



The Village Saints Partnership

A member of the Diocese of Ely Multi Academy Trust



Date presented to Governors:	21/11/23
Due for review:	November 2024
Date Ratified by Governors	21/11/2023

CHILDREN MISSING FROM EDUCATION POLICY

A child missing education from school due to repeated or 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.

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.

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, September 2023** and the LSCB's guidance.

POLICY AND PROCEDURES

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

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;

In these instances the school's Designated Safeguarding Lead (DSL), or the deputy DSL, should be consulted and, if appropriate, a Safeguarding Concern Form should be completed.

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. If a Safeguarding Concern Form has been created, the DSL will then forward the appropriate records to the receiving school, in line with the LSCB's guidance. We will also complete a CME1 form and send to the local Child Missing Education Team.

When a pupil leaves our school without clear indication of a receiving school, the school will contact **Norfolk County Council Children Missing Education Team** to advise them of the situation and to start their tracking procedures. In case of serious concern the DSL will contact the Norfolk Multi-Agency Safeguarding Hub for further advice.