



West Thornton Primary Academy

Children Missing in Education Policy

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Robyn 12/2/2017

INCLUSION AND SAFEGUARDING STATEMENT:

We are committed to building futures in a welcoming and supportive learning environment, in which all pupils feel valued and challenged to be resilient thinkers, active learners with transferable skills and have an appetite for world learning.

At West Thornton Academy all pupils are valued inspired and respected within our happy, welcoming academy community.

We set high expectations for all our pupils. Practitioners give every pupil the opportunity to experience success in their learning, by providing a relevant and challenging curriculum with an emphasis on personalised learning.

All children have unique experiences to share. At West Thornton we celebrate this diversity by valuing the contribution of all pupils and providing an environment that encourages interdependence and autonomy in their learning.

Our academy is committed to safeguarding and promoting welfare of children and expects staff to share this commitment.

ATTENDANCE POLICY

Principles

The safety and welfare of all of our pupils at West Thornton Primary Academy School is our highest priority. The School will follow the procedures laid down by our own Local Authority (Croydon) together with the guidance contained in Keeping Children Safe in Education 2019 (KCSIE 2019) and Children Missing Education DfE September 2016.

This Missing Children in Education Policy is applicable to all pupils including those pupils in the Early Years School Stage (EYFS).

Introduction

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the pupils safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed. Every member of our staff who works with children has read Part 1 (including Annex A) of Keeping Children Safe in Education 2019.

Children at particular risks of missing education

As there could be many reasons for a child to be missing from education, the school will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of

harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the school's safeguarding procedures. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the school will contact the police.

Missing children/runaways – should the school suspect a child has gone missing/run away from home the DSL would work with the family and relevant authorities to ensure that all appropriate action was taken to safeguard the child.

Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18).

Children who cease to attend West Thornton Primary Academy School – where the reason for a child who has stopped attending the school is not known, the school will complete a Child at risk of missing education tracking form (Appendix 1) and liaise with Children's Services.

Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address.

Providing Information to the Local Authority for standard transitions

The School recognises its duty to provide information to the relevant LA for standard transitions as requested. The School recognises that there is an overlap with KCSIE 2019 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, to which the school would provide on request. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving.

Pupils arriving or leaving at a non-standard point or entry to school (Compulsory School Age) - (Non-standard points are those mid-year).

In the interests of safeguarding children and in order to assist the relevant Local Authority with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), the School notifies the relevant Local Authority if a pupil joins or leaves one of our schools, that it is added to or deleted from the school admission register. A child reaches compulsory schools age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. It is relevant to report those children who leave after an nursery year if we do not believe that they are joining another setting for Reception at compulsory school age.

Leavers

When a pupil leaves the school the following information about that pupil is logged in SIMs:

- future address
- future setting
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop-down list, that is one of the 15 separate grounds for removing a pupil as set out in Appendix A of the Department of Education advice 'Children Missing in Education' (see Appendix 1)
- Date of leaving
- A report is then run from SIMs with the following information to submit Croydon Local Authority.
- Full name of child
- Gender
- Full name and address of every parent and an indication of which parent the pupil normally resides with and where a parent notifies a school that the pupil will live at another address in addition to or instead then the new address, the full name of the parent with whom the pupil will normally live in future and the date if known
- Telephone number of parent (two emergency contact numbers)
- Future address with date of commencement
- Future setting and date of commencement

In relation to deletions from the register, the School recognises that the duty arises as soon as the grounds for deletion are met and in any event before deleting the pupil's name. This information is shared with the relevant county as this information is logged at the end of term but within 5 days of the deletion.

Croydon Advice on attendance procedures can be found here:

<http://wwwCroydon.gov.uk/education/hias/learning-behaviour-attendance/lba-resourcesforschools/atten-guidance.htm>

APPENDIX 1

Child at risk of missing education tracking form

Name of school

Date child last attended Child's details

Surname

First names

Date of birth

Alternative surname(s)

Unique pupil no

Guardian's address details

Name of guardian plus last known address, contact telephone/mobile number (plus last known address and contact details of absent parent if parents are separated):

Circumstances/details of child going missing from your school:

Actions that should be taken by school (as per children at risk of missing education flowchart). Please describe and date to indicate completed.

Attempt to make contact with pupil/guardian on first day _____ (date) of absence and every day since by:

Checked with pupil's peers regarding whereabouts on _____ (date)

Sent letter to family home after 2 – 5 days of absence on _____ (date)
(copy attached)

Following confirmation as missing from Locality Team Upload pupil record to s2s with a destination school of XXXXXXXX (taken off roll, subsequent whereabouts not known) or MMMMMMMM (taken off roll, subsequent whereabouts known, now attending

non-maintained school in England or Wales). Date completed
_____ Please list any concerns about the child's welfare or
known risks/difficulties that suggest that the child may be vulnerable (as per the DfE
guidance).

Name and contact details of person completing this form:

Name (please print) Job title

Signed Date

Please return completed form electronically to cme@hants.gov.uk

Children Missing Education (CME) Tracking Officer Croydon County Council

APPENDIX 2

Children Missing in Education 2016 Statutory Guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf