

ST WENN SCHOOL CHILDREN MISSING EDUCATION POLICY

Reviewed: September 2021

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Headteacher: Mrs Grace Smith

Chair of Governors: Mr Richard Fenwick

1. Introduction

This policy forms a suite of school policies and procedures relating to attendance, safeguarding and child protection.

Awareness of '**where children are**' at any time is of fundamental importance to ensuring they remain within the reach of systems and procedures for their protection, not only in school but also in the wider community. Keeping children safe is a responsibility in law:

- For parents/carers
- For schools and
- Local authorities

This requires a 'joined up' approach and works best when following co-operative procedures. The Attendance (Statutory), Child employment and entertainment, Elective home education and children missing education (ACE) offer advice and support to school staff, parents and carers in relation to school attendance and children missing in education (CME).

2. Scope

2.1 Key Areas of Focus

This policy focuses on four key areas:

- Keeping children identified in the education system (i.e. on roll at a school at all times)
- Keeping track of children during the school day
- Dealing with regular non-attenders
- Keeping Children Safe in Education

2.2 Keeping Children in Education (and on Roll)

Co-operative regulatory frameworks are in place within the education system (including both schools and education authorities) and through the Tri-borough ACE team to ensure that records are held of *the existence* of every child resident in the borough in order to identify any that may be missing education.

These frameworks are dependent on co-operation between schools and local authorities and are vital for safeguarding and child protection.

It is a requirement for example, that while a child is still of school age, if the child is withdrawn from school A, it remains the responsibility of school A (i.e. remains on the roll of school A) while reasonable enquiries are made by the school to establish the future whereabouts of the child. This means identifying the school that the child is moving to before the child is taken off the roll. In this way the child remains identified in the system. Sometimes there may be difficulties in establishing where the child has gone and particular actions need to be taken in such circumstances

2.3 Priority Focus on Vulnerable Pupils

We are aware of the risks in relation to vulnerable children:

- Child exploitation
- Increasing Risks online
- Neglect
- Abuse.

Refer to KCSIE 2021

2.4 Dealing with morning Absence

For **all** children, on the school roll, procedures are also in place to take further action and investigate, if a child fails to arrive at school in the morning.

2.5 Keeping track of children during the School Day

Once the child has been registered as being "on site", the school has a duty to keep that child safe, and this includes in part ensuring that the child remains in the school's safe environment whether on site or when in the care of the school off site.

This policy will set out the systems that St Wenn School has in place to ensure the children in their care remain accounted for, and the procedures to be adopted should they go missing.

2.6 Dealing with Regular non- attenders

Schools are required to monitor attendance and it is important that pupil's irregular attendance is seen as a safeguarding issue and reported to the local authority.

3. Keeping Children in Education (and on Roll)

Section 8 of The Education (pupil registration) England Regulations 2006 lists the grounds on which a pupil may be deleted from the admission register

Under routine scenarios e.g. where a family is moving to another part of the country St Wenn School will liaise with the family to ascertain the contact details of the new school and will only take the child off the roll once the new school has confirmed acceptance of the child.

Where there may be a delay in confirmation of the details of the new school, St Wenn will endeavour to contact the parents, if unavailable, any other known contacts to confirm the whereabouts of the child and new school details.

The Early Help Service are the point of contact for schools where pupils placed on a roll have not arrived on their given start date.

3.2 Informing the Local Authority

Children missing from Education are a concern beyond the simple lack of education, because children may fall outside the net of many child protection systems.

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 schooled
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school
- Have been permanently excluded

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

4 Dealing with Morning Absence

This section looks specifically at what procedures are adopted if a child fails to arrive at school in the morning.

4.1 Admissions Register

The Admissions Register is maintained by the secretary

For each pupil, the Admissions Register contains: full name, sex, address of all parents/guardians, two emergency contact numbers, date of birth, date of admission or re-admission, name and address of last school attended (if any) and date of leaving (when known).

Registration

4.2 Daily Attendance Registers

Registers must be fully and accurately completed to comply with the law and our obligation to the Department for Education

Registers should be completed twice a day: at 9.00, and at 1.30pm. (1.00pm for nursery children)

They should be completed by the Class Teacher or his/her appointed replacement by calling out each child's name, and using an oblique stroke (/) to record presence for the morning session, with the stroke in the reverse direction (\) for the afternoon session.

