



# Absence Without Authority Procedures, Policy and Guidance

## The Woodlands

**Approved by:** L Candler S Green **Date:** Sept 24

**Last reviewed on:** Sept 24

**Next review due by:** Sept 25

## Absence without Authority

**All Absence without Authority MUST be recorded on CPOMS**

***Absence without Authority - “If a child is absent from a place of residence and the absence causes concern for the safety of the child or potential danger to the public”***

If a pupil is absent without authority from either classroom or house, ie: their whereabouts is unknown, a member of staff should notify a senior member of staff. Procedures to be followed, pertinent to a particular Key Stage, should be addressed immediately.

A discussion should take place and, it should be agreed who will be responsible for searching for the pupil. The number of staff involved and the immediacy of the search will be determined by:

1. the age of the pupil
2. the mood of the pupil
3. the time of day
4. the adult's knowledge of the pupil

A thorough search of the school, grounds and vicinity should take place.

If no contact is made, the senior member of staff should make a decision on at what stage to contact the Police. (The factors listed above, alongside the relevant 'Procedure to be Followed' document, will influence this decision). The pupil's parents/carers should also be contacted to inform them of the absence.

On return to school, the pupil should be seen by a member of staff to consider the reasons for their absence. Any reasons given should be noted on CPOMS.

Regular absences without authority should lead to a formal meeting being called with the pupil's parents/carers.

Every unauthorised absence should be recorded by a member of staff, reported to a senior member of staff and logged on CPOMS.

## Primary

### Absenting

#### Procedure to be followed:

Two members of staff to search vicinity.

If pupil is located:

- keep sight of pupil where at all possible
- explain consequences
- advise return to school

If the pupil is **not** found:

- contact Police for support/advice - Phone 101
- contact Parent/Carer

**Log all details, including exact time on CPOMS**

## Secondary

## Absenting

### Procedure to be followed:

Two members of staff to search vicinity, if the pupil is found:

- explain consequences
- advise return to school

### If a pupil has not returned to school after 10 minutes

- Inform Parent/Carer (*advise that they can inform police as their child is not where they are expected to be. Parent/Carer to inform school when child returns*)

### Police Notification/Support:

- If a pupil is classed as vulnerable (including Risk Assessment, mental health, history of self-harm or on medication)
- If the pupil has a High Level Risk Assessment

### Inform Police on 101 at 2.30pm (SLT Decision)

- If the pupil has not been found
- If the pupil has not made contact with or returned home

**Log all details, including exact time on CPOMS**