



**CASTLEFORD  
PARK JUNIOR ACADEMY**

# Children Missing in Education Policy

**Castleford Park Junior Academy**

**Date Feb 2023**

**Version 2**

*Review Date: Feb 2025*

# Children Missing in Education Policy

Castleford Park Junior Academy will act in accordance with 'Keeping Children Safe in Education 2022' and DFE Guidance concerning 'Children Missing in Education' updated September 2016. It is our Academy'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

All schools and Academies have 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.

## Academy Responsibilities

Each Academy must enter pupils on the admission register at the beginning of the first day on which they have agreed, or 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.

The Academy 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 – and this must be confirmed in writing by the parent.

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

The Academy 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 a second contact whom school can contact in an emergency

If the Academy is 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 schools, the new school the pupil will attend must also be recorded on the attendance register and the date from which they will start
- **The Academy will endeavour to obtain at least two contacts for each pupil, so that in case of emergency, or non-attendance, school can check the safety and whereabouts of the pupil and family**

The Academy must notify the Local Authority if a pupil is added to the admissions register at a non-standard transition point.

If a child's whereabouts is unknown, or remains unclear:

The Academy 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 the 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

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved as listed above. They should also record that they have completed these procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children’s social care, or in immediate emergency circumstances, the police should be called.

Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the Academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Our Academy will also send CTF information through School2School network when a child is transferring to a new school and will activate transfer of CPOMS records.

## **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 12:45 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 Academy Office will phone parents (and send a text if there is no answer) to establish whereabouts and will notify a DSL using a pink slip
- If the child is vulnerable, this will be passed to the Inclusion Manager, or one of the DSL team and a home visit will take place to establish whereabouts
- If a child still cannot be located, further action may happen – for example a call to a pupil’s social worker, the police, the Local Authority, the other contacts or friends of contacts we know could be relevant etc.
- Poor and irregular attendance is monitored closely by our Academy and any child who is beginning to fall below 90% will be contacted by a member of the attendance team – by letter in the first instance- to explain their concerns regarding attendance and arrange a meeting to establish a plan of action to improve attendance where it does not improve
- Further low attendance, after meetings with the above member of staff, will mean that the family are referred to the Education Welfare Officer 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 will be notified and appropriate action will be taken

### **Lateness**

- Persistent lateness is monitored by our attendance and admin teams. The same notification procedures that are used for absence are employed in order to work with parents to improve this

### **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:** Our Academy 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 without another school identified
- Where families inform our Academy 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 will 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:** The Local Authority will be informed, as they may not have settled permanently where their children are attending school. In usual circumstances, a ‘new to the country’ admission will have been sent to the Academy in advance of the pupil starting.

**Monitoring and Review:**

Updated by K Law Feb 2023

Review date: Feb 2025

Signed



Date: Feb 2023

**Miss K. Law Headteacher**

Signed



Date: Feb 2023

**Mrs T Sycamore Chair of Governors**