

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. It also covers the procedure to follow when a child of statutory school age leaves school before the normal transition point at the end of year six.

Context

This policy should be read alongside the following school policies:

- ***Admission and Attendance Registers Policy***
- ***Attendance Policy.***

The policy has regard to the DfE guidance and regulations:

- ***Children Missing Education: Statutory guidance for local authorities, September 2016***
- ***Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2016***
- ***Education (Pupil registration) (England) Regulations 2006***

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:

- The school is about to remove a pupil's name from the admission register under any of the fifteen grounds listed in the regulation (2006)

Also 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 child's absence;

In these instances the school's Designated Safeguarding Lead (DSL), should be consulted and, if appropriate, a *Child Protection Incident/Welfare Concern Form* should be completed.

The School's DSL will then follow the procedure detailed in the school's **Child Protection and Safeguarding Policy** and a stand-alone *Welfare Concerns* file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

Notifying the local authority

When a child leaves the school or is to be removed from the school's admission register, other than at normal transition points, the school must notify the local authority.

The notification to the local authority must include:

- The full name of the child;
- The full name and address of any parent with whom the child resides;
- At least one telephone number of the parent;
- The child's future address and destination school, if applicable;
- The reason for the child's name to be removed from the register (see appendix).

Pupil Information

When a child is transferring to another school, the school office will make contact with the receiving school to ensure the child is registered at the school.

The receiving school will be sent the following records (by signed for deliver):

- Current (most recent) school report
- Assessment and tracking record (literacy and numeracy) max two years
- Current reading levels if relevant
- SEND records including current and past School Based Plans (if appropriate)
- EYFS transition documents if applicable

If a Welfare Concerns file has been created, the DSL will forward the appropriate records to the receiving school under separate cover, in line with the LSCB's guidance: ***Keeping records of Child Protection and Welfare Concerns; January 2014.***

When a child leaves our school without clear indication of a receiving school and a Welfare Concerns file has been created, the DSL will contact **the Single point of Contact** in line with the **Safeguarding Policy and Procedures**, for further advice.

Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.