



Students Missing Education & Missing Students Policy

This policy applies to the whole school including Boarding and the Early Years.
The current version of any policy, procedure, protocol or guideline is the version held on the TASIS England website.
It is the responsibility of all staff to ensure that they are following the current version.

Information Sharing Category	PUBLIC
TASIS England Document reference (Org, Doc, version, date)	TASIS_StudentsMissingEd_V7.6_07092024
Version	V7.6
Date published	07 September 2024
Date ratified by Head of School	07 September 2024
Review/Update date	07 September 2025
Responsible area	Designated Safeguarding Lead & Head of School

Head of School	Designated Safeguarding Lead	Chair of the Board
Bryan Nixon	Jason Tait	David King
07 September 2024	07 September 2024	07 September 2024

1. Introduction

This policy should be read and understood in conjunction with our Safeguarding Children and Child Protection; [Student] Behaviour Management, Discipline and Sanctions; Whistleblowing; Faculty and Staff Behaviour (Code of Conduct) and Data Protection Policies, (available on the school website [policy page](#)). This policy takes full account of the child protection procedures agreed by the Surrey Safeguarding Children Partnership and statutory guidance. The terms "students" and "children" may be used interchangeably in this policy, with both terms referring to all those under or over the age of 18 years enrolled at TASIS England.

This policy is reviewed annually and applies to all:

- Activities undertaken by the school inclusive of those outside of usual school hours and away from the school site.
- Who, work, volunteer or supply services to our school - that is all faculty and staff, students on placement, the Proprietors and volunteers working in the school. The terms 'faculty' and 'staff' are used interchangeably within this policy and any reference to faculty or staff refers to any person employed at TASIS England whether they are directly employed, contractors, consultants, bank, agency or volunteers.

Our staff will follow the school's separate procedures for dealing with students who go missing, particularly on repeat occasions. Staff must act to identify any risk of abuse and neglect, including sexual abuse or exploitation. TASIS England will put in place appropriate safeguarding measures, procedures and responses for students who go missing from education, particularly on repeat occasions. Staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation (FGM) and forced marriage. More information can be found in '[Statutory guidance on students who run away or go missing from home or care](#)': (DfE 2014) and [Keeping Children Safe in Education](#): (KCSIE, DfE 2024).

2. Missing, Exploited and Trafficked Children (MET)

[Child sexual exploitation: definition and guide for practitioners](#): (DfE 2017)

[Modern Slavery](#): (HO 2014, updated 2024)

Within our school, the acronym MET is used to identify all children who are missing, believed to be at risk of or being sexually exploited, or who are at risk of or are being trafficked. Given the close links between all these issues, there has been a considered response to join all three issues so that cross over of risk is not missed.

3. Children Missing from Education

[Working together to Improve School Attendance](#): (DfE 2024)

[Children missing education](#): (DfE: 2016)

Patterns of children missing education can be an early indicator of abuse or neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. A relatively short length of time a child is missing does not reduce risk of harm to that child, and all absence or non-attendance should be considered with other known factors or concerns.

4. Designated Safeguarding Leads (DSLs), faculty and staff should consider:

Missing lessons:

- Are there patterns in the lessons that are being missed?
- Is this more than avoidance of a subject or a teacher?
- Does the child remain on the school site or are they absent from the site?
- Are there concerns the child is being sexually exploited during this time?
- Are they late because of a caring responsibility?
- Have they been directly or indirectly affected by substance misuse?

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- Are other students routinely missing the same lessons, and does this raise other risks or concerns?
- Is the lesson being missed one that would cause bruising or injuries to become visible?

Single missing days:

- Do the parents appear to be aware?
- Is there a pattern in the day missed?
- Is it before or after the weekend suggesting the child is away from the area?
- Are there specific lessons or members of staff on these days?
- Is the parent informing the school of the absence on the day?
- Are missing days reported back to parents to confirm their awareness?
- Are there concerns the child is being sexually exploited during this day?
- Are the student's peers making comments or suggestions as to where the student might be?

