



# PaRK IS Policies

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ATTENDANCE AND MISSING CHILD

**PaRK** INTERNATIONAL  
SCHOOL

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## PaRK IS | Attendance and Missing Child Policy

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## 1. Introduction

The welfare of all of the students is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to keep all our students safe at all times. As a School we encourage good attendance, discourage lateness and ensure a full record is kept of all absences to ensure the School is aware of all persons present on the school site at any given moment.

## 2. Registration

The School registers students at the first lesson/activity of the day. Registers are repeated when there is a change of teacher i.e. each subject class, including tutor time. Electronic registration (ISAMS) is used for Junior and Senior School registrations.

## 3. Authorized Student Departure from School during the School Day

**ELS and Junior School:** Parents must notify the school either by email or phone call to the Head of cycle, homeroom teacher or management assistant. Staff inform Security to authorize early school day departure.

**Senior School:**

1. Parents must email [absent@park-is.com](mailto:absent@park-is.com) to notify the school - written record is required.
2. Student collects a permission slip from the management or front desk assistant prior to leaving the school site
3. The slip must be signed by a Head of Year or member of SLT
4. The student must give the signed and completed permission slip to Security at the front gate who will verify ID before the child can leave
5. The permission slips are returned to the school assistant everyday and kept on file

## 4. Morning Absence

**ELS & Junior School:** Homeroom teacher/tutor verifies if Parent/Guardian has notified school (email or phone call to management assistant) justifying absence. If there is no notification of absence, the homeroom teacher/tutor will contact the Parent/Guardian within 24 hours.

**Senior School:**

1. Management Assistant (MA) to check parental absent justifications emails in [absent@park-is.com](mailto:absent@park-is.com)
2. MA to match absent emails with the tutors registration on iSAMS
3. MA to add [here](#) the names of students who do not have an absent notification by Parent/Guardian
4. MA to check with auxiliaries/security gate if the absent student has arrived through the turnstile
5. If the student is absent, the Parent/Guardian is informed immediately to confirm whereabouts.

NB. Management Assistants forward communications of an absentee of a student if they pertain to another School | Cyle.

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## 5. Missing Student during the School Day on Campus

A student may be identified as missing:

1. After an absence at morning registration is not accounted for by the school calling home.
2. By observation in class, by a classroom teacher, after comparison with the school registration system.

**Any member of staff who discovers a discrepancy must immediately notify the Head of Cycle, HOY or Deputy Head Pastoral.**

If a staff member suspects that a child is missing from a room or activity during the day, the following procedure should be followed:

1. Inform the Head of Cycle or Senior School Deputy Head of Pastoral (for Senior School students) that a student is missing. He/she will then instigate a search of the School, having ascertained when the student was last seen. If this is unsuccessful a wider search of the School grounds may be instigated, possibly using a larger team of adults. A 'Missing' child notification will be made via email or mobile phone (chat groups), with the name of the student, and the date and time of the first notified absence.
2. All teachers due to teach the student later that day will be advised that they must immediately inform the Head of Cycle or Deputy Head of Pastoral coordinating the search if the student appears at their lesson.
3. If the student is still missing after one hour (this should be calculated from the point that they were last seen) those coordinating the search will:
  - a. Contact Parent/Guardian to inform and ask for information. Parent/Guardian are to be updated regularly.
  - b. Open a written record of the incident, which will log all specific actions taken.
  - c. Inform the Head of School.
4. A whole school evacuation alarm practice may be considered at any time to help to try to locate the student. The whole school may be evacuated in such circumstances.
5. If the student is still not located the Head of Cycle or Deputy Head of Pastoral coordinating the search will update Parent/Guardian and a search of local roads may be made by foot or by car by available staff. The Head of Cycle will notify the Police and the school will act in accordance with Police advice.
6. Depending on circumstances the Designated Safeguarding Lead, or Head of School, may inform the enforcing authorities and will cooperate fully with any investigation by.
7. At any point, when the student is located, staff should be informed immediately (email, chat groups on mobile phone).
8. If stage 6 is reached, a full record of all actions taken up to the stage at which the student was found will need to be made for an incident report. If appropriate policy will be adjusted.

## 6. Missing Student during a School Trip or Visit

If a student is found to be missing during a school trip or visit, the following procedure should be followed:

1. An immediate head count should be carried out to ensure that all other students are present
2. An adult will search the immediate vicinity
3. The Head of Cycle should be informed by telephone
4. The remaining students should be taken back to the transport or, on a residential trip, the hotel/accommodation. If the trip is local, students should be taken back to the School, whilst one adult remains 'on location'.
5. If the trip is in an 'enclosed' area (e.g. theatre, shopping centre etc.), the venue manager should be contacted to arrange a search.

6. The Head of Cycle will inform the Head of School and then will contact the student's parents and explain what has happened and the procedures that have been followed. Following this the Head of Cycle will contact the Police and the school will act in accordance with Police advice. The School Board will be notified.
7. The Head of Cycle, in certain circumstances, may inform the local authorities.
8. The School will cooperate with any Police investigation and any safeguarding investigation by other authorities.
9. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

Last reviewed: May 2021

Reviewers: Head of School | Head of Cycle | Barbara Lancastre| Marta Pereira

Next review date : May 2022