



DITCHAM PARK SCHOOL

Where every child is known and valued

Children Missing in Education Policy

Compiled by	DSL / Head of Seniors
Approved by	SLT
Date of Publication	November 2018
Next Review	November 2019



Children Missing in Education Policy

Principles

The safety and welfare of all of our students at Ditcham Park School is our highest priority. The School will follow the procedures laid down by our own Local Authority (Hants) together with the guidance contained in Keeping Children Safe in Education 2018 (KCSIE 2018) and Children Missing Education DfE September 2016.

This Missing Children in Education Policy is applicable to all students including those students 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 students 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 2018.

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 Ditcham Park 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.



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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 2018 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.

Students 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 student 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 student leaves the School the following information about that student 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 student as set out in Appendix A of the Department of Education advice September 2018 ' Children Missing in Education' (see Appendix 1)
- date of leaving

A report is then run from SIMs with the following information to submit Hants Local Authority.

- Full name of child
- Gender
- Full name and address of every parent and an indication of which parent the student normally resides with and where a parent notifies a school that the student will live at



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another address in addition to or instead then the new address, the full name of the parent with whom the student 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
- 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 student as set out in Appendix A of the Department of Education advice September 2018 ' [Children Missing Education](#)' (see Appendix 2)
- Date of leaving

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 student'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.

Hampshire Advice on attendance procedures can be found here:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance.htm>

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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)	Also known as	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):
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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). <i>Please describe and date to indicate completed.</i>
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)



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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
Admissions Team
Hampshire County Council
Elizabeth II Court North (2nd Floor)
The Castle
WINCHESTER SO23 8UG

Tel: 01962 845363 Fax: 01962 845093



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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