



## ALLEYN'S JUNIOR SCHOOL

### CHILDREN MISSING FROM EDUCATION POLICY

This policy applies to the Junior School, including EYFS.

#### OVERVIEW

It is a mandatory duty for Alleyn's Junior School to have in place systems to report children who go missing from education. A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly, is a potential indicator of abuse or neglect.

Keeping Children Safe in Education (Sep 2020) states that:

*"All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures."*

Alleyn's Junior School will inform the Local Authority within five days when a pupils' name is added mid-year or deleted from the School admission register for any reason. This applies to all children with the exception of those starting or leaving school at standard transition points, i.e. at the start of Reception and at the end of Year 6.

The legal basis for these duties is set out in Education (Pupil Registration) (England) (Amendment) Regulations 2016, with further details in Annex A of 'Keeping children safe in education' (Sep 2020) and 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' (DfE, 2018).

At Alleyn's Junior School, we:

- carry out daily registration in the morning and afternoon
- account for every absence from school by contacting parents if a child has not arrived in school by 9am
- follow up on any unexplained absence by emailing parents if they have not responded to the initial telephone call
- report to the appropriate Local Authority any case of concern about patterns of absence, and at the latest, after 10 days of unauthorised absence
- contact home in cases of unauthorised absence to remind parents of the School protocol on what constitutes authorised absence
- raise staff awareness in training to the danger posed by pupils missing regular education
- bring cases of concern to the Designated Safeguarding Lead for further action if appropriate
- monitor pupil absences over time in consultation with the Junior School Nurses and the Deputy Designated Safeguarding Leads

- annually and regularly remind parents of the protocol for seeking permission for absence from the Head

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