



## **Welburn Hall School**

### **ABSENCE WITHOUT AUTHORITY PROCEDURES**

If a pupil/student is absent without authority from either school or house i.e. their whereabouts is unknown, the member of staff should notify a Senior Member of Staff. If the pupil/student is missing during the evening or night time the Senior Member of Staff on Call should be notified.

A discussion should take place and it should be agreed who will be responsible for searching for the pupil/student. The number of staff involved and the immediacy of the search will be determined by:

1. the age of the pupil/student
2. the mood of the pupil/student
3. the time of day and
4. the adult's knowledge of the pupil/student

A thorough search of the School, grounds and surrounding areas should take place. If no contact is made, the Senior Member of Staff should make a decision at what stage to contact the Police. (It is suggested that 30 minutes is an appropriate length of time, but the factors listed above will influence this decision). The pupil/student's parents/carers should also be contacted to inform them of the absence.

On return to School, the pupil/student should be seen by a member of staff charged with their care, to consider the reasons for their absence. Any reasons given should be noted and consideration given to how the pupil/student is cared for in the future.

Every absence without authority should lead to a formal meeting being called with the child's parents/carers.

Every unauthorised absence should be recorded by the Senior Member of Staff on an Incident Report Form which will be kept in the Headteacher's Office.

If a pupil/student is seen to leave the school site a member of staff should be chosen to keep them in sight and if possible persuade them to return. On no account should they be chased as this may exacerbate the situation. Parents/carers should be notified of the situation at this point. If the member of staff loses sight of the child then the above procedures for missing pupil/students should be brought into play.

Post event there should be a full evaluation with possible future actions for staff and implications for policies and procedures.

This policy should be read with regard to NYCC protocol and procedures.

June 2009

Reviewed Feb 2015