



THE
MARIST
SCHOOL
ASCOT

Missing Student Policy

Pt 3,14

Feet on the ground. Reaching for the stars.

The Marist School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

MISSING STUDENT POLICY

Absence of Student

The school fosters a close link with parents to ensure that students develop good habits and a positive attitude to school attendance.

The respective school office makes every effort to check the reason for absence where a student has not registered and the parents have not contacted the school on the day of absence by 9am Regular checks of the premises are made by the duty staff to ensure that all registered students are present and safe. Any proposed absence (e.g. for dental visits, holidays, etc.) should be requested in writing via the Parent Portal leave request or via email to absence@themarist.com well in advance of the absence.

If the school has not received contact/information by the end of the school day then the School Office should escalate to the Head of Year/Pastoral Lead who should call home again. If contact has still not been made, or the student attendance is an issue of concern, the Head of Year/Pastoral Lead should inform the DSL.

Students are not allowed to leave the school premises during the school day unless accompanied by a parent or a person named by the parent (with the exception of Sixth Form students).

At the end of the school day students below Year 7 are supervised as they leave to ensure they are accompanied by a parent or other authorised person. Exceptions apply to a student where the School considers them to be sufficiently mature and parents have deposited permission in writing either for any time or for specific occasions. Any change in the arrangements for collection of a student must be notified to the School Office.

Procedure for lost/missing Student

Every precaution is taken, through the use of risk assessments and thorough planning and supervision, to ensure that Students are safe both at school and on outings. In the event of a student going missing from the class or the play area without permission, it is essential for the person in charge to report this to the school office immediately.

Thorough risk assessments will be undertaken prior to any trip, however in the case of a student going missing during an off-site visit, the Educational Trips and Visits Policy, Critical Incident Plan and Emergency Procedures policy procedure would apply. In all circumstances, it is important to make a note of any information, including noting the time, regarding the disappearance, in order to help the police as much as possible with their investigation.

CCTV will be checked and referenced to establish if the student can be identified as either being on site or as having left the site.

Should a student be reported as missing, the following action should be taken:

- Report using the e-mail Missing@themarist.com
- Alert the member of staff in charge, who will make enquiries of relevant members of staff to ascertain when and where the student was last seen.
- Remember the safety of other students regarding supervision and security.

- One or preferably two members of staff should search the building, grounds, and immediate vicinity.
- If the student cannot be found, then the Police and parents must be informed.
- Continue to search, opening the area, and keeping in touch by mobile phone/walkie talkie if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again, and an incident report is completed.

Arrangements when a student is not collected

If a child is not collected by a parent/carer after the school day or an approved activity, the child will go to Homework Study/ Wraparound care. Those students in Early Years, Nursery and Reception/KS1 will be escorted by a teaching assistant or teacher whilst those students in KS2 and above will, having informed their teacher or main reception staff, go directly to Homework Study. Parents will be charged for a full session whilst they wait for collection.

The Homework Study supervisor, and the Late Duty Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact, before the study ends. In the case of a student not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring the Duty and Advice Team at the appropriate Social Services to discuss the concerns and ask advice. This will be the Social Care Team whose area covers the student's home address.

Procedure for Students Missing Education (Appendix 1 of Marist School Child Protection and Safeguarding Policy and Children Missing Education Policy)

The School shall inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Student Registration) (England) Regulations 2006 (as detailed in Annex A of Student Missing Education Statutory Guidance September 2016). See below for reference.

This will assist the Local Authority to:

- fulfil its duty to identify students of compulsory school age who are missing from education; follow up with any student who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The School shall inform the Local Authority of any student who:

- fails to attend School regularly; has been absent without the school's permission for a continuous period of 10 school days or more, or at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this policy if any absence of a student from the School gives rise to a concern about their welfare.

Annex A: Grounds for deleting a student from the school admission register

	Grounds for deleting a student of compulsory school age from the school admission register set out in the Education (Student Registration) (England) Regulations 2006, as amended.
1	8(1)(a) - where the student is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the student to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the student should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, or that they have been registered as a student at another school.
3	8(1)(c) - where a student is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the school and the proprietor of any other school at which they are registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that they have ceased to attend the school and the proprietor has received written notification from the parent that the student is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that they have ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which they are registered.
6	8(1)(f) - in the case of a student granted leave of absence in accordance with regulation 7(1A), that <ul style="list-style-type: none"> (i) the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
7	8(1)(g) - that they are certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	8(1)(h) - that they have been continuously absent from the school for a period of not less than twenty school days.
	<p>(i) at no time was their absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.</p>
9	8(1)(i) - that they are detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the school at the end of that period.
10	8(1)(j) - that the student has died.
11	<p>8(1)(k) - that the student will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the student will cease to attend the school; or</p> <p>(ii) the student does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a student at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that has ceased to be a student of the school.
13	8(1)(m) - that they have been permanently excluded from the school.
14	8(1)(n) - where the student has been admitted to the school to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where-</p> <p>(i) the student is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the student; and</p> <p>those charges remain unpaid by the student's parent at the end of the school term to which they relate.</p>

Ratified: 23rd March 2023

**Renewal: March 2026 (with an
annual review)**

Signed:

A handwritten signature in black ink, appearing to read 'Jo Smith', followed by a small dash.

**Dr M Stephen
Chair of Governors**

**Mrs Jo Smith
Principal**