



ABSCONDING POLICY

Version: September 2026

Status	Non-Statutory
Responsible Management Committee (MC)	Well-being
Date last approved by MC	23rd September 2026
Responsible Person	Deputy Headteacher
To Review Date	September 2027
Last Amended Date	September 2026

Rationale

The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a pupil abscond from HPRS. To abscond is to 'leave without permission'.

We actively work to provide a secure, safe environment in HPRS so that we are a school where pupils want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a pupil will try to abscond from HPRS but this policy is written to ensure we are ready to deal with this eventuality should it occur.

Each centre publishes to parents the time at which pupils are expected to be on the premises under the supervision of a member of staff. Once pupils are in the care of staff on the school premises, they are to remain on the school premises until the end of the school day (or until their session has finished) unless explicitly authorised to leave the premises as part of an organised activity.

Roles & Responsibilities

- a) The Head of Centre (or Associate Leader / Deputising Teacher in their absence) is responsible for all decisions made when a child absconds from school.
- b) The class teacher or the teaching assistant (if working independently with the pupil) is responsible for caring for the child (until the child leaves the premises).
- c) Parents / carers of pupils are responsible for supporting the work of the school. They are responsible for encouraging their children to keep to all school procedures and policies.
- d) Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with the subsequent procedures and actions. This could

include coming to school to help secure the safety of the child after he / she has absconded as well as meeting with the Head of Centre (or other staff member) in order to agree subsequent actions.

Procedures

If a pupil is suspected of leaving the school site without permission:

1. The member of staff will alert the relevant member of the Senior Leadership Team (the Head of Centre, Associate Leader or Deputising Teacher).
2. If the child appears to be missing but there is no evidence that he / she has left the site, a quick but thorough search of the site should be conducted before the parents / police are informed.
3. If there is no doubt that the pupil has absconded, the school will contact the pupil's parent/carer to inform them. It is the parent/carer's responsibility to call the police. Staff will not chase or follow the pupil as this could lead to the pupil wandering further afield, acting impetuously or causing a traffic accident putting them at greater risk of harm.
4. If the child is within an easy distance of the school, staff are not to engage in conversation as the child might be in a distressed state and unable to act in a controlled manner.
5. If the pupil returns of his / her own volition, parents and (if necessary) the police will be informed.
6. If possible the pupil who has absconded should be brought back to school the same day.
7. When the pupil is back in school and is in a calm state, the parent, child and relevant member of staff will discuss the issues and any consequences. This policy will be discussed and any actions agreed.
8. If the child absconds for a second time in the same academic year, a range of measures will be put in place in collaboration with the child's parents/carers. This could include a suspension.

The above procedures may be adapted according to individual circumstances, in consultations with all relevant stakeholders. A safeguarding referral to the local authority may be deemed necessary to support the pupil, family and school.