Continuous missing days:

- Has the school been able to make contact with the parent?
- Is medical evidence being provided?
- Are siblings attending school (either our school, or local schools)?
- Did we have any concerns about radicalisation, FGM, forced marriage, so called honour-based violence, sexual exploitation?
- Have we had any concerns about physical or sexual abuse?

The school will view absence as both a safeguarding issue and an educational outcomes issue. The school may take steps that could result in legal action for attendance, or a referral to children's social care, or both.

5. Children Missing from Home or Care

[Children who run away or go missing from home or care:](#) (DfE 2014)

[The Childrens Society - Children missing from home](#)

Children who run away from home or from care provide a clear behavioural indication that they are either unhappy or do not feel safe in the place they are living.

Research shows that children run away from conflict or problems at home or school, neglect or abuse, or because children are being groomed by predatory individuals who seek to exploit them. Many run away on numerous occasions.

The Association of Chief Police Officers has provided the following definitions and guidance.

“A missing person is: ‘Anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be the subject of crime or at risk of harm to themselves or another.’

An absent person is: ‘A person not at a place where they are expected or required to be.’

All cases classified as ‘missing’ by the police will receive an active police response – such as deployment of police officers to locate a child. Cases where the child was classified as ‘absent’ will be recorded by the police and risk assessed regularly but no active response will be deployed. The absent case will be resolved when a young person returns, or new information comes to light suggesting that they may be at risk. In the latter instance, the case is upgraded to ‘missing’.

Within any case of children who are missing, both push and pull factors will need to be considered.

Push factors include:

- Conflict with parents/carers; feeling powerless;

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- Being bullied/abused; being unhappy/not being listened to;
- Complex Needs (domestic violence, mental ill-health and drug/alcohol misuse as defined by Ofsted). Working Together guidance notes that these issues rarely exist in isolation. There is a complex interaction between the three issues.

Pull factors include:

- Wanting to be with family/friends;
- Drugs, money and any exchangeable item;
- Peer pressure;
- For those who have been trafficked into the United Kingdom as unaccompanied asylum-seeking children there will be pressure to make contact with their trafficker.

As a school we will inform all parents of children who are absent (unless the parent has already informed the school). If the parent is also unaware of the location of their child, and the definition of missing is met, we will either support the parent to directly contact the police to inform them or contact the police ourselves.

6. Child Sexual Exploitation (CSE)

[Ivison Trust \(formerly PACE UK \(Parents Against Child Exploitation\)\)](#)

[Child sexual exploitation: definition and guide for practitioners: \(DfE 2017\)](#)

Child Sexual Exploitation (CSE) is not limited by the age of consent and can occur up until the age of 18. CSE involves children being in situations, contexts or relationships where they (or a third person) receive '*something*' as a result of them performing sexual activities. The something can include food, accommodation, drugs, alcohol, cigarettes, affection, gifts, or money. Child sexual exploitation can happen via technology without the child being aware; for example, being persuaded to post nude, semi-nude or sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability. CSE can happen to a child of any age, gender, ability or social status. Often the victim of CSE is not aware that they are being exploited and do not see themselves as a victim.

Characteristics of Child Sexual Exploitation and abuse: it is often planned and systematic - people do not sexually abuse children by accident, though sexual abuse can be opportunistic.

Grooming the child: People who abuse children often take care to choose an identified child and spend time building a relationship with the child, making the child believe that they know and trust them, this can make the child dependent on the abuser.

Grooming the child's environment: Abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Indicators of sexual abuse: Some of the following signs may be behavioural indicators of CSE:

- Children who appear with unexplained gifts or new possessions; who associate with other young people involved in exploitation; have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant; who suffer from changes in emotional wellbeing; children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and regularly miss school or education or do not take part in education; staying away from certain people or avoiding being alone with someone; displaying sexualised behaviour that is inappropriate for their age;
- Inappropriate masturbation or self-harm (including eating disorders) and an unwillingness to remove clothes when changing for PE etc.

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There could be physical symptoms such as damage to genitalia, anus or mouth; sexually transmitted diseases; unexpected pregnancy, especially in very young girls; soreness in genital area, anus or mouth and other medical problems such as chronic itching; unexplained recurrent urinary tract infections and discharges or abdominal pain. The concerns listed are not exhaustive. Staff can and should also record and report other concerns about a child, such as general welfare concerns.

