



# MISSING PUPIL POLICY



Mae pob polisi yn cael ei adolygu'n flynyddol mewn Is-Bwyllgor Llywodraethwyr, a wedyn yn cael ei dderbyn gan y Bwrdd Llywodraethol Llawn. Mae Clerc y Llywodraethwyr sef Mrs D de Schoolmeester yn cadw cofnod o'r dyddiadau adolygu.

Every policy is reviewed annually in a Governors' Sub-Committee meeting and then ratified in the Full Governing Body meeting. The Clerk to the Governors, Mrs D de Schoolmeester keeps a record of all reviewing processes and dates.

## MISSING PUPILS PROCEDURE

All form tutors to complete registration accurately and timely in registration session at 8.30 a.m. (10 minutes maximum) – SAVE the register.

If it is an assembly morning and pupils are late, they have to go to school reception to register as late.

### Lessons

All subject teachers to register pupils at the beginning of lessons. Please use correct codes. The CODE 9 to be used for a pupil who has been in school prior to your lesson but is not in your lesson now. Make sure you take register in the first 10 minutes. If there is an issue, please email Mrs C Morgan Thomas (Attendance Officer) with any code 9 pupils.

If there is a further concern due to the pupil being a high risk pupil ( see attached list) please send an email to [attendance@dyffrynaman.org](mailto:attendance@dyffrynaman.org) to further highlight the issue.

At end of calling the register, all teachers need to ask the class "Have I called everyone's name out"?

### What happens then?

- Mrs C Morgan Thomas will create a list of all CODE 9 pupils with photos and contact numbers.
- Teacher on support will pick up the list from Mrs C Morgan Thomas's office at the beginning of every lesson.
- Teacher on support will ask office staff for announcement on the tannoy for missing pupils to report to reception.
- Allow 10 minutes maximum for pupils to report to reception and for staff available to search key areas.
- If pupils do not report to reception, or are not located, teacher on support :-
  - 1) Phone parents/guardians –leave message if no answer.
  - 2) Alert Police.
  - 3) Alert all relevant agencies e.g. social worker etc.

### Amendments

- 1) List of high risk pupils
- 2) Timetable of teachers on support (if teachers on support are absent Mr D Campbell to pick up list or arrange cover).
- 3) Instructions for pupils.

### **Who can help during lessons?**

- **Mrs C Morgan Thomas Attendance Officer**
- **Office Staff**
- **Teacher on Support**
- **Mr D Campbell Assistant Head**
- **All staff with Walkie Talkies.**
- **PC Tristan Evans.**
- **Caretaker/Cameras**
- **Mr P Jones Inclusion Officer**
- **SLT**
- **Mrs C Griffiths Safeguarding Officer**
- **HoY**

### **\*However\***

It is everyone's responsibility to ensure attendance registers are promptly and accurately completed at registration and every lesson. Unless this is done, then all consequent actions may be based on inaccurate information and could cause a serious safe-guarding risk.