

## **Children Missing in Education Policy**

### **Introduction**

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation, criminal exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed. Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education 2021.

### **Providing Information to the Local Authority for standard transitions**

The School recognises its duty to provide information to the relevant LA for standard transitions as requested. The School recognises that there is an overlap with KCSIE 2021 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, which the school would provide on request. For Cambs LA all arrivals and leavers will be reported, at all entry points. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving.

### **Safeguarding**

Students arriving or leaving at a non-standard point or entry to school (Compulsory School Age) - (Non-standard points are those mid-year)

In the interests of safeguarding children and in order to assist the relevant Local Authority with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), the School notifies the relevant Local Authority if a student joins or leaves our school, that it is added to or deleted from the school admission register. A child reaches compulsory schools age on or after their fifth birthday.

## Leavers

When a student leaves the School the following information about that student is logged in Pupil Asset:

- future address
- future setting
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)
- date of leaving

The following information is then extracted from Pupil Asset MIS and submitted to Cambridgeshire Local Authority using the form found [here](#).

- Full name of child and UPN
- Gender
- Full name and address of every parent and an indication of which parent the student normally resides with and where a parent notifies a school that the student will live at another address in addition to or instead then the new address, the full name of the parent with whom the student will normally live in future and the date if known
- Telephone number of parent (at least one)
- Future address with date of commencement
- Future setting and date of commencement
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)
- Date of leaving

In relation to deletions from the register, the School recognises that the duty arises as soon as the grounds for deletion are met and in any event before deleting the student's name. This information is shared with the county as this information is logged at the end of term but within 5 days of the deletion.

## Arrivals

When a child starts at the School, at a non standard entry point, the school will notify the LA within 5 days of the entry on the admission register to Cambridge LA - [cme@cambridge.gov.uk](mailto:cme@cambridge.gov.uk) A notification of a list of names will be sent at the start of each academic year when there is often a greater intake. Thereafter notifications will be made as the need arises throughout the year.

The school will provide all details contained in the admissions register for the new student which should be up to date on the first day that the child starts at the School.

### **Students failing to attend on the first day of school**

All new students are placed on the School's admission register at the beginning of the first day on which the School has agreed that the student will attend the School. If a child fails to attend on the agreed date and no other reason has been given, staff must inform the Head without delay. The Head will notify the local authority, having investigated the absence after 5 days.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

### **Significant Absence from School- duty to report**

The School will inform the LA of any student who fails to attend school regularly through our regular meetings with the Local Authority Attendance Office (LAOO). It is the role of the Head to monitor absences with the support of office staff using the School's attendance policy as guidance.

The changes made emphasis on the requirements for schools and Local Authorities to work collaboratively when making reasonable enquiries to locate pupils who fail to return 10 days after an agreed authorised leave or 20 days without authorisation.

In all other where a school is **unaware of a pupil's destination and/or the pupil and families whereabouts**—then a referral should be made to the central Attendance Team, after the school has made initial investigation to the pupil's whereabouts, including a home visit. If a pupil is deemed vulnerable then the referral should be made immediately. Schools are required to complete online form found [here](#).

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), to help identify children who are missing education and/or otherwise at risk of harm.

As part of School's duty to safeguard children any unexplained absences should be investigated.

### **Changes to the Admissions Register**

In order to maintain the admissions register up to date and accurate the School request that parents should check the current details held for them once a year and remind parents to notify the relevant school office of any changes to their details.

If student's parents change address then the school will record, as required:

- The full name of the parent with whom the student will live
- The new address
- The date from when it is expected the student will live at this address

### **Pupil Supervision**

Our student supervision procedures for each school describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone or email to the school office. The school will always contact the parent if the child fails to arrive at school without an explanation and if no contact can be made this may lead to the School notifying the Police.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of children and read Part 1 of the DfE's 'Keeping Children Safe in Education' 2021 guidance.

Related Policies:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Non-collection of Child Policy Procedures
- Attendance Policy

**Reviewed: June 2021**

**Agreed by the Local Governing Body: July 2021**

**Next review due: September 2022**