As a school we educate all staff in the signs and indicators of sexual exploitation. We use the [Surrey Safeguarding Child Sexual Exploitation \(CSE\) Screening Tool](#) and associated guidance to identify students who are at risk and the DSL will share this information as appropriate with children's social care. We recognise that we may have information or intelligence that could be used to both protect children and prevent risk.

7. Trafficked Children

Human trafficking is defined by the United Nations High Commissioner for Refugees (UNHCR) in respect of children as a process that is a combination of:

- Movement (including within the UK);
- For the purpose of exploitation.

Any child transported for exploitative reasons is considered to be a trafficking victim.

There is significant evidence that children (both from the UK and other citizenships) are being trafficked internally within the UK. There are a number of indicators which suggest that a child may have been trafficked into the UK and may still be controlled by the traffickers or receiving adults. These are as follows:

- Shows signs of physical or sexual abuse, and/or may have contracted a sexually transmitted infection or has an unwanted pregnancy;
- Has a history with missing links and unexplained moves;
- Is required to earn a minimum amount of money every day; Works in various locations;
- Has limited freedom of movement; Appears to be missing for periods;
- Is known to beg for money;
- Is being cared for by adult/s who are not their parents and the quality of the relationship between the child and their adult carers is not good;
- Is one among a number of unrelated children found at a single address;
- Has not been registered with or attended a GP practice; is excessively afraid of being deported.

For those children who are internally trafficked within the UK indicators include:

- Physical symptoms (bruising indicating either physical or sexual assault);
- Prevalence of a sexually transmitted infection or unwanted pregnancy;
- Reports from reliable sources suggesting the likelihood of involvement in sexual exploitation / the child has been seen in places known to be used for sexual exploitation;
- Evidence of drug, alcohol or substance misuse;
- Being in the community in clothing unusual for a child i.e., inappropriate for age, or borrowing clothing from older people;
- Relationship with a significantly older partner;
- Accounts of social activities, expensive clothes, mobile phones or other possessions with no plausible explanation of the source of necessary funding;
- Persistently missing, staying out overnight or returning late with no plausible explanation;
- Returning after having been missing, looking well cared for despite having not been at home;
- Having keys to premises other than those known about;
- Low self-image, low self-esteem, self-harming behaviour including cutting, overdosing, eating disorder, promiscuity;
- Truancy / disengagement with education;
- Entering or leaving vehicles driven by unknown adults;

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- Going missing and being found in areas where the child or young person has no known links; and/or
- Inappropriate use of the Internet and forming on-line relationships, particularly with adults.

These behaviours themselves do not indicate that a child is being trafficked but should be considered as indicators that this may be the case. If staff believe that a child is being trafficked, this will be reported to the DSL for referral to be considered to children's social care.

8. Definition of Children Missing Education

Statutory Guidance on [Children Missing Education](#) (DfE 2013 – updated 2024) states that children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'.

"Children who are absent from education" refers to all children of compulsory school age:

- Who are absent from school, particularly repeatedly and/or prolonged periods
- Who may have patterns of repeated absence, or a significant number of days off
- But are not absent from school for more than ten consecutive days (where there is not a clear reason as to why e.g., holiday)

We will follow-up unexplained absences of any student with a telephone call from the school on the morning of the first day of absence and notify Children's Social Care if there is an unexplained absence of more than two days of a student who is on the school safeguarding register. The DSL shall inform the applicable local authority (the area within which the child resides) of any student who has been absent without the school's permission for 10 consecutive school days. Additionally, the DSL will notify the applicable local authority when a student has been absent without permission for a continuous period of 3.5 school days within a 6-week block, as agreed upon between the school and the local authority. This notification helps ensure that the student is not at risk of becoming a child missing education. Additionally, the DSL will notify the applicable local authority (the area within which the child resides when not at TASIS England) of any child who is going to be deleted from the admission register where the child:

- has been taken out of school by their parents/guardians/carers and are being educated outside the school system e.g., home education; has ceased to attend school and no longer live within reasonable distance of the school site;
- has been certified by a doctor 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 the intention to continue to attend school after ceasing to be of compulsory school age;
- has been permanently excluded;
- is in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning at the end of the period or, has been permanently excluded;
- where the child fails to attend school regularly or is absent without leave for more than 10 school days (continuous);
- when we remove or add a student's name to the admissions register at non-standard transitions i.e., where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

The applicable local authority must be notified as soon as the grounds for deletion are met, but no later than the time of deleting the student's name from the register. This will assist the local authority to fulfil its duty to identify students at compulsory school age who are missing education and follow up with any student who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Students being withdrawn from school: If a student is withdrawn from the school, all efforts will be made to identify the school to which the student is being admitted; their confidential educational and child protection records will be sent separately. If the parent/guardian/carer fails to provide information regarding the new school, a referral may be made to Children's Social Care depending upon each individual case circumstances. Educational records sent to our school

concerning a student who is not registered by the parent will be returned and the school advised to refer to their Local Authority Education Welfare Service. A student's name will only be removed from the school's Admission Register in accordance with the Child Registration Regulations. Further information is contained in our Admissions Policy.

Notifiable Incidents: This is an incident involving the care of a student that meets any of the following criteria:

- A student has died (including cases of suspected suicide) and abuse or neglect is known or suspected;
- A 'looked after' child has died (including cases where abuse is **not** known or suspected);
- A student has been seriously harmed and abuse or neglect is known or suspected;
- A student in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to the Surrey Wide CCG CDOP Co-ordinator Emily Welch at the [Surrey Safeguarding Children Partnership \(SSCP\) Child Death Overview Panel \(CDOP\)](#) on 01372 833319 or 07818 046748 Email: CDOP@surreycc.gov.uk and syheartlandscg.surreycdop@nhs.net.

Ofsted and the DfE are also to be informed along with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) in accordance with the regulations of 2013.

9. Emotionally Based School Non-Attendance (EBSNA)

Emotionally Based School Non-Attendance (EBSNA) is a term used to describe the difficulty some children and young people experience in attending school due to emotional reasons, such as stress, anxiety and/or feeling overwhelmed. This can result in prolonged periods of absence from school. For more information on EBSNA please see the [Surrey Council](#) website.

10. Staff Training and Development

All staff receive mandatory annual training on safeguarding issues, including training on child sexual exploitation (CSE), trafficking, and other related topics. This training is coordinated by the DSL and includes both in-person sessions and online modules. Additional refresher will be provided as necessary, particularly following any updates to statutory guidance or school policies.

Appendix 1 – Admissions

Grounds for notification to Local Authority for Additions/Deletions from TASIS England Admission Register (Annex A: taken from Children Missing Education (DfE 2013 updated 2016))

(Please note that if you are subject to UKVI requirements the timelines may differ in accordance with those requirements, please see our Attendance Policy for more details)

1. 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 child to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2. 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, that they have been registered as a student at another school.
3. 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. 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. 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. In the case of a student granted leave of absence in accordance with regulation 7(1A), that — (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. 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. That they have been continuously absent from the school for a period of not less than twenty school days and (i) at no time was their absence during that period authorised by the proprietor in accordance with regulation 6(2); (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 of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
9. 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. That the student has died.
11. That the student will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the student will cease to attend the school; or (ii) the student does not meet the academic entry requirements for admission to the school's sixth form.
12. 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 they have ceased to be a student at the school.
13. That they have been permanently excluded from the school.
14. 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. Where— (i) the student is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the student; and (iii) those charges remain unpaid by the student's parent at the end of the school term to which they relate.

Appendix 2: Students Missing Class or Showing Unexplained Absence During the School Day/Boarding Times

These steps should be followed immediately, preferably simultaneously and without unnecessary delay.

Procedure for Lower School

We have a duty under the Welfare Requirements of the Early Years Foundation Stage to safeguard and promote children's welfare. Children are signed in and out of the school and after school club by their parent/carer. All classes (Lower School and Early Years) complete the register by 8:30am. We have processes in place to ensure the building and surrounding site is secure.

