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FIDES et OPERA

**BROMLEY**  
HIGH SCHOOL

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**GDST**  
GIRLS' DAY SCHOOL TRUST

# Missing Pupil Policy

**GDST**  
GIRLS' DAY SCHOOL TRUST

*As a school providing EYFS education for pupils, the contents of this policy should also be considered in this context. This policy also applies to Breakfast Club and any after-school or co-curricular activities arranged by the school.*

The safety of pupils at Bromley High School is our paramount responsibility. Our staffing ratios are generous and are designed to ensure that every child is supervised as appropriate for her age and maturity (see Supervision Policy). Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all the children safe at all times. Any disciplinary matters will be left until after the child is found and there has been an evaluation of the incident.

## **Aim**

The aim of this policy is to ensure that the School has measures in place to ensure pupil absence is identified swiftly and that all members of staff know the procedure to follow if a pupil is missing. For the purposes of this policy, the term “missing” refers to a pupil being absent without Authorisation or explanation.

## **Identification of Missing Pupils**

**Registration:** (Please refer to the school’s Registration and Absence Policy)

Form tutors register all senior pupils at 8.35am and 1.55pm on SIMS and teachers take a register at the beginning of each lesson.

In the Junior school registration is at 8.35 and 1.20 on SIMS. When classes move or change teacher the number of pupils present is checked. A manual register is taken at the end of each day during form time. A list of all pre and after school clubs and co-curricular activities is held in the Junior School office.

For activities taking place during either registration period, the teacher/coach leading the activity must take a register immediately (and pass this to the school office if on paper).

If a child appears to be missing without a valid reason, then the teacher should investigate immediately. Absence from a lesson should be checked against the absence list maintained by the administrative staff on SIMS and information on pupil absence for trips and fixtures published on the Staff Room Noticeboards.

If parents alert the school office to a potential issue, this must be passed to the relevant Head of Year or the Deputy Head, Pastoral to follow up immediately.

## **Procedure in the Event of a Missing Child**

- A central control point and telephones must be manned at all times
- Searchers must report to the control point
- A log of events must be kept

<b>Junior School and EYFS</b>	<b>Senior School</b>
The member of staff who has noticed the missing child will inform the Head of Juniors, or in her absence, a member of the JLT	The member of staff who has noticed the missing child will inform the Deputy Head Pastoral or in her absence, the Deputy Head Academic
The office staff will check the list of reported absence calls received from parents that day	The admin staff will check the list of reported absence calls received from parents that day and check that the pupil has not signed in late
The medical rooms will be checked to verify if the child has reported sick	The medical rooms will be checked to verify if the child has reported sick
The pupil’s timetable will be consulted and the	The pupil’s timetable will be consulted and the

class the pupil should be attending will be checked	class the pupil should be attending will be checked
The office staff will check the list of Music lessons to check for attendance during lesson time	The admin staff will check the list of Music and Drama lessons to check for attendance during lesson time. The library and Common Room will also be searched.
The office staff will check the copy of the fixtures and visits lists and the extra-curricular club list to ensure the child is not attending an approved activity	The admin staff will check the noticeboard for names of pupils attending fixtures and visits to ensure the child is not on an approved activity

If the child still cannot be located, the school office will contact the pupil's parents to verify whether an absence should have been reported. If the parent confirms that the child should be at school, then:

<b>Junior School and EYFS</b>	<b>Senior School</b>
The Head will inform teaching staff	The Deputy Head will inform teaching staff
Where appropriate the class teacher will ask the pupil's friends if they have information relating to the whereabouts of the child	The Head of Year will ask the pupil's friends if they have information relating to the whereabouts of the child
The Deputy Head will organise all other available staff to conduct a thorough search of the premises and immediate vicinity and notify the Head if the child is found.	The Deputy Head (Pastoral) will organise designated staff to conduct a thorough search of the premises and immediate vicinity and notify the Headmistress if the child is found.
The Premises team will make a thorough check of the grounds and outside store rooms. All site exits/gates are to be checked to make sure they are locked.	The Premises team will make a thorough check of the grounds and outside store rooms.
CCTV footage will be checked by the DFO/ICT manager for sightings of the child.	CCTV footage will be checked by the DFO/ICT manager for sightings of the child.
If the child cannot be found within fifteen minutes, the police and the parents must be informed. The search will continue, widening the area until the police arrive.	If the child cannot be found within fifteen minutes, the police and the parents must be informed. The search will continue, widening the area until the police arrive.

