




<h2>Children Missing in Education Policy</h2>		
Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	October 2023	
Date of Next Review	October 2025	
Agreed by Governors	07.02.24	
Additional Notes	This policy should be reviewed at least every 2 years.	
<b>Princess Frederica CE VA Primary School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.</b>		
<p>When drafting and agreeing policy, governors always act with our four values in mind and our school vision as drivers for change or important decisions. We will ensure that:</p> <p><b>Policies positively impact on our staff and children’s growth, their faith, our unity as a school community and promote kindness as a thread through all we do.</b></p> <p><b>We act in line with our collective responsibility around equality and the protected characteristics and always make decisions that foster an understanding and respect for these.</b></p>		

Vision statement

**‘Belonging, learning and growth for life in all its fullness’**

Mission Statement

At Princess Frederica we:

- Promote social, emotional, spiritual and educational growth in *all our children* (This is how we develop character)
- Impart the gifts of self-confidence, determination and curiosity with a rich and creative curriculum (This is the way we educate)
- Create a positive impact on our local and global community and environment (This is our footprint on the world and community)
- Nurture friendship, kindness and respect (This is how we treat each other)



This policy has been created based on guidance provided by Brent Local Authority for any pupils 'missing' education and from best practice taken from other primary schools.

### **Definition of Children Missing Education**

Statutory Guidance for Local Authorities (2016), children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'. There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and, being out of school, they are at risk of exploitation, going missing and significant harm.

### **Risks**

These 'missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing. Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum -seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;
- Children experiencing abuse and neglect.
- Children supervised by the Youth Justice System

Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation.

Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. When a child has moved, local authorities should check with other local authorities, either regionally or nationally, and share information to ascertain where the child is living. Once the location of the child is established, the relevant local authority must ensure that the child is receiving an education either by attending a school or otherwise.

Brent Education Welfare Service can help with Children Missing from Education (CME) cases from day one. Email: [cme@brent.gov.uk](mailto:cme@brent.gov.uk)



### **School Response:**

From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

- The welfare officer (or another staff member) will contact the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
- The outcome of the contact should be assessed and if there are any concerns a consultation with the Designated Safeguarding Lead should take place to consider the child's vulnerability.

In the following circumstances a referral to children's social care and /or the police should always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection plan;
- The child is subject of section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;

The answers to further questions could assist a judgement whether or not to inform children's social care and the police

- In which age range is the child?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there a significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? e.g. Does the child need essential medication or health care?
- Was the child noted to be depressed prior to their unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk? e.g. Rites of passage, female genital mutilation or forced marriage planned for the child?
- Has the child a disability and/or special educational needs?
- Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g. Is there any known history of drug or alcohol dependency within the family? Is there any known history of domestic violence? Is there concern about the parent/carer's ability to protect the child from harm? Is there any concern about extremist views?



### **When a pupil fails to start at Princess Frederica Primary School when expected**

When a pupil is expected to join the school either at a normal time of starting and he/she does not arrive, the school should firstly try to make contact with the parents by phone or letter. If after two days no contact has been made the school will contact the Admissions Team to find out if the child had been registered elsewhere. At the end of the first week, if no contact has been able to be made with the parents, the school will complete a referral to the Education Welfare Officer (EWO) that the school has a child missing in education (CME) who will follow their procedures for missing pupils. An assessment will be done on the circumstances and vulnerability of the child and a joint decision made on whether social services engagement is required.

### **Prolonged and persistent absence**

If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion and the school has not received any notification of this, the school will follow the normal procedures for investigating pupil absence (1. Phone call 2. Phone call to any other contacts registered on SIMS). If the child does not return to school the following day absence will be unauthorised and will be referred to the Education Welfare / Brent Family Front Door Local Authority Guidance who will follow their procedures for missing pupils (where there are vulnerability or child protection concerns, these actions will happen within 2 days). The pupil should not be removed from roll until the EWO has completed all reasonable steps to ascertain the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school.

### **Keeping Pupil Registers**

The unexplained absence of any child who has a Child Protection Plan must be treated as the highest priority and the link social services contacted immediately.

### **Regulations about when the school may delete a pupil's name from its Admission Register**

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Regulation 9 of the of the Education (Pupil Registration) Regulations 1995 as amended. Regulations list the following as the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance Register):

- The pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order, or the Order is revoked;
- The pupil has been registered at another school;
- The school has received written notification from the parent that the pupil is receiving education otherwise than at school;



- The pupil has ceased to attend the school and no longer resides within a reasonable distance from the school; each case should be referred to the Education Welfare Service/Officer for investigation before removal from the school roll.
- The pupil is certified by the Senior Clinical Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
- The pupil has been continuously absent from the school for a period of not less than 4 weeks and after referral and investigation by the Education Welfare Service/Officer and have both failed, after following procedures for CME;
- The pupil is absent from school for not less than 4 weeks and is detained in secure accommodation following a final court order or order of recall;
- The pupil has died;
- The pupil will cease to be of compulsory school age before the school next meets and does not intend to continue at school;
- The pupil has been permanently excluded and, following the governors' disciplinary hearing –
  - i. The parent has stated in writing that he/she does not intend to appeal to an independent panel, or
  - ii. The time for lodging an appeal has expired and no appeal has been lodged, or
  - iii. An appeal has been heard and dismissed.
- The pupil has been admitted to the school to receive nursery education and has not, on completing such education, either applied for Reception and chosen to not take up a place at the school or has applied and not been successful in being offered a school place in Reception.

Removal from roll for any reason other than those specified above is illegal.

### **Actions a school must take when a pupil's name is deleted from the Admissions Register**

(i) When a pupil is deleted from the Admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school must be indicated and the pupil's records must be sent to the new school within 15 school days.

(ii) When a pupil's name has been deleted from the register, the school must use an electronic common transfer form to send the information via the Teacher net secure School-to-School Data Transfer Website.

[www.teachernet/s2s](http://www.teachernet/s2s)

Schools are aware of the statutory responsibility placed on governors and teachers for the management of safeguarding and promoting the welfare of all children. This is underpinned

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by a statutory responsibility to use an electronic common transfer form to send and collect information via the Teachernet secure School-to-School Data Transfer Website (S2S).

[www.teachernet.gov.uk/management/ims/datatransfers](http://www.teachernet.gov.uk/management/ims/datatransfers)

WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY THAT CHILD TO THE NEW SCHOOL