

Rose Wood Academy



Children Missing Education Policy

Date	Written/Amended By	Review Cycle
May 2016	Mr P Cowley	In line with legislation changes
September 2018	Mr P Cowley	In line with legislation changes
September 2020	Mr P Cowley	Additional info for covid
March 2023	Miss L Carney	Addition of children most at risk of being missing from education.
October 23	Miss L Carney	Changes made to reflect EWO service

Rose Wood Academy

Children Missing From Education Policy

Introduction

The Children Missing From Education policy has been developed to support children's entitlement to a full time education which is suitable to their age, ability, aptitude and any special needs they may have.

A child missing education from school due to repeated and unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

This policy applies to children who have significant absence from school without good reason, including persistent absentees (90% and below attendance) and those that go missing unexpectedly.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education. It also aims to prevent the risks of their going missing in the future.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

Context

This policy should be read alongside the school's **Attendance Policy** and in particular with the school's **Child Protection and Safeguarding Policy** of which it is an integral part.

The policy has regard to the DfE guidance, **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges** and the LSCB's guidance: **Child Protection Record Keeping Guidance for Schools**,.

Policy and Procedures

The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy**.

The following attendance procedures will be followed:

School have a safeguarding duty to account for all children during the school day. Phone calls, home visits and signing in and out systems are necessary in order to ensure all children are safeguarded. We expect that parents will support us in this duty.

- If a child is absent from school for any reason, it is the parent's responsibility to inform school by 9.15am by telephone or in person. Please do not email or use class Dojo as these systems are not monitored in the same way.
- If the reason for absence is known in advance, e.g. a holiday in term time or medical appointment, the parent must inform the school before the first day of absence.
- In the event of a child being absent without explanation from the parents/carers, school will make rigorous checks to ensure the child is safe. In the first instance, school will contact the primary contact on the child's data collection sheet. School will then continue through the list of contacts until confirmation of the child's safety and reason for absence is established. If school exhausts the contacts without success, a home visit will be undertaken. School may, in some cases, do a home visit at an earlier point than this if we can't make contact with those who live in the child's home. If school are concerned further, the EWO, Children's Social Care and/or the Police may be informed.
- In line with Middlesbrough's Educational Welfare Service's Children Missing Education Policy, if a child is missing school for 10 consecutive days without explanation, they will be treated as a child missing education; this is investigated

by Middlesbrough EWS. N.B. This does not include nursery children. Children missing education procedures can lead to a child losing their school place if they are absent without explanation.

- If a child continues to be absent without contact, school will continue to pursue contact and will try to confirm where the child is through all links known to the family: this may also involve reporting to EWS, Children's Social Care or the police.

*Nursery children's attendance is non - statutory and therefore referrals would not be made to the Education Welfare Service. However, for safeguarding reasons, they must still be accounted for if absent. Therefore, the above procedure still applies.

This policy covers those instances where:

- There is a repeated pattern of absence
- The reason for absence is unclear or unexplained
- A member of staff has concerns about the nature of a pupil's absence
- A parent informs the school that their child is to leave

In these instances the school's Headteacher, Paul Cowley, or DSL, Lisa Carney should be informed.

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Any Child Protection documents will be forwarded in line with the latest Child Protection Record Keeping Guidance.

When a pupil leaves our school without clear indication of a receiving school, the school will contact Middlesbrough Local Authority to advise them of the situation and to start their tracking procedures.

We will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Monitoring and Review

This policy is monitored by the Head Teacher. It will be reviewed annually or in the light of changes to legislation.

