

# Missing Student Policy

## Student Responsibilities

All students should know that they are expected to comply with Rose of York's attendance requirements. Students should advise and ask for permission from Reception if they need an extended period of leave, including a holiday. Students must attend 80% of classes. This requirement is reinforced through induction activities.

## Definition of Missing Student

It is not a straightforward task to determine if a student is missing. Not all students adopt a common-sense approach of notifying Rose of York staff, classmates, teachers or homestay hosts regarding planned absences. There are usually quite simple explanations why a student is 'missing'. They may, for instance, have visited family or friends, or have gone on a holiday without having told someone.

Therefore, for this document, a student is thought to be missing from Rose of York when their absence causes concern and as a consequence an individual or individuals express their concern.

## Investigating absences

Any unplanned absences that are of concern or of more than 2 days, should be immediately investigated (without raising unnecessary alarm).

### Step 1: Assess the Absence

If a student has been absent for more than 2 days or if a teacher or classmate express their concern about an absent student, the Welfare Officer will contact the student. This may include emailing, telephoning or contacting their homestay host.

At this stage, this should not include contacting parents, emergency contacts or emergency services.

### Step 2: Locate the Student

If Rose of York cannot find the student, we will undertake the following procedures:

- Talk with fellow classmates
- Contact their homestay hosts
- Phone their emergency contacts

If they still can't be located, and if the Designated Safeguarding Leads decide that it is deemed a concern, we will proceed to Stage 3 which is Reporting the Student as a Missing Person.

### Step 3: Report the Missing Student

If, as a result of these enquiries, the location and well-being of the student cannot be confirmed, then the Designated Safeguarding Lead will report the student as missing to the Police and/or the student's Embassy.

- If it is deemed an emergency, dial 999.
- If it is deemed a non-emergency, contact local police by dialling 101.

### Step 4: Support the Found Student

Once the student has been located and their safety and general well-being ensured, the academic department will remind them of the expectation that they will be in attendance, and that if they have any planned absences they should notify reception staff in advance. Support will also be offered to help address any problems or answer any questions.