



ATTENDANCE & CHILDREN ABSENT FROM EDUCATION POLICY



Author	Louise Krier	Operations Manager
Approved by	Joe Masterson	Headmaster
	Jo Storey	Group Lead Education, Compliance & Safeguarding
	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
Next review	Autumn Term 2024	

Scope of this policy

Definition of Children Missing Education in 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.

Schools

As a result of daily registration, school is particularly well placed to notice when a child has gone missing. If a member of school becomes aware that a child may have run away or gone missing, they should try to establish with the parents/carers, what has happened. If this is not possible, or the child is missing, the Designated Safeguarding Lead/advisor should, together with the class teacher, assess the child's vulnerability. Enquiries into the circumstances surrounding a child who is missing from school can be effectively supported by school using an admissions procedure which requires a parent/carer to provide documentary evidence of their own and the child's identity, their status in the UK, and the address at which they are residing. School should ensure that a family's contact details are regularly updated.

In the circumstances of a child going missing who is not known to any other agencies, the Headmaster should inform the Children Missing Education (CME) Officer (Julie Hodges at NYCC Children's Safeguarding Board for the emergency LADO 01609 533080 or cme.coordinator@northyorks.gov.uk) of any child who has not attended for 10 consecutive school days without provision of reasonable explanation. Prior to doing so, school should make enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

Other Agencies

Where any agency in contact with children and families believes that a child is not on the roll of a school or receiving education otherwise, this information should be passed to the CME Officer with any details they have of the child in question.

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:

- A 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 school/establishment 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.
 - o Is there any known history of drug or alcohol dependency within the family?

- o Is there any known history of domestic violence?
- o Is there concern about the parent/carer's ability to protect the child from harm?
- o Is there any concern about extremist views?

Children missing from education but not missing from home

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. A judgement as to timeliness is required in respect of the referral to the local authority. This timeliness should be on a case by case basis.

In exceptional circumstances, a leave of absence can be authorised by the Headmaster, at which point a return date is set. In these cases, the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the authorised leave started.

Notifications and Actions for Children Missing from Education where there are Safeguarding Concerns

If the answers to any of the points set out in the previous section indicate that there are concerns about the child's safety then a referral should be made to Children's Social Care and the Police on day one. Children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with NYCC Police in order to identify, and act upon, any suspicion of child abuse or child related crime.

The school should work in collaboration with children's social care and the police and the Designated Safeguarding Lead should participate in any strategy discussions, section 47 enquiries and child protection conferences which may arise.

Reasonable enquiry: If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school should delay making a referral to allow them to make further reasonable enquiries. Reasonable enquiries include staff checking with all members of staff with whom the child may have had contact, with the pupil's friends and their parents, siblings and known relatives at school, and others. The speed at which these reasonable enquiries are made will depend upon any known or concerning factors that may arise through the enquiry process.

School staff should also make telephone calls to any numbers held on record or identified and send a letter to the last known address. Home visits can be made by school based staff in consultation with local authority staff.

Further Actions: If the above response is unsuccessful, the school should contact the relevant CME Officer, referring the child as missing in education and providing the details of the completed enquiries made by the school. The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community - a risk assessment of this activity will be needed along with a decision about whether this is appropriate.

The CME Officer should also check databases within the local authority, use agreed protocols to check local databases, e.g. housing, health and the police; check with agencies known to be involved with the family, with any local authority the child may have moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly and jointly by the CME Officer in consultation with children's social care and the police, as appropriate.

Children missing education are vulnerable and, when reviewed, plans should be put in place to proactively find children. As time progresses, missing education will become a more significant

factor as well as needing to be considered alongside any other known factors that were already present.

Child missing from school for more than four weeks

A child may not be removed from the school roll before the end of four weeks, unless located in an alternative educational provision. After 4 weeks the child's Common Transfer File should be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools. The CME Officer will inform the school when they can remove from roll.

