

**Child Missing in Education**

**February 2024**

**This has not yet been ratified by the Chair of Governors and the Headteacher**

**This policy will be reviewed in February 2024**

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| --- | --- | --- | --- | --- |
| **Review date** | **By whom** | **Summary of changes** | **Date implemented** | **Date ratified** |
| **28/02/20** | **MALLEN** | **Addition of annex A** | **28/02/20** |  |
| **09/02/2022** | **MALLEN** | **Sentence regarding children who leave the school and arrangements for this – sentence regarding home visits** | **09.02.22** |  |
| **18.01.22** | **MAllen** | Added leavers check list, new starter checklist statement put in writing re home education and this being put in writing and LA informed, clarity on what happens after 20 days of CME and home visit record added |  |  |
| **4.3.24** | **MALLEN** | Statement about not removing a child unless we know they have started elsewhere |  |  |

**Alvaston Infant and Nursery School**

**Child Missing from Education**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school’s procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

(Regulation 4 of the Education (Pupil Registration) (England) Regulations 2006 Regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006)

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

* Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
* Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
* Have been certified by the G.P. as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
* Are in custody for a period of more than four months due to a final court order and the Admissions and/or Headteacher does not reasonably believe they will be returning to the school at the end of that period; or,
* Have been permanently excluded.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil’s name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing from education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. The teachers in the school will keep a record of children who have been off rolled and will ensure that contact is made with their receiving school, if appropriate. This will be recorded on the school system.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State). Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006.

Where a child is no longer attending school and the reasons are not known they are regarded as “missing from education”. The responsibility to locate children who go missing in education in Derby rests with the Education Welfare Service as per Derby Safeguarding Children Board’s Runaway and Missing Children Strategy. The school will also notify the police and will liaise will all agencies if a child goes missing from education and their whereabouts unknown. The school will ensure that a letter is left at the child’s property – see Home Visiting Letter – Appendix 1. If there is not response from a parent, the police and social care will be contacted on the same day, as well as the EWO being notified. If the school is advised to remove the child from role (which will only be done with the EWO/Las consent, after 20 unauthorised school days), this will be logged on the School’s Information Portal where it will be passed on to the Child Missing in Education Team.

Admissions to Alvaston Infant and Nursery School are coordinated and managed centrally by Derby City Admissions Team. The following protocol will be followed by all staff when dealing with a child who may be missing from education:

* Making ‘First Day’ contact with parents by phone, email or text and conducting home visits where there are concerns. This will be recorded on CPOMs.
* Keeping a child on role whilst an application is being processed for admission to another school.
* Children remaining on role until we receive confirmation that they have been admitted to another school. This will be via telephone and email. The school will not remove a child from role unless we have confirmation they have started at another school, unless a parent follows the full procedure to electively home educate their child.
* If a child leaves Alvaston Infant and Nursery School, the child’s records will be transferred within 5 days (maximum). Any child protection notes will be delivered securely, via CPOMS transfer, Egress or hand delivery.
* Processing applications for admission by the prescribed date given by Derby City Admissions Team
* Liaising with Derby City Admissions Team and reporting incidences of children not being admitted to the school by the agreed date.
* Obtaining written details and confirmation from parents that their child is leaving the school to return overseas and informing the Education Welfare Officer (EWO) of this.
* Liaising with the welfare team of ‘Looked After Children’ and reporting their attendance at school.
* Informing the EWO of any children who have not attended school for ten days despite repeated attempts to contact parents.
* Informing the EWO and Local Authority of any parents opting to ‘Home Educate’ their children. Any parent who wishes to home educate must put this in writing and the LA will be informed / invited to attend any relevant meetings.

This policy will be reviewed in February 2024 or earlier, in line with new legislation and must be read in conjunction with the school’s Child Protection and Safeguarding policy.

Appendix 1 – Home Visit Letter

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| logo |  | ALVASTON INFANT & NURSERY SCHOOL Elvaston Lane, Alvaston, Derby, DE24 0PU Telephone/fax: (01332) 571 704*Email: head@alvastoni.derby.sch.uk* Head Teacher: Miss Allen |

Dear Parent/Carer,

Today we conducted a home visit due to concerns regarding your child’s attendance. We visited on

\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

Despite knocking on the door, no response was received and therefore, we will be reporting this attendance concern and this will also be logged on your child’s records. This absence will also be unauthorised.

Please contact the school at your earliest convenience on the number or email above.

Kind regards,

(Staff members who conducted the visit)

Appendix 2 – Leavers Check list

|  |  |  |
| --- | --- | --- |
| **Action Date** | **Completed (Y/N)** | **Date** |
| Notification received |  |  |
| Destination School (Please include address and telephone number) |  |  |
| Proposed leaving date |  |  |
| Contact made with School – please give details of any telephone conversations |  |  |
| SEND Records |  |  |
| CP Records |  |  |
| Pupil file – WITHIN 5 DAYS |  |  |
| Telephone call to check pupil has arrived at new school  This must be done on the day the child is expected to start |  |  |
| Recorded issues – If child has not started for any reason please refer to Head and contact parents to ascertain reason.  Please make daily contact until child arrives at destination school and record via CPOMS |  |  |
| CTF Sent |  |  |
| Derby City Council SIP - Notification of removal from roll (Form 11) |  |  |
| Paper records sent – Post/Hand delivered (please delete at applicable) |  |  |
| Pupil removed from Integris |  |  |
| Pupil removed from Dojo |  |  |
| Pupil removed from School Money (please ensure there are no debts outstanding) |  |  |
| Signed authority received confirming safe receipt of pupil records (please attach) |  |  |

Appendix 3 New starter check list

|  |  |  |
| --- | --- | --- |
| **Action Date** | **Completed (Y/N)** | **Date** |
| Notification email received from Admissions |  |  |
| Existing School (Please include telephone number)  Name of SENDCO -  Name of DSL - |  |  |
| Parent Name: Contact telephone No: |  |  |
| Date by which the child has to be admitted |  |  |
| Contact made with exisitng School (within 24 hours of notification)– please give details of any telephone conversations on separate sheets if necessary-please state name and job title of the person you speak to |  |  |
| Check for SEND |  |  |
| Check for CP Issues |  |  |
| Appointment arranged with parent to complete admission paperwork-please state date and time and share with class teacher/SENDCO/DSL |  |  |
| Paperwork completed |  |  |
| Parent set up on Dojo and School Money |  |  |
| Birth Certificate Seen |  |  |
| Prospectus handed to parent |  |  |
| First day of attendance agreed with parent |  |  |
| CTF received – Please call previous School on first day of attendance to confirm admission and to request CTF |  |  |
| Pupil file received |  |  |
| SEND file received (if applicable) – please hand to SENDCO |  |  |
| CP File received (if applicable) – please hand to DSL |  |  |



