



THE KING'S SCHOOL

GRANTHAM

Missing Pupil Policy

Contents

1	Aims	2
2	Scope and application	2
3	Regulatory framework	2
4	Publication and availability	2
5	Definitions	3
6	Responsibility statement and allocation of tasks	3
7	Children missing education: Welfare concerns	4
8	Procedures for pupil missing during the school day	4
9	Procedure for pupils missing during an Academy trip or during or following a journey	5
10	Information to be provided to the police	5
11	Children missing from education	6
12	Training	7
13	Risk assessment	7
14	Record keeping	8
15	Version control	8

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

- 1.1 This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1 Education (Pupil Registration) (England) Regulations 2006 (as amended);
 - 3.1.2 Education Act 1996;
 - 3.1.3 Children's Wellbeing and Schools Act 2026;
 - 3.1.4 Data Protection Act 2018 and the UK General Data Protection Regulation (**UK GDPR**), each as amended by the Data (Use and Access) Act 2025;
 - 3.1.5 Equality Act 2010; and
 - 3.1.6 Children Act 1989;
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Keeping children safe in education](#) (DfE, 2026) (KCSIE);
 - 3.2.2 [Working together to safeguard children: a guide to multi-agency working to help, protect and promote the welfare of children](#) (DfE, 2026) (WTSC);
 - 3.2.3 [Children missing education](#) (DfE, 2025);
 - 3.2.4 [Working together to improve school attendance](#) (DfE, 2026);
 - 3.2.5 Mobile phones in schools (DfE, statutory guidance, 2026).
- 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.
 - 3.3.4 Educational Visits 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.
- 1.1.1 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).
- 5.1.2 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 immediately begin the following checks, which must be completed within 10 minutes:
 - 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 has not been located within 10 minutes of being reported missing, 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 has not been located within 20 minutes of first being reported missing, 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 as soon as the pupil is registered as missing, and will report the situation to the Senior Leadership Team. Where the Parents cannot be reached, the Academy will work through the emergency contacts held for the pupil. An inability to reach a Parent must never delay any other step in this procedure.
- 8.9 The DSL will contact the police as soon as the initial search under paragraph 8.2 is complete and unsuccessful, and in any event within 30 minutes of the pupil first being reported missing. The Academy will not delay contacting the police in order to consult the Parents. The police will be contacted immediately, without waiting for the search to be completed, where the pupil is known to be at particular risk, including where the pupil is subject to a child protection plan, has an allocated social worker, is a looked-after child, has left the site in distress, has a medical condition or special educational need that puts them at risk, or where there is any reason to believe they may come to harm.
- 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 Group Leader will take charge and will notify the EVC and the DSL immediately. The steps in this paragraph are to be taken alongside, not instead of, the emergency procedures in the Academy's Educational Visits Policy:
 - 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 Academy will nominate a single point of contact for the police, normally the DSL, who will remain available throughout the search. The Academy will pass to the police, without delay, any further information it obtains, including any contact from or sighting of the pupil, and will notify the police immediately if the pupil is located or returns to the Academy.

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;

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

- (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;
- 11.1.11 the pupil will cease to be of compulsory school age before the start of the next term, and neither the pupil nor their Parent has indicated an intention that the pupil should continue to attend the Academy after that date. Where a pupil does not meet the Academy's published entry criteria for admission to the sixth form, the Academy will confirm in writing to the Parents, before any deletion is made, what the pupil's intentions are and what alternative provision has been arranged; 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.
- 14.5 Following every incident, the DSL will meet the pupil, and separately the pupil's Parents, to understand why the pupil went missing, and will review whether an individual risk assessment or welfare plan is needed under the Academy's Risk Assessment Policy for Pupil Welfare.
- 14.6 Where a pupil goes missing on more than one occasion in any academic year, the DSL will complete a written review of the pattern, will consider a referral for early help or to children's social care, and will consider whether the pupil is at risk of exploitation.

15 Version control

Date of adoption of this policy	October 2021
Date of last review of this policy	September 2026
Date for next review of this policy	September 2027