

Rose Wood Academy



Children Missing Education Policy

Date	Written/Amended By	Date Approved by Governors	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

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.

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 2020** 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:

ATTENDANCE PROCEDURES	
Day 1	If school have not received a phone call by 9.15am, the office rings to ascertain reason for absence. PSA informed if child absent is a concern and home visit discussed.
Day 2	If child is absent again and school have still not been informed PSA would persist with phone calls and home visit.
Day 3	As above, plus next steps discussed with school attendance officer (LS).
Day 4	If contact has been made and child is absent for medical reasons, updates may be sought by school. Depending on attendance, medical evidence of illness may be asked for eg copy of prescription. If there has still been no contact made we would discuss with Police and Mach team and decide on further action. .
	LS monitors attendance daily
	If attendance falls below 95%, an attendance letter is sent out by school. Support is offered through PSA and other staff in school
	If attendance falls below 90%, the attendance officer will send an official attendance letter and support offered again to family to help improve attendance. Meetings may also be arranged to discuss child's attendance.
	Holidays which exceed 10 half days will result in fines.
	Punctuality – 10 lates result in attendance officer involvement. School PSA would intervene before this.

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 there child is to leave

In these instances the school's Designated Safeguarding Lead (DSL), Paul Cowley, or the deputy DSLs, Lisa Carney or Tina Jackson should be consulted and a record of any concerns made on CPOMS

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 the Middlesbrough MACH team 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.

P Cowley
September 2020

Covid Specific guidance

We will continue to monitor attendance in accordance with our policy and the information here. We will comply with the following attendance guidance:

Circumstances	Action	Code	Next step
Child shows C-19 symptoms.	Child does not attend. School maintains daily contact. Child receives C-19 test. Child in self isolation. Inform school immediately of test result.	X	Child recommences school on confirmation of a negative test. If the child continues to be unwell after a negative test result further non-attendance should be recorded as I
Child tests positive for C-19.	Child does not attend. School maintains daily contact. Inform school immediately of test result. Child and family self-isolates for 14 days.	I	Child should return to school after 14 days.
A member of a child's household shows C-19 symptoms.	Child does not attend. School maintains daily contact. Household member receives C-19 test. Child in self isolation. Inform school immediately of test result.	X	Child should return to school as soon as a negative test has been confirmed.

A member of a child's household tests positive for C-19.	Child does not attend. School maintains daily contact. Inform school immediately of test result. Child and household members self-isolate for 14 days.	X	The child should return to school after 14 days.
Household member is subject to test and trace restrictions.	Household member self isolates for 14 days. Child attends as normal (unless directly contacted by T&T). School maintains daily contact if child is absent Inform school immediately of any test result.	X	If the child has been contacted directly she/he should return to school after 14 days.
Holiday party is subject to quarantine restrictions following a holiday taken outside of school term time.	Child does not attend. School maintains daily contact. Child and holiday party self-isolates for 14 days.	X	The child should return to school after 14 days.
Child takes a holiday in term time.	School considers circumstances. Parents informed of decision and sanction under the Attendance Policy.	G or H	Initiate usual sanctions as appropriate.
Holiday party is subject to quarantine restrictions following a holiday taken in school term time.	Child does not attend. School maintains daily contact once holiday party returns to UK. Child and family self-isolates for 14 days.	X	The child should return to school after 14 days.
Child is subject to medical advice that requires shielding to recommence.	Child does not attend. Medical evidence shared with school. School maintains daily contact. Shielding continues until medical advice changes.	X	Child attends when shielding requirement is lifted. Home schooling initiated within 2 days.
Child is absent because parent/guardian is worried about C-19	School to contact parents to discuss the measures in place within school. Parents informed of sanctions under the Attendance Policy.	O	Initiate usual sanctions as appropriate.