



THE KING'S SCHOOL

GRANTHAM

Missing Pupil Policy

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1 **Aims**

- 1.1 This is the Missing Pupil Policy of The King's School.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to set out the Academy's policies and procedures in place to identify and respond to children who go missing, particularly on repeat occasions;
 - 1.2.2 to ensure that Academy staff know how to respond if a pupil goes missing;
 - 1.2.3 to actively promote the well-being of pupils; and
 - 1.2.4 to create a culture of safety, equality and protection.

2 **Scope and application**

- 2.1 This policy applies to the whole Academy.
- 2.2 This policy applies at all times when the pupil is or is intended to be, in the care of the Academy.

3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**), as amended by the Data Protection and Digital Information Act 2025;
 - 3.1.4 Equality Act 2010; and
 - 3.1.5 Children Act 1989;
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Keeping children safe in education \(DfE, September 2025\) \(KCSIE\)](#);
 - 3.2.2 [Working together to safeguard children \(HM Government, December 2023\) \(WTSC\)](#);
 - 3.2.3 [Children missing education \(DfE, August 2024\)](#);
 - 3.2.4 [Working together to improve school attendance \(DfE, August 2024\)](#);
- 3.3 The following Academy policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Safeguarding and Child Protection Policy and Procedures;
 - 3.3.2 Risk Assessment Policy for Pupil Welfare;
 - 3.3.3 Attendance Policy.

4 **Publication and availability**

- 4.1 This policy is published on the Academy's website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the school day.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to the **Proprietor** are references to The King's School, the Academy Trust.

5.1.2 references to **Parent** or **Parents** means the natural or adoptive parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive parent of the pupil, but who has care of, or parental responsibility for, the pupil (e.g. foster carer / legal guardian).

5.1.3 references to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor delegates appropriate responsibilities for the day-to-day management of the Academy to the Head. In practice, all members of staff contribute to the safety of pupils at the Academy by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Academies are under a general duty to supervise pupils to the standard of a prudent or careful parent.

6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under s.149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:

6.2.1 eliminate discrimination and other conduct that is prohibited by the Act;

6.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

6.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Justin Dixon (Deputy Head)	As a minimum annually, ideally termly, and as required
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Justin Dixon (Deputy Head)	As a minimum annually, ideally termly, and as required
Formal annual review	Proprietor	Annually
Overall responsibility for content and implementation	Proprietor	As a minimum annually

7 Children missing education: Welfare concerns

- 7.1 Children going missing, particularly persistently (including during the school day), can act as a vital warning sign of a range of safeguarding possibilities including neglect, sexual abuse, and child sexual and criminal exploitation. The Academy's policies are designed to assist in identifying such abuse and also help prevent the risk of them going missing in the future. The Academy's Safeguarding and Child Protection Policy and procedures set out the Academy's approach, both to support early help assessments when problems are first emerging and also where children are already known to local authority children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), also how staff must consider risks of radicalisation under the Prevent duty (Counter-Terrorism and Security Act 2015), where going missing from education may increase known safeguarding risks within the family or in the community.
- 7.2 Academy attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the Academy Attendance policy, Safeguarding and Child Protection Policy and procedures if any absence of a pupil from the Academy gives rise to a concern about their welfare.
- 7.3 The Academy endeavours to hold more than one emergency contact number for each pupil so that the Academy has additional options to contact a responsible adult when a child missing education is also identified as a welfare and / or safeguarding concern.

8 Procedures for pupil missing during the school day

- 8.1 Anyone who suspects or believes a pupil is missing during the school day should contact reception immediately.
- 8.2 Reception will then:
- 8.2.1 check the child's timetable for that day;
 - 8.2.2 check whether the pupil has reported sick or has an appointment;
 - 8.2.3 contact the pupil's Form Tutor / Head of Year;
 - 8.2.4 check the list of music lessons;
 - 8.2.5 contact the music department;
 - 8.2.6 check the list of sports fixtures and / or Academy trips and / or any other external activity;
 - 8.2.7 contact the Library in case the pupil is there;
 - 8.2.8 contact the pupil's parents.
- 8.3 If the pupil cannot be located following the above investigation, Reception will notify the Designated Safeguarding Lead (**DSL**) or, in their absence, the Deputy Designated Safeguarding Lead.
- 8.4 The DSL will be responsible for carrying out further searches or enquiries, assisted by members of staff as requested.
- 8.5 As part of the initial search process, the pupil's friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.
- 8.6 If the pupil is found on site or in the vicinity, the Academy staff will make a concerted effort to persuade the pupil to return to the Academy. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.

- 8.7 If the pupil is not found after the initial search, the DSL will ring Reception to register the pupil as missing. The DSL will record any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils.
- 8.8 The DSL will contact the pupil's parents at this point and the situation must be reported to the Academy's Senior Leadership Team along with the relevant details. If the parents are abroad, contacting them may need to be delayed. The DSL should make all decisions on contacting parents.
- 8.9 If the initial search is unsuccessful, the DSL will contact the police after consultation with the parents (where appropriate).
- 8.10 A decision will be taken in accordance with the Academy's Safeguarding and Child Protection Policy and procedures as to whether the Academy should also contact children's social care.

9 Procedure for pupils missing during an Academy trip or during or following a journey

- 9.1 If a pupil is missing from an Academy trip or has not arrived at the Academy following a journey, the member of staff in charge will:
 - 9.1.1 attempt to contact the pupil;
 - 9.1.2 check whether there were any delays or changes to the journey;
 - 9.1.3 check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts;
 - 9.1.4 contact the pupil's accommodation, if applicable;
 - 9.1.5 contact the venue or the people that the pupil had visited, if applicable;
 - 9.1.6 contact hospitals, the police, and the parents.
- 9.2 A decision will be taken in accordance with the Academy's Safeguarding and Child Protection Policy and procedures as to whether the Academy should also contact children's social care.