Lost Child Procedure (within the building and grounds):

In the unlikely event of a child going missing from the building the following process will be followed:

Role of the Teacher:

- As soon as a child is thought to be missing, inform your work colleague and your line manager or the main office, who will alert the Head of Lower School.
- Gather remaining children together. Remain calm, do not alarm the other children. **Remember we have a responsibility to all children; their safety is paramount at all times, and we have a duty to ensure we work within the ratios of the Welfare Requirements.**
- Make a quick, but thorough, search of all areas the child has used.
- The Head of Lower School will organise regrouping of children and redeployment of staff to enable a search of the whole premises, including toilets, home corners, outdoors, sheds, to be made.
- Those searching away from the immediate building will take a walkie-talkie with them so that contact is maintained with all staff.
- **If the child is found** the incident will be recorded by those staff involved.
- The parents will be advised of the incident by the Head of Lower School when they arrive to collect the child unless they are distressed, then they will be informed immediately.
- A risk assessment will be undertaken to establish precautions to be put in place to ensure the incident does not happen again.
- **If the child is not found immediately** the Head of School will be informed along with other senior members of staff and security, the parents will be informed, and the police will be contacted.
- Staff will continue to search until advised otherwise by the police.
- **The Head of School will notify the relevant authorities where required.**
- Reports of the incident will be produced, signed and dated by all those involved in the incident.
- A risk assessment will be undertaken.

Procedure for uncollected children

- At TASIS England we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the Lower School Office if they will be late to collect their child.
- The Early Years program ends at 3.10pm. The children are supervised by the class teacher until their parents arrive. If a child has not been collected the child will stay with a member of staff, the Lower School Secretary or the Head of Lower School until the parent/carer arrives.
- In the event that a child is not collected by the due time a telephone call will be made to parents, to ascertain the situation. The child will remain supervised at school until the parent/carer arrives.
- At TASIS England a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting the child. The authorised person should give the name, address and a physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.
- If someone other than the parent/carer will be collecting a child, we ask that the parent/carer introduce the third party to staff prior to the arrangement.

Missing Day Student Protocol (Middle School & Upper School Students)

These steps should be followed immediately, preferably simultaneously and without unnecessary delay

Student missing from first period class:

- Student absence is communicated by the teacher.
- The US Attendance Manager or MS Secretary confirms the student is not in the scheduled class.
- The section Dean of Student Life is alerted that the family has not provided communication for the student missing school.
- The nurse will be contacted to see whether the student has missed the class/activity due to illness.
- The school bussing coordinator is contacted to confirm that if the child rides a school bus, the child took the bus to school.
- Parents are phoned to confirm the reason for absence.
- Parents emailed if they do not answer the phone.
- If the family cannot be contacted or the reason for the absence has not been accepted, the DSL is informed that the student is still missing or that the reason for absence has not been accepted.

Student marked present but missing during school day:

- Student absence is communicated by the teacher.
- The US Attendance Manager or MS Secretary confirms the student is not in the scheduled class.
- The nurse will be contacted to see whether the student has missed the class/activity due to sickness.
- Inform DSL, check with the School Counsellor and Learning Resource Specialist to ensure student is not with them.
- The US Attendance Manager or MS Secretary checks the sign-out book to confirm the student did not leave without permission.
- Inform the DSL, Head of Middle or Upper School and the Head of School.
- The students' mobile phone number should be called.
- Check with the previous class teacher and the student's friends for info about the previous class.
- A search of campus will then follow, looking at common spaces on campus: Dining Hall, Student Centers, Library, Locker rooms, toilets, etc.
- Parents contacted to confirm whether they collected their child without alerting the School Office.
- Security is asked to check the CCTV surveillance of the campus.
- The Police are called, and a "missing person report" is filed.

Students absent from after school activity:

- Student absence is communicated by teacher/coach/activity leader.
- The US Attendance Manager or MS Secretary confirms whether the student was present in classes that day.
- The nurse will be contacted to see whether the student has missed the class/activity due to sickness.
- Bus attendance is checked to see if the student went home early without informing the School Office.
- Inform the DSL, check with the School Counsellor and Learning Resource Specialist to ensure the student is not with them.
- The students' mobile phone number should be called.
- A search of campus will then follow, looking at common spaces on campus: Dining Hall, Student Centers, Library, Locker rooms, toilets, etc.
- Parents contacted to confirm whether they collected their child without alerting the School Office.
- The Head of School is notified.
- Security is asked to check the CCTV surveillance of the campus.
- The Police are called, and a "missing person report" is filed.