If the Class Teacher has been properly informed of the reason for absence, please insert the appropriate symbol (from the list below).

4.3 Symbols to be used

∧ Present

L Late

I Illness (not medical or dental appointments) M Medical/Dental appointments

H Family Holiday (agreed)

G Family Holiday (not agreed or days in excess of agreement) C Other authorised circumstances (not covered by a code)

0 Unauthorised Absence-not covered by any other code/description P Approved sporting activity

R Religious observance

V Educational visit or trip

D Dual registration (i.e. pupil attending other establishment) E Excluded

If you are not aware of the reason for absence leave blank and the Registrar will contact the parents.

Initially the secretary identifies as a matter of priority whether the list of absences includes any vulnerable, looked after or otherwise at risk children

4.4 Children leaving at unusual times

There are occasions where children have to leave school during the school day, for example: for visits to the doctor; if unwell and leaving early; other appointments. January

In such cases it is essential that the school has a record in case of fire evacuation.

- All such absences must be authorised.
- The appropriate member of staff should advise the secretary
- The secretary must log all departures (and late arrivals).

4.7 Registration and School Outings/Class Holidays

Most school outings take place within the school day and therefore registration will have taken place at school.

Where an outing or holiday takes place out of usual school hours, and children are absent, the staff responsible must contact parents to determine the cause of absence, and where appropriate advise the school at the first suitable opportunity.

Where it has been decided that a child will not be able to attend a class holiday or outing, for reasons other than illness, then the head teacher must be consulted as soon as possible so that arrangements are put in place for the child concerned for the time that the respective class/classes are away.

4.8 Lateness

- The secretary confers with the Head over any instances of regular lateness.
- Parents of children who have been late three or more times during the week are contacted outlining the importance of punctuality for the both the individual pupil and their class.
- If the lateness continues the Head will ask to meet the parents.
- Trends of lateness are monitored with regard to Safeguarding and Child Protection.

4.9 Absence

- If a pupil is absent for a reason other than illness, (i.e. hospital /dental appointment), then a letter should be sent into school beforehand informing the Class Teacher. Head/Office.
- It is clearly in the best interests of the pupil that school time is not missed for routine appointments unless absolutely unavoidable.
- In the case of a proposed longer absence, then permission must be sought in writing from the Headmistress in advance in sufficient time in order to receive the appropriate reply.
- If the pupil is ill, the parent should phone the office 9.00am, on each day of absence. The secretary will phone home or e-mail to inform the parents that a child has not arrived at school, if no message has been received by 9.00am.
- It is the responsibility of the Class Teacher to inform the secretary.
- The secretary will report to the Head to highlight any possible issues relating to pastoral care, or to seek further guidance.

Absence and EYFS

Where an absence is recurring over a six week period, or for an extended period of time (e.g. ten consecutive days) without good reason or explanation the Local Authority has discretion, after taking into account any reason for absence and its impact on the Provider, to reclaim funding in respect of the absent child.

Security

5.1 School Security

St Wenn school recognises the importance of exceptional school security to prevent pupils leaving the school during the day. The only pupils allowed to leave during the day are:

- Those whose parents have previously contacted the school and have been granted authorisation

5.2 Regular checks on attendance throughout the Day

In addition to formal morning and afternoon registration class teachers make regular checks throughout the day.

5.3 Procedures/policy: Pupil Missing from (on site)

Refer to Missing children policy

6 Dealing with regular non- attenders

The secretary monitors attendance on monthly basis and informs parents when their child's attendance has slipped below 95%. As part of this monitoring exercise, those whose attendance is less than 95% are carefully examined as a means of identifying any patterns of non-attendance. Any significant trends emerging from this exercise will be discussed with the Head/ DSL. St. Wenn will notify EWO Team half termly if any child's attendance falls below 90% or if any child has been absent without permission for 10 days.

6.1 Referrals/Legal Requirements

The following applies to non-standard transition points, also referred to as 'in-year'. All schools are legally required to:

- Inform the LA when they are about to delete a pupil's name from the admission register under the permitted grounds relevant to children of statutory school age
- Record details of the pupil's residence, the name of the person with whom they reside, the date from which they will reside there, and then the name of the destination school (where they can reasonably obtain this information);
- Inform the LA of the pupil's destination school and home address if the pupil's moving to a new school; and
- Provide information to the LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).