10 Information to be provided to the police

- 10.1 When the Academy contacts the police during the day or night, the following information should be provided:
 - 10.1.1 the pupil's name;
 - 10.1.2 the pupil's age;
 - 10.1.3 an up-to-date photograph if possible;
 - 10.1.4 the pupil's height, physical description and distinguishing marks, if any;
 - 10.1.5 any disability, learning difficulty or special educational needs that the pupil may have;
 - 10.1.6 the pupil's home address and telephone number;
 - 10.1.7 a description of the clothing the pupil is thought to be wearing;
 - 10.1.8 any relevant comments made by the pupil.
- 10.2 The information will then be passed to the various police stations through police channels and no further notifications from the Academy should be necessary.

11 Children missing from education

- 11.1 The Academy shall inform the applicable local authority (both the local authority within which the Academy is situated and the local authority in which the pupil resides when not at the Academy, if different) of any pupil who is going to be deleted from the admission register where they:
- 11.1.1 are registered at the Academy in accordance with the requirements of a school attendance order, and another school or academy is substituted by the applicable local authority for that named in the order, or the order is revoked by the applicable local authority.
 - 11.1.2 except where the Proprietor has agreed that the pupil should be registered at more than one school, that the pupil has been registered at another school;
 - 11.1.3 are registered at more than one school and have ceased to attend the Academy and the proprietor of any other school has given the Academy consent to delete the pupil's name from the Academy's admission register;
 - 11.1.4 have been taken out of the Academy by their parents and is being educated outside the Academy system e.g. home education;
 - 11.1.5 has ceased to attend the Academy and no longer lives within a reasonable distance of the Academy;
 - 11.1.6 we have granted a pupil a leave of absence from the Academy and:
 - (a) the pupil fails to return to the Academy within ten school days immediately following the expiry of the period for which the leave was granted; and
 - (b) we do not have reasonable grounds to believe that the pupil is unable to attend the academy due to sickness or other unavoidable cause; and
 - (c) after making joint reasonable enquiries to ascertain where the pupil is, we and the applicable local authority have failed.
 - 11.1.7 have been certified by the Academy's medical officer¹ as unlikely to be in a fit state of health to attend the Academy before ceasing to be of compulsory school age, and neither they nor their parent has indicated the intention to continue to attend the Academy after ceasing to be of compulsory school age;
 - 11.1.8 have been continuously absent from the Academy for a period of not less than twenty school days, and
 - (a) the absence was not authorised during this period;
 - (b) we do not have reasonable grounds to believe that the pupil is unable to attend the academy due to sickness or other unavoidable cause; and
 - (c) after making joint reasonable enquiries to ascertain where the pupil is, we and the applicable local authority have failed.
 - 11.1.9 are in custody for a period of more than four months due to a final court order or an order of recall made by a court of the Secretary of State and the Academy does not reasonably believe they will be returning at the end of that period;
 - 11.1.10 have died;

¹ The school will take the advice of an appropriate medical officer

- 11.1.11 the pupil will cease to be of compulsory school age before the next term starts, and the parent has indicated that the pupil will no longer attend the Academy or the pupil does not meet the minimum academic entry criteria for admission to the Academy's sixth form; or
- 11.1.12 have been permanently excluded;
- 11.2 The applicable local authority must be notified as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. This will assist the local authority to:
 - 11.2.1 fulfil its duty to identify children of compulsory school age who are missing from education; and
 - 11.2.2 follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect, sexual exploitation or radicalisation.
- 11.3 The Academy shall inform the applicable local authority of any pupil who:
 - 11.3.1 fails to attend the Academy regularly; or
 - 11.3.2 has been absent without the Academy's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the Academy and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).
- 11.4 The Academy's attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the Academy's Safeguarding and Child Protection Policy and procedures if any absence of a pupil from the Academy gives rise to a concern about their welfare.

12 **Training**

- 12.1 The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 12.2 The level and frequency of training depends on the role of the individual member of staff.
- 12.3 The Academy maintains written records of all staff training.

13 **Risk assessment**

- 13.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 13.2 The format of risk assessment may vary. It may be included as part of the Academy's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the Academy's approach to promoting pupil welfare will be systematic and pupil-focused. The Head is responsible for ensuring that matters affecting pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 13.3 Day-to-day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head, who has been properly trained in and tasked with carrying out the particular assessment.

14 **Record keeping**

- 14.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.

- 14.2 The Academy keeps centrally a full written record of any incident of a missing pupil. The following information is included in the record:
- 14.2.1 the pupil's name;
 - 14.2.2 relevant dates and times (e.g. when it was first noticed that the pupil was missing) and whether the incident was a single occurrence or part of a repeating pattern;
 - 14.2.3 the action taken to find the pupil;
 - 14.2.4 whether the police or children's social care were involved;
 - 14.2.5 outcome or resolution of the incident;
 - 14.2.6 any reasons given by the pupil for being missing;
 - 14.2.7 any concerns or complaints about the handling of the incident;
 - 14.2.8 a record of the staff involved.
- 14.3 A full written record of the incident will be kept on the pupil's file.
- 14.4 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with the UK GDPR and Data Protection Act 2018, including the requirement to complete Data Protection Impact Assessments (**DPIAs**) for any new tracking or monitoring systems used to help locate pupils.. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

15 **Version control**

Date of adoption of this policy	October 2021
Date of last review of this policy	October 2025
Date for next review of this policy	October 2026