



Children Missing from Education Policy (7g)

Reviewed: September 2022 and to be reviewed October 2023

Responsible Member of Staff: Robert Morse

Aysgarth School Children Missing from Education Policy

Any unauthorised absences are to be dealt with in the following way:

1. The Headmaster's PA will ring the parent or guardian to confirm the whereabouts of the child concerned.
2. If no explanation is given then it is recorded on the register as an unauthorised absence.
3. The Deputy Head Operations is responsible for monitoring the unauthorised absences on a repeated basis and when necessary contacting outside agencies, eg Children's Social Care (after 10 days of unauthorised absence) or Police, and where there is a concern of a child/children going missing from education/radicalisation, 'Channel' will be contacted.
4. The school will inform the local authority (where the child is resident) when a pupil's name is to be deleted from the admission register on the following grounds:
 - When the child has been taken out of school to be home educated
 - When the family has moved away
 - When the child has been certified to be medically unfit to attend
 - When the child is in custody for more than four months
 - When the child has been permanently excluded.
5. The school will notify the local authority within 5 days when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins a school after the beginning of the school's first year.