**If the parents are not able to be contacted regarding absence:**

The Junior Head is to be notified as appropriate (or in her absence, the Junior Deputy Head). They should coordinate the actions below considering the risk to the pupil, by considering factors such as method of transport to school, reliability of parent in contacting the school re absence and if the pupil is of concern	The Deputy Head Pastoral is to be notified as appropriate (or in her absence Deputy Head, Academic). They should coordinate the actions below considering the risk to the pupil, by considering factors such as method of transport to school, reliability of parent in contacting the school re absence and if the pupil is of concern
Double check requests for absence with the Junior Head/ Junior Head's PA	Double check requests for absence with Headmistress/ Heads PA
Form tutor asked	Head of Year and form tutor asked
Next emergency numbers are called as appropriate asking them to contact Reception	Next emergency numbers are called as appropriate asking them to contact Reception
	Pupil phoned (if number is known or can be obtained from another pupil)
Friends asked if they are aware of reason for absence and to contact the pupil if possible	Friends asked if they are aware of reason for absence and to contact the pupil

If no contact is made with the parent, the Deputy Head/Junior Head will make a decision to contact the Police based on the dynamic risk assessment

### **When the child is found or the incident is otherwise resolved**

The Headmistress, parents and police will be informed.

An inquiry will be carried out by the DH Pastoral or Head of Juniors

Records of incidents will be filed securely.

The Deputy Head (Pastoral) for the Senior School or the Head at the Junior School will meet with the pupil and consider the following:

- whether the absence was deliberate or if the pupil has broken school rules in which case sanctions may apply
- whether the pupil is distressed about some element of school life and what action may need to be taken to resolve the situation
- whether there are safeguarding concerns, in which case the matter will be referred to the Designated Safeguarding Lead

### **Pupil Missing on an Educational Visit (See also the Educational Visits Policy)**

1. An immediate head count will be carried out.
2. Attempts will be made to contact the pupil directly (if mobile numbers have been supplied) and other pupils will be consulted to elicit information as to the pupil's whereabouts.
3. An adult, not the trip leader, will initiate the search.
4. The remaining pupils will gather in a designated place or return to the coach
5. If the child is not found within an appropriate timeframe depending on context (very brief for younger pupils; no more than 30 minutes for older pupils), the Visit Leader must contact the police.
6. Visit leader should alert school (normally the EVC or designated JLT/SLT contact) that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

### **Monitoring of registers**

The school monitors pupil attendance daily and has a Registration and Absence policy which explains how we track patterns of absence. Attendance percentages are reported to parents at every formal report session. Parents are contacted if their daughter's attendance is poor or irregular.

### **Pupils removed from full time education**

Failure to report children missing from education constitutes non-compliance with the duty to have regard to *Keeping Children Safe in Education September 2020*.

The school will inform the local authority of any pupil who is going to be deleted from the admission register – in advance of the deletion - where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- When the family has apparently moved away;
- Have been certified as medically unfit to attend;
- Are in custody for a period of more than four months;
- Have been permanently excluded;
- When a pupil's name is removed from the register at non-standard transition points;
- When a pupil's name is added to the register at non-standard transition points (within 5 days);
- When a pupil is absent without leave for more than 10 continuous school days or is absent from school without authorisation for twenty consecutive school days (following reasonable enquiries to establish the whereabouts of the pupil)
- Where a pupil is withdrawn from school and the next school is not known.

The school will notify the Local Authority when it is about to remove a pupil's name from the admissions register under any of the fifteen grounds detailed in [Children Missing in Education \(Sept 2016\)](#) Annex A.

For pupils removed at non-standard transition points, Bromley High School will contact the destination school within one working week to ensure the pupil has arrived. If the school has no record of the pupil on roll, the matter will be referred to the Local Authority.