



Cavendish Community Primary School Children Missing From Education Policy 2024

Overview

This policy has been written to ensure that any pupil missing from school unexpectedly or due to repeated or unexplained absence, or who leaves school without clear indications of where they will be continuing their education, is quickly accounted for. Where a child is unaccountably missing this policy will ensure that prompt and appropriate action is taken to locate the pupil and action is taken to notify the relevant authorities where necessary.

Objectives

1. To ensure that any pupil missing from school due to unexplained absence, or leave school without clear indications of where they will be continuing their education, is quickly identified by the staff and drawn to the attention of the headteacher, attendance lead and local authority.
2. To ensure that prompt action is taken in the first instance to locate the pupil missing from education.
3. To act promptly where a missing pupil is 'vulnerable' and believed to be at risk.
4. To ensure that immediate action is taken to speedily put into place appropriate procedures which follow LA policy and DfE guidance, and to notify the LA and appropriate authorities of the missing pupil.

Strategies

1. Any concerns will be immediately raised with the headteacher who will take action to initiate the LA and procedures for pupils missing from education and the school's policies for keeping children safe.
2. The school will carry out registration twice a day and absences will be dealt with in accordance with the school's attendance processes.
3. The attendance lead will contact parents/carers by 9.30am if a reason for absence has not been reported. The attendance lead will keep in regular contact until the child returns to school.
4. The school will hold at least two and where possible three emergency contact numbers to use where a child is absent from school.
5. Where a child is believed to be at risk or where a child has been identified as 'vulnerable' or where the family and child are already known to social services or other relevant outside agencies two emergency contact numbers will be held and these will be used

promptly on the first notification of unexplained absence. If contact cannot be made the relevant agency will be notified at once.

6. The attendance lead will provide Welfare Call attendance marks on a daily basis for any looked after children.
7. Staff must be alert where there is a repeated pattern of absence or the reason for absence is unclear or unexplained and must promptly draw their concerns to the attention of the headteacher or attendance lead.
8. Where a member of staff has concerns about the nature of a pupil's absence the school will promptly carry out its own initial checks in line with its attendance processes and its policies for keeping children safe.
9. The attendance lead will carry out a home visit if there is a reason for concern.
10. The school purchases the service level agreement for statutory attendance returns and exclusion data collection. Information is collected twice a day from our management system. These include persistence absence, 10 days consecutive unauthorised attendance, removal from school roll, admissions to roll outside of normal admission times and fixed period exclusions.
11. If 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. Once confirmed a common transfer file will be sent to the school securely through the DFE.
12. If a pupil leaves this school without clear indication of a receiving school, the school will contact the LA to advise them of the situation and to start their tracking procedures.
13. The school will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register, if the deletion is for one of the following reason:
 - The pupil has been continuously absent from the school for a period of not less than twenty school days and the absence has not been authorised at any point during that time and is not due to sickness or unavoidable absence.
14. In case of serious concern the headteacher will contact the LA, in line with the Safeguarding Policy and Procedures, for further advice.

Outcomes

This policy will ensure that all children are kept safe and that no child will go missing from education. This policy should be read alongside Manchester's Children Missing in Education Policy.