



Missing Children in Education Policy

Revised: December 2019

Ratified by the Headteacher and Safeguarding Lead

Review Date: December 2020



INTRODUCTION

For the purpose of this policy, a Children Missing Education (CME) is defined as a child or young person of compulsory education age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

The most common reasons for children missing education include the following:

- Failing to be registered at an academy at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

For the most recent statutory guidance on Children Missing Education, please see the following document:

<https://www.gov.uk/government/publications/children-missing-education>

ROLES AND RESPONSIBILITIES

The School will enter students on the admissions register at the beginning of the first day on which it has been agreed, or the day that the school has been notified that the pupil will attend. In the event that a student fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.

The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The school will monitor students' attendance through our daily register. The school must provide the Local Authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence. It requires schools to inform the Local Authority of the following as soon as they become aware of the circumstances and before the deletion from the register is made.

If at any time staff have concerns about a child's welfare, and in particular, consider that a child may be, or is, suffering significant harm, they follow established Local Safeguarding Children Board (Child Protection) procedures which take precedence over CME procedures.



Day 1: phone or email the parent/carer and all additional contact numbers or emails. If unable to get in touch with parents/carers. Make a record of attempts made, time, date and conversations.

School administrative staff or support staff should contact parents on any day a registered pupil is absent without explanation, including in cases where the pupil skips lessons after registration. By contacting the parent the school also ensures that the parent is aware that the child is not in school enabling the parent to take steps, where necessary, to establish the child is safe.

When the circumstances of a child absent from school are not known, both the school and Local Authority must carry out a 'reasonable enquiry' as detailed in the following School Procedures. Where concerns exist and there is no reasonable explanation or contact, consider escalating to a higher level to the School Safeguarding Lead or Deputies.

Please see the latest Government School Attendance Guidance (November 2016): <https://www.gov.uk/government/publications/school-attendance>.

Day 3: Best Practice is to send a letter and email again on the third day of absence if still unable to contact the family by phone and they have not responded to messages left. (Appendix 1)

Day 10: Schools must provide the Local Authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence. It requires schools to inform the Local Authority of the following as soon as they become aware of the circumstances and before the deletion from the register is made.

Reasonable Enquiry Forms should be completed in full, documenting every step of enquiry made, and passed to the CME Officer who will undertake further checks.

All forms should be emailed to: missing.education@rbkc.gov.uk.

Day 20: Where a pupil is absent from the academy without authorisation for twenty consecutive days, the school will remove the student from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries. The Local Authority must be informed when a child is removed from the school roll.

These procedures do not replace any safeguarding or child protection procedures or guidance but are to be used in conjunction with them.

In line with the duty on all Children's Services Authorities to safeguard the welfare of children, both the school and the Local Authority will put in place procedures designed to track the whereabouts of the child and to record that they have completed these procedures. These procedures apply only when contact has not been possible with the



family and/or explanation provided is not reasonable or satisfactory.

Home Education: parents have to advise the school in writing that they are withdrawing their children to educate them at home or other than at school.

Notification should be sent to: missing.education@rbkc.gov.uk.

Fixed term or permanent Exclusions: Notification should again be sent to: missing.education@rbkc.gov.uk.

LEAVERS PROTOCOL FOR SCHOOL

Planned Absence: Parents are always asked and expected to inform the school in advance of any planned absence. This should be included in the school's attendance policy. (Appendix 3)

Planned Leaving: When a school becomes aware that a child is leaving, it is helpful and may save time later, if the parent can be asked to clarify this and be given the Leaving School Form to complete. Parents may be given a school compliments slip to hand in to any new school so contact can be made. (Appendix 2)

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. Some children who experience certain life events are more at risk of missing education. These include, but are not limited to:

- Young people who have committed offences
- Children living in women's refuges
- Children of homeless families (living in temporary accommodation, B&B, house of multiple occupancy)
- Young runaways
- Children with long term medical or emotional problems
- Children with a statement of special educational needs or Education Health and Care Plan (EHCP)
- Unaccompanied asylum seekers
- Children of refugees and asylum seeking families
- Children in new immigrant families, who are not yet established in the UK and may not have a fixed address
- Looked after children
- Children with a Gypsy, Roma and Traveller background
- Children who are privately fostered
- Young carers
- Children from transient families
- Teenage mothers
- Children who are permanently excluded from school and move



- Children who have been excluded illegally
- Children with a history of poor attendance
- Children at risk of sexual exploitation
- Children at risk of 'honour'-based violence (including forced marriage and female genital mutilation)
- Children at risk of radicalisation
- Children involved with gangs

If there is any doubt about the vulnerability of a pupil, consult your school's Safeguarding Lead and Deputies. Vulnerability must be reassessed regularly as it may increase depending on new information or lack of information, and the passage of time itself may lead to increased concern.



APPENDIX 1

LETTER FOR PARENTS

Letter to be sent on third day of an unauthorised absence:

Parent Name
Or Occupier or Landlord
Address

Date

Dear Parent (or Occupier or Landlord),

CHILD’S name.....DOB.....