Name of policy Attendance & Children Missing from Education Policy	Policy reviewed/amended date 11/08/2022 – Policy name amended (V2) 24/09/2022 – Policy reviewed (V3) March 2023 – Appendix added V4 August 2023 – Policy Reviewed V5 November 2023 – Policy name amended V6
Original policy date September 2021	Current version V7
Date of new review Autumn Term 2024	

Appendix 1

Children Missing from Education - (*non-standard transitions*)

Purpose:

In accordance with the amendments to the Education (Pupil Registration) (England) Regulations 2006 and the DfE Guidance, Children missing education (Sept 2016) North Yorkshire County Council (NYCC) is strengthening the way it collects information whenever a child of compulsory school age **leaves before completing the school's final year i.e non-standard transitions**. This is to improve communication and coordination between schools and the Local Authority in identifying children of compulsory school age who are 'missing', and therefore potentially pose serious safeguarding concerns.

*NB: All standard and non-standard transitions regarding **admissions** and standard transitions for **leavers** will continue to be collected automatically by the LA via electronic transfer*

CME 1- It is now required that **all** schools forward the attached form by e-mail to the LA's CME Coordinator on a **weekly basis** detailing all **in year leavers** for that week (*non-standard transitions*). A **NIL RETURN** should always be sent.

CME 2 – This form should be completed and submitted **immediately** to the LA's CME Co-ordinator if there are welfare concerns regarding the child and/or a destination school is not known;

Reasonable Enquiries:

When a child is **missing** or **prior to deletion under regulation 8 (1) sub-paragraphs (f) (iii) or (h) (iii)**, the LA and school will make **joint reasonable enquiries** to try and identify the whereabouts of the child. All initial enquiries by the school should be recorded on the **CME 2** form at the time of referral. If there is no response to first day contacts, the following actions should be taken by the school:

- a. contact all available telephone numbers for the parents/carers including emergency contacts
- b. send a letter from the school to the parent/carer at their last known address
- c. contact any other schools that siblings should be attending to ascertain their whereabouts
- d. make enquiries with friends of the pupil in the school and their family

If there is a significant risk of harm regarding a child who is 'missing' from the school, the school's Designated Person for Child Protection should be informed immediately and contact made with the CME Coordinator for the situation to be logged and action taken urgently.

Contact: Julie Hodges (CME Coordinator) Tel: 01609 532477

Julie.Hodges@northyorks.gov.uk

CME.Coordinator@northyorks.gov.uk

CME 1 – In Year Leavers (non- standard transitions)

Name of School:.....Week Ending.....

School Contact:.....Tel:

**if obtainable/applicable*

<u>Name of pupil</u>	<u>d.o.b.</u>	<u>Parent/Carer contact details</u>	<u>*New address and tel no. (from when)</u>	<u>Destination school</u>	<u>*Expected start date</u>	<u>Reason and date of deletion from register</u>

To be completed at the end of each week and returned to: Julie.Hodges@northyorks.gov.uk CME.Coordinator@northyorks.gov.uk

CME 2 - Referral to Children Missing Education Co-ordinator

To be used immediately where there has been 10 days unauthorised absence/no response by parent/carer to enquiries made/a destination school is not known and/or there are welfare concerns regarding the child.

Name of School:	
Name of Referrer:	
Date of Referral:	
Name of Pupil:	
Date of Birth:	
UPN No. (if Known):	
Gender:	
Ethnicity:	

Date last attended school:	
Name of parent(s) /carer(s):	
Last known home address:	
All known contact numbers:	
Sibling details and school:	

Initial Action Checklist

Actions taken:	Dates:	Person Responsible:
First Day Contact		
Telephone calls to all contact details held		
Letter to parent/carers last known address		
Contact with other schools with siblings		
Enquiries made with friends of the pupil in the school and their family		
Is the status of the child/young person: (please tick those that are appropriate)		
Looked After		Child in Need
Child Protection		CAF – (Prevention Service)
Refugee		Traveller/Gypsy/Roma
Temporary Accommodation		Other agencies involved
Armed Forces		

Any other relevant information:

If there is a significant risk of harm regarding a child, then the school's Designated Person for Child Protection should be informed and contact made with the CME Coordinator for the situation to be logged and action taken urgently.

Please email this referral to Julie Hodges (Children Missing Education

Co-ordinator) at:

CME.Coordinator@northyorks.gov.uk

Julie.Hodges@northyorks.gov.uk

