

## MISSING STUDENT POLICY

Last reviewed:	October 2025
Next review due:	October 2026
Reviewed by:	Vice Principal-Pastoral Care

This policy should be read in conjunction with the school's policy on Safeguarding and Promoting the Welfare of Children, and its Attendance policy and is in line with National Minimum Boarding Standards 2022 (NMS) and Keeping Children Safe in Education 2025.

The welfare of students at d'Overbroeck's is of paramount importance and all staff are trained to understand the role that they play in keeping students safe at all times.

**A student who has been registered as present, but who is absent from a lesson without prior permission, is deemed to be a missing student.**

In the event of a student being missing from school, the procedures below will be followed to ensure that any investigation to determine their whereabouts is carried out in a calm and organised manner:

The member of staff noticing the absence should raise an alert – this can be done by email or MSTEams message to the Reception or Attendance contact on each site.

The Reception and Attendance Team will check the Attendance email and CPOMS to check whether a student has permission to be absent. In case of a student being identified as 'missing' a check will be made to identify if:

- I. The student is now present in the lesson.
- II. The student is on a school trip or other onsite organised activity.
- III. The student is with the School Nurse or member of the Pastoral Team.
- IV. The student has returned to their boarding house or attended an authorised appointment offsite.

### 1. Sixth Form

- A message will be sent to the student on MSTEams.
- If the missing student has not been accounted for after such checks have been made, the Pastoral Mentor will initiate a search focusing on the library, common and classroom areas, and toilets in the first instance.
- The DoS and peers of the student will be asked to see if they know where the student may be.
- The Head of Year and Head of Sixth Form will be alerted to assist with the search.

- If this initial investigation fails to reveal the whereabouts of the missing student, the Vice Principal-Pastoral will be informed and contact will be made with parents and the Police.
- The school will then act in accordance with Police advice.

Once a missing student has been located this will be communicated to the parents, the Police and all those involved in the search. A review will then be held by the Vice Principal-Pastoral.

### 1.1 **Review**

When the student has been found their Head of Year and Head of Sixth Form will discuss with them the incident and determine whether further support may need to be put in place or whether any sanctions are appropriate. The following should be considered in this discussion:

- i. What led to the student absenting themselves from lessons/an activity?
- ii. Was the absence deliberate and did the student realise they were breaking school rules and that therefore sanctions may apply?
- iii. Was/is the student distressed about some element of school life, and if so, what action might be needed to resolve or alleviate the situation?
- iv. Are there safeguarding concerns, in which case the matter should be referred to the Vice Principal-Pastoral or DSL.

## 2. **International School** (mainly boarding students)

- If a student is marked as present in school, but does not attend a lesson, a message is sent to Reception on MSTEams.
- Reception will contact the student on their mobile phone.
- If the student is located, they will be spoken to by a member of the SLT to discuss their absence and returned to class.
- In the event that a student is not contactable on their mobile phone, the SLT and DSL on site will be notified and the site will be checked, including toilets and areas out of bounds.
- If following these checks, the student is not located, the SLT will identify one or two close friends of the students and ask them about the missing student's whereabouts without raising alarm.
- If the student is not located within 20 minutes, the Vice Principal-Pastoral should be informed.
- After 30 minutes, the Vice Principal Pastoral will contact the Police and parents.
- The school will then act in accordance with Police advice.

Once a missing student has been located, a review with the student will follow as per Section 1.1 for Sixth Form.

### **3. Senior School**

- If a student is absent from a lesson but marked as present in school, the teacher will alert Reception through MSTeams.
- Administrative staff will check timetables for Music lessons and other appointments and update the teacher.
- If a student remains unlocated, administrative staff will begin a search of the site and alert the SLT to assist.
- If following these checks, the student is not located, the SLT will identify one or two close friends of the students and ask them about the missing student's whereabouts without raising alarm. CCTV will be reviewed to ensure that a student has not left the premises.
- If the student is not located within 20 minutes, the Vice Principal Pastoral should be informed.
- After 30 minutes, the Vice Principal Pastoral will contact the Police and parents.
- The school will then act in accordance with Police advice.

Once a missing student has been located, a review with the student will follow as per Section 1.1 for Sixth Form.

### **4. Boarding Houses**

Students are expected to be in their boarding house after dinner at 7.00pm, Monday through to Thursday, and for a study session between 7.00pm and 9.00pm. A register is taken at these points. Students may leave the house between the end of study session and the 10.00pm curfew if they wish to do so.

Registration is in person in a boarding house, and weekend registration is at different times as per the Attendance policy (available from the school [website](#)).

#### **4.1 International School and Senior School boarding students**

Students must sign in at a boarding house (all except Westway) between 2.00pm and 3.00pm at the weekend. Staff must see each student in person and email DOV-Boarding to confirm registration.

- If a student from a boarding house has not registered in this time frame the member of staff on duty should:
  - email DOV-Boarding to check if the student has signed in;
  - call the student's mobile and message them on Teams, giving deadline of 3.15pm to reply.
  - talk to the student's friends to reach out to the student.
- If there is no response by 3.15pm, call the guardian or parents and explain that the student has not registered and is not communicating. Guardians and parents will be asked to reach out to student. Explain that the next check in is dinner at 5.15pm and that staff will expect to see them then.
- If a student arrives at dinner, a review will be carried out with the student as per Section 1.1 as appropriate and contact will be made with the guardian or parents to offer reassurance.

- If a student is still missing, staff will check in again with guardian or parents for an update. The senior member of staff on duty will be contacted and the Police will be called.
- The school will then act in accordance with Police advice.

#### 4.2 **Sixth Form boarding students**

Students must register at designated registration points and must be seen in person. If students are away from Oxford on a pre-authorised day trip and are travelling without a responsible adult over the age of 25, they must register remotely at the scheduled times via Teams.

- If a student has not registered by the end of the registration period and they are not in the house, the member of staff on duty will:
  - email DOV-Boarding to check if the student has signed in;
  - call the student's mobile and message on Teams, giving 15-minute deadline to reply;
  - talk to student's friends to make contact with the missing student.
- If no response by 15 minutes past the end of the registration period, call guardians or parents – explain that the student has not registered and there has been no communication. Ask them to reach out to the student.
- If the student arrives back in house in the meantime, carry out the review in Section 1.1 as appropriate and contact guardian or parents to offer reassurance.
- If the student remains missing after one hour, staff will check in again with guardian or parents for an update. If there is still no contact, explain that the Police will need to be informed.
- Call emergency phone to inform staff on duty what you have done so far and contact the Police.
- The school will then act in accordance with Police advice.

#### **5. Host Families**

All Host Families have access to the office number for the Head of Non-Residential Boarding, the number for the Head of Boarding and an out of hours Emergency mobile which is held by a senior member of staff. Host Families are aware that they have 24-hour support in relation to missing students.

If a student is not back at home when they should be, then the Host Family is asked to call the student's mobile number to establish if they are on their way. If there is no response, then the Host Family is asked to report the absence by ringing one of the emergency numbers immediately. The matter is then dealt with as above.

## Missing Student Flowchart

Please note that some of the contact points vary depending on site. Please refer to the details in the policy above for procedures on individual sites.

