

CHILDREN MISSING EDUCATION POLICY

This policy is applicable to all pupils, including those in EYFS

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 school 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 school's Attendance Policy and in particular with the school's Safeguarding Policy of which it is an integral part.

The policy has regard to the DfE guidance: Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, - updated January 18th 2021

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 the deputy DSL should be consulted and, if appropriate, a *Child Protection Incident/Welfare Concern Form* should be completed.

The School's DSL will then follow the procedure detailed in the school's Safeguarding Policy and a safeguarding file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

When a pupil leaves the school, if a safeguarding file has been created, the DSL will then forward the appropriate records to the receiving school, in line with advice given in KCSIE Sep 2020

When a pupil leaves our school without clear indication of a receiving school, the school will contact the DfE to advise them of the situation and to start their tracking procedures. In case of serious concern the DSL will contact the OSCB MASH in line with the Safeguarding Policy and Procedures, for further advice.

Monitoring and review

This policy is monitored by SMT of the school and will be reviewed regularly or in the light of changes to legislation.

Reviewed by SMT 19th April 2021