Your child last attended school on and we have not heard from you, nor been able to contact you or your emergency contact numbers by phone, to find out the reason for absence and likely return date.

Please can whoever receives this letter (the parent, friend, occupier or landlord) contact the school as a matter of urgency to tell us what the situation is.

Please inform us if the family have moved, or gone away or on holiday; and let us have their new address or their phone numbers so we can establish contact; or give us details of any relatives or friends who may be able to assist. If the child is attending a new school, then please let us know.

The school and the Local Authority has a legal duty to carry out enquiries to find a child who fails to attend school. If we do not receive an adequate reply to this letter within one week, then the school is required to advise the Local Authority. An Attendance Officer will visit the home and may contact SocialCare and/or the Police in the course of their enquiries.

Your child’s absence is being marked as unauthorised and we will be considering removing his/her name from the school roll if the absence continues.

Thank you for your co-operation.

Yours sincerely,

Head Teacher



APPENDIX 2

LEAVING SCHOOL FORM FOR PARENTS

If your child is leaving school fill in this form AND RETURN IT TO THE SCHOOL OFFICE. If you are not sure of the details of your move, please let us know as soon as possible, but fill in this form as fully as you can before you leave.

Why you need to complete this form:

- **Your current school is expected to transfer information to the new school.**
- The School and Local Authority have a duty to track your child’s education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child’s new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

| STUDENT NAME: | DOB: | YEAR GROUP: | Last Day Attended: |
|----------------------|-------------|--------------------|---------------------------|
| | / / | | |
| | / / | | |
| | / / | | |
| | / / | | |

REASON FOR LEAVING



| | |
|---|--|
| Moving Address <input type="checkbox"/> | Address: _____ _____ County: _____ Post Code: _____ Local Authority: _____ |
| Moving Country <input type="checkbox"/> | Address: _____ _____ Country _____ DATE OF LEAVING THE UK (REQUIRED): _____ |
| New School <input type="checkbox"/> | Name of new School: _____ Address of new School: _____ Email of new School: _____ |

PARENT CONTACT DETAILS

| | |
|--------------------|--|
| Father/Carer Name | |
| Mother/Carer Name | |
| Mobile Number/s | |
| Landline Telephone | |
| Email | |



ANY OTHER DETAILS

Please provide any other information if appropriate. For instance if you have applied for or accepted a new school place in your new area.

Parent/Carer Name:

Signature:

Date:

THANK YOU FOR YOUR HELP



Appendix 3

APPLICATION FOR LEAVE OF ABSENCE

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Head teacher’s discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, parents risk being issued with a Penalty Notice or being prosecuted by the Local Authority on their return (Anti-Social Behaviour Act 2004).

Normally a student would not be granted more than 10 days of absence in any academic year. Following RBKC regulations, where the child’s attendance is below 95% the school should only authorise term time absences in exceptional circumstances.

Parents should be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation where possible, **2 weeks** before the proposed leave.

| | | |
|---|------------------------------|---------------------|
| Name of Student: | | Tutor Group: |
| Address: | | |
| Telephone Number: | Name of Parent/Carer: | |
| Destination: | | |
| Reason for applying for leave of absence: | | |
| Proposed date of departure: | | Return date: |
| TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR: | | |
| Signature of Parent/Carer | | Date: |

Please find below further details of absence reporting procedures:

Planned Absences – e.g. doctors appointments, open days, etc.



- Before the absence is scheduled to take place, an “Application for Leave of Absence” form must be completed, signed by a parent/carer and given/emailed to the pupil’s tutor and Administration.
- Unless notified otherwise, the absence has been approved.

Unplanned Absences – e.g. illness

- If students are unwell, parent/carer must inform us via email (both to canada.blanch.uk@meecd.es and to the tutor’s email) on the day of the absence.
- The absence will stay unauthorised until we receive this, and may result in a detention.
- If a pupil is absent for longer than 5 working days, we will require to provide us with a doctor’s note.

Estimadas familias, a continuación les ofrecemos más detalles sobre los procedimientos para notificar las ausencias:

Ausencias programadas - por ejemplo, citas médicas, días de puertas abiertas, etc.

- Antes de que se produzca la ausencia, se debe completar el formulario "Application for Leave of Absence" (Solicitud de Permiso de Ausencia), que debe estar firmado por la persona a cargo del/a menor y debe enviarse por correo electrónico al tutor/a y a la Secretaría del centro en canada.blanch.uk@educacion.gob.es).
- *A menos que se notifique lo contrario, la ausencia se dará por aprobada.*

Ausencias imprevistas - por ejemplo, enfermedad.

- En caso de que el alumnado no se encuentre bien, las familias deben informarnos por correo electrónico (tanto a canada.blanch.uk@educacion.gob.es como al correo electrónico de tutor/a) el día de la ausencia.
- La ausencia quedará sin autorización hasta que hayamos recibido esta notificación, y puede resultar en una detención.
- Si un alumno/a se ausenta más de 5 días de clase, se deberá presentar una explicación de su médico.