



What to do if an Under 18 student is missing from class

1. Administrative team check student attendance 10 minutes after the start of the class.
2. Under 18 is absent from class.
3. Phone call to student to ascertain their whereabouts
 - a. If student answers, their absence is investigated, identified and discussed. If there are no problems, the student returns to school.
 - b. If student **DOES NOT** answer, go to point #4.
4. Phone call again to student, to ascertain their whereabouts
 - a. If student answers, their absence is investigated, identified and discussed. If there are no problems, the student returns to school.
 - b. If student **DOES NOT** answer, go to point #5.
5. Student emergency contact/parent/guardian is contacted
 - a. The student's absence is investigated, identified and discussed. If there are no problems, the student returns to school.
6. If, after 4 hours, the students whereabouts is unknown, local authorities are contacted.