Attendance during school hours

The US Attendance Manager or MS Secretary monitors and tracks all unexcused absences throughout the day until satisfied that the absence can be appropriately coded.

Role of The Upper School Attendance Manager and Middle School Secretary Regarding Students Missing Education

- Check email, answer the phone and check nurses' appointments for absentees for the day or for late arrivals/medical appointments and enters the data on the Daily Attendance Record and Axiom.
- Opens both "Class Attendance not Taken" and "US/MS Class Unexcused" in Axiom (if applicable) and runs a query regularly to update.
- Checks late sign in sheet for late excused students.
- Calls the Houseparent's for unexcused boarders and checks in with the Health Center.
- Contacts parents or guardians for unexcused day students.
Follows up unaccounted absences with automated emails.

Missing Students During Off-Campus Activities

In the event a student goes missing during an off-campus trip or activity, the staff member in charge should:

- Immediately contact the Home Contact (and Head of School if necessary) to inform them of the situation.
- Alert local emergency services if the student is not found within 15 minutes of the initial search.
- Follow the same procedures as outlined for on-campus missing student cases, including contacting the student's parents and the DSL.
- Ensure all other students are safe and accounted for while the search is ongoing.

Missing Boarder Procedure

Between 8am – 5pm

Any absence of a boarding student from a scheduled class/activity must be communicated as absent to the Director of Pastoral Care and Attendance Manager. The school nurse should also be contacted to see whether the student has missed the class/activity due to sickness. The Director or Deputy Head of Boarding must be notified immediately. The Head of School is notified. Security is notified to see if any taxis have left from the campus.

With the help of the Director or Deputy Head of Boarding, the students' room and boarding house are searched, along with the commonly used areas on campus such as the changing rooms and in the local village. A phone call is made to the missing student, using the boarding phone number directory. Friends of the missing student may be approached and asked if they know the whereabouts of the missing student.

All local taxi companies are called to see if any pick-ups have been made at TASIS England or in the local area. A further search is made of the campus, further asking friends, roommates and teachers if they have seen or heard news of the whereabouts of the missing student. Security is asked to check the CCTV surveillance of the campus. Parents/guardians/carers will be contacted. The police are called and a 'missing person report' is filed.

Between 5pm - 11pm

Any absence of a boarding student from a check-in should be followed up by the person initiating the check-in. An initial check should be made of the Orah checkout system to see if the student has already signed out to leave campus. The Director of Boarding is notified. A phone call is made to the student using the boarding phone number directory. The students' friends are contacted and asked for any information. The students' room and boarding house are searched, along with commonly used areas on campus and in the local village. The on-call SLT member and Head of School should be notified. Security is notified to see if any taxis have left from the campus. All local taxi companies are called to see if any pick-ups have been made at TASIS England or in the local area. A further search is made of the campus, asking friends, roommates and teachers if they have seen or heard news about the whereabouts of the missing student. Security is asked to check the CCTV surveillance of the campus. Parents/guardians/carers will be contacted. The police are called and a 'missing person report' is filed within a maximum time of 1 hour of knowing the student is missing. A report may be filed sooner depending on the circumstances but should not exceed 1 hour.

Between 11pm – 8am

If a student is found to be missing between the hours of 11pm and 8am, then a search of the whole boarding house should be made immediately. A phone call is made to the student, using the boarding phone number directory. Security is notified to see if any taxis have left from the campus. All local taxi companies are called to see if any pick-ups have been made at TASIS England or in the local area. The Director of Boarding is notified. The Head of School is notified. A further search is made of the campus, asking friends, roommates and teachers if they have seen or heard news of the whereabouts of the missing student. Security is asked to check the CCTV surveillance of the campus. Parents/guardians/carers will be contacted. The police are called and a 'missing person report' is filed within a maximum time of 1 hour of knowing the student is missing. A report may be filed sooner depending on the circumstances but should not exceed 1 hour.