



Policy Name	Missing from School Policy
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Child Missing from School Policy

1. If a pupil leaves site or isn't registered at the morning or afternoon circle time, we will notify parents/carers immediately.
2. If there is no response at home a visit will happen in the same day should there be no contact from parents/carers.
3. Where by a LAC goes missing we will ensure that they are reported missing to the police, in line with their safety plan which indicates a time scale by which we need to have seen the LAC concerned.
4. Where by a non LAC is concerned we will go by what was agreed as a part of the induction with parents.
5. When the pupil returns to site we will, again, notify parents/carers and discuss with the pupil the reasons for leaving without permission.
6. All individual pupil risk assessments will be updated accordingly and shared with staff.