COTTESMORE SCHOOL

Cottesmore Missing Pupil Procedure

As soon as a pupil has missed a registration (am/pm prep, lessons, evening roll-call or bed) the Missing Pupil Procedure should be followed. Full details can be found in the Missing Pupil Policy but a flow diagram of the actions to take can be found below:

Check the School Manager (diary page) for authorised absences such as extra lessons, school trips, matches etc… and also the notice board in the Games Room

↓

Attempt to ascertain whereabouts from friends (this could be the first point but their location will need to be clarified via ISAMs or relevant staff)

↓

Look for the pupil in the Surgery, changing rooms & ICT room then spread the search (using pupils/Monitors) to classrooms, dorms, telephones, cellar, gravel and outside areas

↓

Contact staff who might know of their whereabouts and/or check of any circumstances that might have led to the pupil going missing (AW, DL, TFR, LR, secretaries, matrons, staff member signing out pupils at the front door)

↓

Inform TFR/LR, DR & Head of Boarding (if during the evening)

↓

Contact 'local' parents if we believe they may have been collected without informing us

↓

Open a written record of the incident and log all actions taken so far

↓

School fire alarm drill to see if the pupil is on the school grounds

↓

Reviewed by Deputy Head August 2026
To be reviewed August 2027

COTTESMORE SCHOOL

Initiate a search of the driveway, cottages, school boundary, lake, golf course

↓

TFR/DR to contact parents/guardians (with due regard for time zones)

↓

TFR to contact the police