



CHILDREN MISSING FROM EDUCATION POLICY

This policy was written: April 2022

Reviewed: March 2025

This policy will be reviewed: March 2026

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 academy 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 academy's Attendance Policy and in particular with the Academy Policy for Child Protection to Safeguard and Promote the Welfare of Children of which it is an integral part.

The policy has regard to the DfE guidance: Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 2018.

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 one of the deputy DSL should be consulted and, if appropriate, a log should be completed on CPOMs.

The School's DSL will then follow the procedure detailed in the Child Protection and Safeguarding Policy.

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 Concerns file has been created, the DSL will then forward the appropriate records to the receiving school, in line with 'Information Sharing: Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers' July 2018. When a pupil leaves our school without clear indication of a receiving school, the school will contact the Nottinghamshire 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 Duty and Assessment Team, in line with the Safeguarding Policy and Procedures, for further advice.

For further guidance please see the 'Guidance for Headteachers and Business Managers where children are at risk if missing education (Appendix A).

MONITORING AND REVIEW

This policy is monitored by the Senior Leadership of the academy and will be reviewed annually or in the light of changes to legislation.

Appendix A: School Attendance Guidance (flowchart)

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

