



**The Kite
Academy
Trust**
Flying high
together

KITE ACADEMY TRUST

ABSCONSION POLICY

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1 Introduction

This policy outlines how The Kite Academy Trust prevents, responds to, records and learns from any incident in which a pupil leaves a supervised area or an academy site without permission (absconson). This policy applies to all pupils and staff, and all academy-led activities both on and off-site.

This policy takes into consideration The Kite Academy Trusts statutory duties and responsibilities under the following legislation and guidance:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- Health and Safety at Work Act 1974
- Equality Act 2010
- UK GDPR & Data Protection Act 2018
- Children Missing Education guidance
- DfE Use of Reasonable Force guidance
- Educational Visits guidance

The Kite Academy Trust takes its duty of care towards its pupils seriously and will ensure that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the academy at all times throughout the school day and during school-led activities.

This policy is to be followed in any incident where staff and pupil(s) were originally on academy premises and the member(s) of staff have lawful control or charge of the pupil(s) (loco parentis).

2 Procedures

The Kite Academy Trust recognises that, when significantly dysregulated, some pupils may present risks related to a) wanting/choosing to abscond so as not to be in school, or b) choosing to abscond when unable to self-regulate.

When a pupil enters school, they are under the legal control of the academy. Where a pupil attempts to leave, or leaves the school premises without permission, then the following procedures should be followed:

- Admin staff, the Designated Safeguarding Lead (DSL) and Academy Head Teacher will be made aware immediately.
- Staff should initially follow the pupil to the door, perimeter fence/wall or gate and try to encourage the pupil to communicate their needs or feelings and make the choice to return to school. While they remain on the academy site, the staff member should maintain an understanding of the pupil's personal risks, which may specifically include reference to risks and strategies related to absconson, so that staff can make use of the content and encourage the pupil to use the identified strategies. Should they require a 'change of face' or support, staff will ensure this happens. Where such strategies are not identified or known, the member of staff should use their skills, knowledge and understanding of the pupil, or the script for scenarios such as this, to support the pupil in making the right choices or being able to overcome their issues, worries or dysregulated feelings. Where pupils have a risk assessment or behaviour plan, staff should adhere to the guidance and protocols it contains.
- Where a pupil progresses to leave site and does not appear to be remaining near the school site, the member of staff is required to keep eyes on the pupil, following from a distance. Staff need to do this to ensure they know the pupil is safe, but they must not chase or frighten the pupil as this may cause the pupil to panic and possibly put themselves at risk by running onto a busy road, for example. If appropriate, staff should encourage the pupil to communicate where they are going.

- If a pupil leaves the school site, staff will refer to the **Absconction Procedure** at Appendix 2, which directs a member of school staff to contact the Police immediately via 999. Parents/carers are also to be called to inform them of the situation and also to request their support. Members of the Senior Leadership Team, admin staff and DSLs have a copy of the actions to carry out immediately on a pupil leaving the site and staff are designated to ensure all steps are followed and actions completed.
- Staff members should ensure they keep an accurate record of the time of different stages of the absconction and make themselves aware of key clothing the pupil is wearing to help locate the pupil, as necessary. An absconction log (as at Appendix 1) will be opened at the point the relevant staff have been made aware.
- The staff who are keeping eyes on the pupil will communicate with the school and will try to ensure the pupil returns to school as soon as possible in a safe way, via telephone or radio.
- If the pupil is out of sight and has not been seen for 5 minutes the following will be completed;
 - Additional staff being sent out to support the situation on foot
 - Additional staff being sent out to support the situation by car or school vehicle, including tracking where the pupil may be
 - A second call to the police will be made (needs of the children and vulnerabilities will be shared) which will help when they approach the children.
 - Parents/carers will be kept informed.
- If a pupil is deemed to be an immediate risk to themselves or other people, staff should follow Team Teach procedures, if appropriate and possible, to keep the pupil safe. In doing so, staff should be mindful that physical intervention is a last resort and must only be used when de-escalation techniques and specifically identified pupil strategies have been used.
- At each stage, parent/carers will be regularly updated by the nominated staff member (i.e. the Academy Head Teacher, DSL or admin team).
- Upon their return to school, or when the pupil has engaged with school staff (this may continue to be offsite), staff will continue to support the child to regulate. If parents are in attendance at this point, school and parents will work together to decide on who is best to support and what support is needed. At this point a decision will be made as to the appropriateness of further actions including returning to school or returning home; this decision will be made in the best interest of the child by the parties who are with the child at this time.

Following the absconction, the academy will:

- Call a meeting with the Academy Head Teacher, SENCO, DSL/SLT and class teacher, where appropriate;
- Review the incident (cause, trigger, adult/ pupil involvement);
- Review and update the absconction log;
- Review and update the risk assessment and behaviour plan (as needed);
- Speak with parents to discuss and agree further actions in line with the Behaviour Policy;
- Plan the child's return to school and reintegration meeting with parents, school and family;
- All details from the absconction log will be recorded on CPOMs by the Academy Head Teacher who will then ensure follow up actions have been completed.

3 Monitoring

There will be ongoing monitoring of absconsions - including number and individual pupils - and the information will be used to inform decision-making regarding provision and readiness for free movement around school. In some cases, where a pupil is new to the school, or where a recent

in-school transition is in place, there may be a period of 'settling in' before longer term plans are put in place, due to the need to often establish boundaries and understand anxiety needs.

4 Parents & Carers

Parents and carers of pupils are responsible for supporting the work of the school and encouraging their children to keep to all school procedures and policies. Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school in the moment (where possible) and with subsequent procedures and actions. This could include coming into school to help secure the safety of their child as well as meeting with the Academy Head Teacher in order to agree subsequent actions. Risk assessments and behaviour plans will be shared with parents/carers.

5 Information for Pupils and Parents

What is meant by 'absconding'?

You have absconded if you deliberately go off site or from where you should be without telling a member of staff, or without a member of staff giving you permission.

What will happen if you abscond from/ leave the school site?

The people looking after you have a responsibility to know where you are and to make sure you are safe. If you try to leave the school site, staff will talk to you and support you to remain on site. If you leave the school site, staff will follow you to ensure you are safe and will try to talk to you. The school will call your parents to let them know you have left school and ask them to come and help. The school will also call the police to come and support.

Document Management

Document ID:	P1169		
Last Review:	November 2025	Review Period:	2 years
Responsibility of:	Deputy CEO	Ratified by:	Trustees (18.12.25)

Appendix 1 – Absconction Log

Led by:

Date:

Child(ren) involved:		Place last seen:	
Time:		DOB for child(ren):	
Parents called at:		SEND needs:	
Photos of child(ren):		Police called at:	
Family address		Police Ref no:	
What were they wearing:		Absconded before and where to:	
Previous self harm concerns?		Any changes in behavior?	
Child(ren) returned/ found at:		Medication (dosage etc.?)	
Child(ren) went to: <ul style="list-style-type: none"> • Where did you go? • Did you speak to anyone? • Why did you go out? • What did you do? • Have you hurt yourself? • Would you like something to eat or drink? 			
Summary of incident: <p>To include staff involved, triggers that led to the incident occurring, how the incident was resolved, action to be taken to support the child(ren) to feel happy and safe in school.</p>			
Any Other Information:			

Appendix 2 – Absconction Procedure

A pupil is classed as absconding when they are outside of the premises i.e. outside of the fence boundary and they are moving away from the site.

