

Oak Hill C of E Primary School

Child Missing from Education Procedure

This policy was written in consultation with staff and governors

Agreed by Governors: Sept 2018

Review Date: Sept 2020



This policy outlines the procedures Oak Hill C of E Primary School will follow in the event we believe or are concerned that a pupil registered at our school has gone missing from education (CME)

Any 'missing' children are amongst the most vulnerable and at Oak Hill we feel it is vital that practitioners in all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible.

A Child Missing from Education is defined as: *"Any child of compulsory school age (5-16) who is not registered at any formally approved education activity (e.g. school, alternative curriculum, home education), and has been out of any education provision for 20 school days.*

Oak Hill C of E Primary School fully recognises its responsibilities for child protection and the safeguarding of pupils. The health, safety and welfare of all our children are of paramount importance to all who work in our school. At Oak Hill C of E Primary school we will investigate the whereabouts of any pupil not indicated as present in the register for whom we have not previously had any communication regarding the absence.

These investigations will follow steps as laid out in the checklist below:

1. Checking again for any previous correspondence regarding a pupil's absence e.g. Check internal school records, Class teacher, SENCO, Health, etc
2. Ensuring a telephone message has not been left regarding absence.
3. Contacting parents / carers using the registered home telephone number from school records. If no response is obtained a message will be left (if possible) and school staff will continue to step 4.
4. Should no response be obtained from home telephone numbers we will then try contacting parents / carers using other registered emergency contact numbers from school records. If no response is obtained a message will be left (if possible) and school staff will continue to step 5.
5. Checks with friends or siblings of the pupil, to gather any information.
6. Should responses or information still not be obtained we will continue to attempt contact by phone at hourly intervals throughout the day.
7. If after following these steps no contact can be made, school staff will contact the Local Authority Attendance Officer allocated to school for advice on further action to be taken.

Records of attempts from step 4, to contact parents/ carers will be kept in the school office.

At this point if the whereabouts of the pupil can still not be ascertained the advice of the LA Attendance Officer will be followed and any subsequent removal from roll of a pupil will comply with DCSF Regulations and the County's Children Missing Education procedure and will not take place until the Local Authority has completed their enquiries and advised the school *in writing* to do so. In this event the school will create a Common Transfer File (CTF) and post it electronically on the missing pupil database (S2S). If it is believed a child is in **immediate** danger or regarded as **vulnerable** the school will make an immediate referral to the Child Protection Duty Officer.