellbeing Hub
  v. Gone to the Music Department for a lesson
  vi. Gone to Learning Development for additional support
  vii. Gone somewhere in the Sixth Form Centre
  viii. Gone back to their boarding house/bedroom (if a boarder)
  ix. Gone on a trip or onsite organised activity

- If the missing pupil has not been accounted for after such checks have been made a search will be undertaken focusing on classroom areas and toilets in the first instance.

- If the missing pupil is in Year 7-11 (U3-U5) IT Support will be asked to check the last known location of the pupil's ipad device and the area identified can be checked

- Peers of the pupil will be questioned to see if they know where the pupil might be.

- All teaching and support staff will be alerted by email or telephone to look out for the missing pupil.

- A search of the entire School buildings and grounds will be organised by the HOS and Deputy Head Pastoral. If the pupil cannot be found, consider a fire drill to ensure not on site. It may be possible to check CCTV footage to determine where the pupil may

have gone after their last sighting.

- If this initial investigation fails to reveal the whereabouts of the missing pupil, the Deputy Head Pastoral will inform the Headmistress and then contact the parents and the Police.

- The School will then act in accordance with Police advice.

- Once a missing pupil has been located this will be communicated to her parents and the Police, as well as all teaching and support staff by email or telephone.

- When the pupil has been found their HOS, HOY or the Deputy Head Pastoral will discuss with them the incident and determine whether further support may need to be put in place or whether any sanctions are appropriate. The following should be considered in this discussion:
    i. What led to the pupil absenting themselves from lessons/an activity?
    ii. Was the absence deliberate and did the pupil realise they were breaking school rules and that therefore sanctions may apply?
    iii. Was/is the pupil distressed about some element of school life, and if so, what action might be needed to resolve or alleviate the situation?
    iv. Are there safeguarding concerns, in which case the matter should be referred to the Director of Safeguarding, Deputy Head Pastoral or one of the Deputy DSLs.

A separate policy document exists for Missing Boarders.