

### **1.2.3 Missing Pupils**

#### 1.2.3.1 Registration

Form teachers register their classes twice a day, at 8.45 a.m. and at 1.00 p.m. The School Marshal visits each class after assembly to check for late-comers or boys who have been at rehearsals, music or drama lessons etc., and the registers are updated in the School Office. The School Marshal also produces a list of boys who are absent, leaving early or are 'Off Games' and posts copies in every classroom, on the Common Room notice board, in the School Office and with the Deputy Head (Pastoral). Staff can thus check at the start of every lesson that no boys are unaccountably missing.

The School Office check any absentees against their records for planned or notified absences, and any anomalies are immediately followed up with telephone calls to parents or guardians.

In the event of a boy being unaccounted for the Deputy Head (Pastoral) and the Headmaster will be advised. Checks will be repeated to ensure no errors have been made. Once the absence is confirmed the Deputy Head (Pastoral) will call the Police to notify them of the missing boy, giving a full description, including the name and address of the boy and appropriate contact details. Parents will be notified and an information sharing network will be established.

At the end of the school day, the School Marshal and a duty rota assigned member of staff man the exit point to ensure that no boy goes home with anyone unfamiliar. Boys may travel home independently if a letter or email from their parents giving permission to do so is held on file in the School Office. The School Marshal is aware of boys with such permission.

#### 1.2.3.2 Music Lessons

Individual instrumental music lessons are held throughout the day. Music staff are asked to vary the lesson taken for each boy so that the same subject is not missed on a regular basis. Music staff report to the Class Teacher at the start of a lesson to request the boy, then return him to school (from the Annexe) after his lesson.

#### 1.2.3.3 After School Clubs

Staff taking after school clubs have a register of attendees which they complete and leave in the School Office. Upon returning to school, boys are supervised by staff until collected by a parent or guardian. In the event of a boy being uncollected parents are called and a member of staff will wait with the boy until collected.

#### 1.2.3.4 Uncollected Boys

If boys are uncollected at the end of the day the School Office will call parents or guardians to make them aware. Boys are monitored in the Entrance Hall by the School Marshal until they are collected.