



**CASTLEFORD  
PARK JUNIOR ACADEMY**

# Children Missing in Education Policy

**Castleford Park Junior Academy**

**September 2018**

*Review Date : Sept 2020*



# **Children Missing in Education Policy**

Castleford Park Junior School will act in accordance with 'Keeping Children Safe in Education 2018' and DFE Guidance concerning 'Children Missing in Education' updated September 2016. It is school's responsibility to support the Local Authority with implementing their legal duty under section 436A of the Education Act 1996. All schools must notify the Local Authority when they are about to remove a pupil's name from the school admission register – unless at specific transition points.

## **Aims & Rationale**

School has a duty to ensure that pupils are appropriately safeguarded whilst in their care and are given their entitlement of a full time education. This includes working with the Local Authority to ensure that no pupil remains 'missing in education' for a period of time.

## **School Responsibilities**

School must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. If a pupil does not attend, they should undertake reasonable enquiries (as explained in the relevant guidance) to establish whereabouts.

School must notify the Local Authority that they are removing a child from their roll if a parent tells school that they intend to 'Home Educate' their child

School must provide full time education for excluded pupils from the sixth day of a fixed period of exclusion

School must keep attendance registers as up to date as possible with: the full name of the parent whom the child will live with, their new address

- If School are informed of a change of address, the same information must be recorded as well as the date from which the child will be living at the new address
- If a child changes school, the new school the pupil will attend must also be recorded on the attendance register and the date from which they will start

School must notify the Local Authority if a pupil is added to the admissions register at a non-standard transition point, within 5 days

If a child's whereabouts is unknown, or remains unclear, School and the Local Authority must:

- Make contact with parents, relatives, and neighbours using known contact details
- Check local databases within the Local Authority
- Check Key to Success or School2School systems
- Follow local information sharing procedures eg. enquiring with school admissions, housing providers, health services, police, refuge, children's social care
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with Local Authority and school from which the child moved originally if known
- Check with any Local Authority and school to which a child might have moved
- Check with the Local Authority where the child lives, if different from where the school is
- In the case of children of Service Personnel, check with the Ministry of Defence Children's Education Advisory Service
- Make home visits with the appropriate team, following guidance concerning risk assessment – making enquiries with neighbours and relatives if appropriate

School should also send CTF information through School2School network when a child is transferring to a new school

## **School Attendance Systems in place to safeguard pupils:**

### **Absence**

- Pupils are monitored through the daily attendance register – completed both in the morning before 9:00 and as part of lunchtime registration – at 12:50 for Years 3 and 4 teachers and at 1:15 for Years 5 and 6 teachers
- Parents/Carers are asked to notify school in writing if they intend to take their child out of school on holiday and request permission – a response letter from the Head teacher is written either granting, or denying authorisation – this is then recorded on the attendance register
- If a pupil is ill, parents are asked to telephone the school office **each morning** in order to verify absence
- If a child does not attend and there has been no reason given from parents, the School Office will phone parents (and send a text if there is no answer) to establish whereabouts
- If the child is vulnerable, this will be passed to the Learning Mentor (or DSL) and a home visit to establish whereabouts will take place
- If a child still cannot be located, further action may happen as a result of this – for example a call to a pupil’s social worker, the police, the Local Authority etc.
- Poor and irregular attendance is monitored closely by school and any child who is beginning to fall below 90% will be contacted by a member of the Senior Leadership Team or the Learning Mentor to explain their concerns regarding attendance and arrange a meeting to establish a plan of action to improve attendance
- Letters are also sent to the family as written confirmation of school concerns
- Further low attendance after meetings with the above member of staff will mean that the family are referred to the Education Welfare Office to work in partnership with the school to improve attendance
- If a child is absent for more than ten days after an authorised absence, or is absent from school for twenty days without authorisation, the Local Authority must be identified

### Lateness

- Persistent lateness is monitored by the Learning Mentor. If this is happening regularly, the same procedures that are used for absence are employed

### Transfer

- Pupil details will be transferred, through a secure CTF to the new school a child is moving to
- The child will not be removed from the school roll at non-standard transition points, until it is confirmed they are attending a new school (See Grounds for Deleting a Pupil from the School Admission Register in the guidance)
- The child will not be deleted from the school roll until the school is advised – by the EWS – in writing to remove them

### Pupils at Particular Risk

- **Pupils at risk of harm/neglect:** School will follow safeguarding procedures where this is the case – and will be referred to Social Care Direct if whereabouts are not established quickly
- **Children of Gypsy, Roma and Traveller families:** Schools must inform the Local Authority if a child from this category leaves their school without another school identified
- Where families inform school that their child will be attending a different school for a period of time (whilst attending a particular event/fair) it is expected that evidence of this will be given to the school where the pupil is on roll – phoning to explain that the pupil is in attendance, the completion of designated work, attendance registers
- **Children of Service Personnel:** Schools and Local Authorities must contact the MoD Children’s Education Advisory Service for advice on making arrangements to ensure continuity of education

- **Missing Children and Runaways:** These children are at serious risk and safeguarding procedures should be followed
- **Children who cease to attend school:** If the reason is not known, the Local Authority must be informed so that they can investigate
- **Children of new migrant families:** Again, the Local Authority must be informed, as they may not have settled permanently where their children are attending school

Signed \_\_\_\_\_

Date: Sept 2018

**Miss K. Law Headteacher**

Signed \_\_\_\_\_

Date: Sept 2018

**Mr J. Dossey Chair of Governors**