



RIKKYO SCHOOL IN ENGLAND

Missing Student and Student Missing Education Policy

Date	Review Date	Coordinator	Headmaster
18/10/2019	18/10/2020	Mr. M.Imada	Dr. T.Okano

We believe this policy should be a working document that is fit for purpose, represents the school ethos and enables consistency and quality across the school.
This policy applies to all members of the school community.

Aims

- To state the procedures to be followed in the event that a student is missing or suspected to be missing. A student is considered missing when he/she is not where he/she should be at the expected time;
- To ensure all students are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
- To monitor the movements of all students

Responsibility for the Policy and Procedure

Role of the Headmaster and Senior Leadership Team

- Ensure that security measures are in place and are effective;
- Will be responsible for monitoring students attendance and truancy;
- Ensure that the admissions register is kept up to date;
- Investigate any unexplained absences;
- State the procedures to be followed in the event that a student is missing or suspected to be missing;
- Ensure that all staff are aware of security procedures and the roles of school personnel when a child goes missing;
- To ensure all children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
- When a student transfers to a different school, ensure the receiving school has all necessary information;
- Ensure that all reporting duties to the WSCC under the Children Missing Education are fulfilled – procedure outlined below
- To monitor the movements of all students.
- To ensure compliance with all relevant legislation connected to this policy.

Role of the Headmaster, Senior Leadership Team, Teachers and All Staff

In the event of a student going missing whilst at the school, following procedure should be followed:

Missing at any time during the day:

- Check with Year Teacher to see if they are aware of the students whereabouts



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- Check with the surgery
- Check with Duty Teacher / Reception
- Inform the Senior Members of Staff
- Ask all adults and pupils calmly if they can tell when they last saw the student

If the student is still missing, the following steps must be taken:

- Arrange for a team of adults to check all school building and grounds
- The DSL must notify the Police and local Safeguarding Board/LADO
- The Headmaster must notify the parents
- The school insurance company must be notified
- The Headmaster and staff must cooperate with the Police and Safeguarding Team

If a student goes missing on an outing:

- An immediate head count should be carried out in order to ensure that all the other students are present;
- The Senior teacher will try to contact the student by mobile phone;
- An adult must search the immediate vicinity and contact the venue manager;
- The Senior Teacher will contact the Police and Headmaster;
- The Senior Teacher will arrange for the rest of the group to be transferred back to school;
- The Headmaster will contact the parents and the local Safeguarding Board/LADO;
- The Headmaster and staff must cooperate with the Police and Safeguarding Team;
- The school insurance company must be notified.

A full report of all activities taken at this stage must be submitted to the Headmaster.

When the student is found:

- Talk to, take care of and if necessary comfort the student
- Report back to the Headmaster that the student has been found
- If a safeguarding concern is raised, the procedure set out in our Safeguarding and Child Protection Policy will be followed
- The Headmaster will speak to the other students to inform them that the student has been found and remind them why they should not leave the premises/venue without permission
- The Headmaster will lead a full investigation with all involved and collect written statements
- The report will cover the following details:
 - Date, time, place
 - Number of students and staff
 - The purpose of the outing
 - When the student was last seen
 - The length of time the student was missing
 - Why the student went missing
 - What appeared to have happened
 - What future actions should be taken so that future risk is minimized



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Procedure with regard to Children Missing Education

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalization and becoming “NEET” (not in education, employment or training) later in life.

Our school has a duty to report students joining or leaving the school to WSCC in following situations:

Removing from roll:

Schools must report to WSCC when they remove a child from the from the school roll under one of the 15 specific criteria listed in the attached table at a non standard transition point.

Adding to roll:

Schools must report to WSCC within 5 days of adding a pupil’s name to the admission register at a non standard transition point

Reporting Contact Details:

Sara Hughes, Senior Investigating Officer, Children Missing Education: 0330 2222059 / sara.hughes@westsussex.gov.uk;

Reporting Online to WSCC:

Adding to roll <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/notification-of-removing-from-the-school-roll/>

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headmaster.

Reviewed 12/06/2017, 25/01/2019, 18/10/2019



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Attachment - Table of Grounds for Removal

1	8(1) (a) - where the pupil 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 his/her age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that s/he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that s/he has ceased to attend the school and the proprietor of any other school at which s/he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that s/he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that s/he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which s/he is registered
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) The proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p>Please note schools cannot unilaterally make the decision at point (iii). This MUST be done in consultation with the Local Authority Children Missing Education Team.</p>
7	8(1)(g) - that s/he is 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 s/he nor her/his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	<p>8(1)(h) - that s/he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was her/his absence during that period authorised by the proprietor in</p>



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	<p>accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil 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 pupil is.</p> <p>Please note schools cannot unilaterally make the decision at point (iii). This MUST be done in consultation with the Local Authority Children Missing Education Team.</p>
9	8(1)(i) - that s/he is 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 pupil will return to the school at the end of that period
10	8(1) (j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	(1)(l) - in the case of a pupil 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 s/he has ceased to be a pupil of the school.
13	8(1)(m) - that s/he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that s/he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (iii) the pupil is a boarder at a maintained school or an Academy; (iv) charges for board and lodging are payable by the parent of the pupil; and (v) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.