



'Believe. Achieve. Be Proud.'

Lyngford Park Primary & Nursery

Absconding Policy

Signature Nick Arnold Headteacher Date: September 2025

Signature Faye Forsyth Chair of Governors Date: September 2025

Purpose

The purpose of this non-statutory document is to set out the procedures to all stakeholders should a child leave the premises without permission.

Aim

We work actively to provide a secure, safe environment for the pupils at Lyngford Park Primary School. We want pupils to enjoy coming to school.

It is unlikely a pupil will abscond from school, but if it does happen, procedures detailed below will ensure we are ready to deal with this eventuality.

Definition

To abscond is to 'leave without permission'. This could mean a child leaves the school building, yet remains in the grounds, or leaves the school grounds.

School Grounds

The school site available to pupils during the day is fully fenced in and locked. Regular checks of the fencing and gates are carried out by the site supervisor.

Pupils Who Abscond From School, But Remain Within The School Grounds

A pupil will not be pursued by staff or force the pupil back into the school. Staff will remain at a safe distance. Interventions should only be attempted by staff only if the pupil is a danger to themselves or others. Any damage to property may be charged to the child's parent(s)/carer(s).

Staff will also consider their age and vulnerability when considering decisions to be taken. Staff will support each other in care and decisions to be made.

Pupils Who Abscond From The School Grounds

Where a pupil is seen to leave the school premises without authorisation, the following procedure will be followed:

1. **Active pursuit of the pupil should not be considered.** This may make the pupil panic possibly putting himself / herself into immediate danger. Staff will instead try to follow, keeping the pupil in sight and at a safe distance. Any staff who leave the school grounds should take a mobile phone with them and not put themselves or the child in danger.
2. Teacher to inform a member of SLT and the office **straight away**.
3. Consider if there is a member of staff who has a good connection with the pupil.
4. Office to phone parents and police. Contact parents and police should be recorded.
5. Once the child has been found, staff will use their professional judgement to inform how they support the child.
6. A written report will be logged with the Headteacher (*see 'Absconding Form'*).
7. The Headteacher / SLT, will brief parents and police, if necessary.
8. Upon his/her return to school, and when appropriate, the pupil will meet with a member of SLT, so reasons for the absconding can be understood. A support plan for the individual may need to be considered along with sanctions appropriate for the pupil's needs.
9. If the pupil returns to school of their own volition, parents, and police informed.



Lyngford Park Primary School

Absconding Form

Pupil		Class	
Date & time Of leaving premises			
Name of Lead adult			
Dress, appearance & distinguishing marks			
Last seen			
Parent contacted			
Police contacted			
Timeline of events			
Time returned to school			
Final actions, including sanctions			