



LEICESTER GRAMMAR JUNIOR SCHOOL

POLICY AND PROCEDURES FOR A CHILD GOING MISSING, INCLUDING A CHILD ABSENT/MISSING FROM EDUCATION (CME)

This is one of the procedures concerned with safeguarding. It should be read in conjunction with other policies: Pupil Supervision, Safeguarding including KCSIE, Policies and Procedures for Educational Visits, Pastoral, Media. It should also be read with regard to the Prevent Duty.

This is a whole school policy and as such applies to the EYFS.

POLICY AND PROCEDURE TO FOLLOW IF A CHILD IS ABSENT/MISSING FROM EDUCATION

INTRODUCTION

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education historically was a term that refers to children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Recently, it has become clear that the term now also refers to children on school rolls who have poor attendance.

Children absent/missing education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly county lines. Children who miss education are at significant risk of underachieving. In the following circumstances a referral to Children's Services and /or the Police should always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection Plan;
- The child is subject of Section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

PROCEDURE

Leicester Grammar Junior School (the School) will inform the local authority Inclusion Service when removing a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations (Annex A from the DfE guidance *Children Missing From Education*). This duty does not apply when a pupil's name is removed from the admission register at standard transition points, for example, when the pupil has completed the final year of education normally provided by that school.

If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. School will monitor attendance closely and address poor or irregular attendance. Poor attendance will be referred to the local authority and advice and support may be sought via Early Help.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

A reasonable response would be to complete and record one or more of the following actions:

- a. make contact with the parent, relatives and neighbours using known contact details;
- b. check local databases within the local authority;
- c. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- d. check with UK Visas and Immigration (UKVI) and/or the Border Force;
- e. check with agencies known to be involved with family;
- f. check with local authority and school from which child moved originally, if known;
- g. check with any local authority and school to which a child may have moved;
- h. check with the local authority where the child lives, if different from where the school is;
- i. in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and
- j. home visit(s) made by appropriate team,

This list is not exhaustive or prescriptive, and school should treat each case on its individual merits and will use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary.

The DSL on behalf of the school will record completed procedures on CPOMS and the safeguarding log. If there is reason to believe a child is in immediate danger or at risk of harm, a referral as outlined in the Safeguarding Policy will be made to children's social care (and the Police if appropriate).

Where the child's name has been removed from the school roll, but s/he has not been located, the Head Teacher should arrange for the pupil's records to be retained until the child is located.

INFORMATION TO BE PROVIDED TO THE LOCAL AUTHORITY

The notification of a child absent/missing education to the local authority will include:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A from the DfE guidance *Children Missing From Education*).

ELECTIVE HOME EDUCATION (EHE)

We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision

There should be a meeting with parents to offer support and guidance and to understand the reasons for educating at home. Ideally this meeting should take place before the final decision has been made to ensure the parents have considered the best interests of the child. This is particularly important where a child has special educational needs or a disability and/or has a social worker and/or is otherwise vulnerable.

The decision to home school should be communicated to the headteacher in writing and the school will inform the local authority inclusion service.

The pupil will remain on roll until the inclusion service has confirmed removal. The school will continue to have a duty of care until the pupil is removed from roll.

Further information is available in the DfE guidance for parents about elective home education

EXCLUDED PUPILS

Schools will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

LOCAL CONTACTS

Leicester City Tel: 0116 454 5510

Complete a referral form using [this link](#)

Leicestershire Tel: 0116 305 2071, inclusionpupilsupport@leics.gov.uk

Request advice using [this link](#)

Make a referral using [this link](#)

Rutland Helga Spry-Shute Tel: 01572 758335 hspryshute@rutland.gov.uk

Northamptonshire Contact the Educational Inclusion & Partnerships Team (EIP) by completing the online form found on the NCC website Tel: 0300 126 1000

PROCEDURE TO FOLLOW IF A CHILD IS FOUND TO BE MISSING FROM THE SCHOOL PREMISES DURING SCHOOL HOURS

Remaining children should be taken to their usual classroom and a register should be taken. Children should remain in their classrooms until the situation has been resolved. Classmates and friends should be asked of the child's whereabouts and any relevant information noted.

The school office and the class teacher should be contacted to determine if the child has another commitment or if the child has been collected by a designated parent or carer. If the whereabouts of the child cannot be confirmed the office staff should contact the site services team using the emergency contact numbers and/or walkie talkies. Site services will be asked to close the school gates and to monitor all vehicles entering and exiting the site.

The Headteacher and Deputy Heads will be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. The search will be coordinated from the school office and the leadership team will decide on search areas for appropriate staff. This search should last for no more than 15 mins.

Ground staff will begin a search of the extended grounds.

After 15 minutes the emergency services and parents will be contacted. A recent photograph of the child should be located via CPOMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

PROCEDURE TO FOLLOW IF A CHILD IS REPORTED MISSING AFTER DISMISSAL TO A PARENT OR CARER

The office staff should contact the site services team using the emergency contact numbers and/or walkie talkies. Site services should close the school gates and monitor all cars entering and exiting the site.

Site services should halt the traffic already on site until the child is located or until the emergency services arrive.

The Headteacher, and Deputies should be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. This search should last for no more than 15 mins.

Ground staff will begin a search of the extended grounds.

After 15 minutes the emergency services and parents will be contacted. A recent photograph of the child should be located via CPOMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

PROCEDURE TO FOLLOW IF A CHILD GOES MISSING ON AN OUTING:

An immediate head count should be carried out in order to ensure that all other children are present.

All children should be taken to a central point identified on the risk assessment and should remain there until the situation is resolved.

With regard to staffing ratios, all available staff should begin a search of the immediate area.

If applicable additional staff from the site of the outing should be informed and involved in the search.

The school mobile should be used to inform the Headteacher. After 15minutes the emergency services should be contacted.

The Headteacher, or in her absence a deputy named on the risk assessment, should use their discretion about when to contact parents and whether to ask them to come to school or proceed directly to the venue.

If the child is not found within a reasonable time the remaining children should return to school.

The trip organiser should remain and cooperate with the police investigation.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, Principal of the Trust or the Director of Finance and Operations. Staff must not discuss the matter with other parents unless instructed to do so by a member of the leadership team.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

PROCEDURE TO BE FOLLOWED ONCE THE CHILD IS FOUND

Talk to, take care of, and if necessary, comfort the child

Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.

The Headteacher will speak to parents to discuss events and give an account of the incident.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, Principal of the Trust or the Director of Finance and Operations.

A detailed report involving all concerned should be written. Procedures should be reviewed and, if appropriate, should be adjusted.