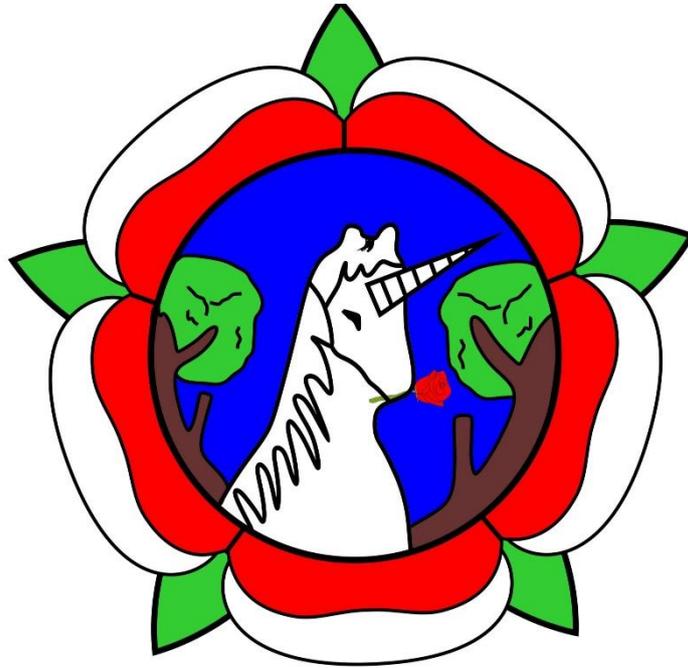


Rose Wood Academy



Children Missing Education Policy

Date	Written/Amended By	Date Approved by Governors	Review Cycle
May 2016	Mr P Cowley		In line with legislation changes
September 2018	Mr P Cowley		In line with legislation changes

Rose Wood Academy

Children Missing From Education Policy

Introduction

The Children Missing From Education policy has been developed to support children's entitlement to a full time education which is suitable to their age, ability, aptitude and any special needs they may have.

A child missing education from school due to repeated and unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

This policy applies to children who have significant absence from school without good reason, including persistent absentees (90% and below attendance) and those that go missing unexpectedly.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education. It also aims to prevent the risks of their going missing in the future.

Context

This policy should be read alongside the school's **Attendance Policy** and in particular with the school's **Child Protection and Safeguarding Policy** of which it is an integral part.

The policy has regard to the DfE guidance, **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges 2018** and the LSCB's guidance: **Child Protection Record Keeping Guidance for Schools, 2016**.

Policy and Procedures

The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy**.

The following attendance procedures will be followed:

ATTENDANCE PROCEDURES	
Day 1	If school have not received a phone call by 9.15am, the office rings to ascertain reason for absence. PSA informed if child absent is a concern and home visit discussed.
Day 2	If child is absent again and school have still not been informed PSA would persist with phone calls and home visit.
Day 3	As above, plus next steps discussed with school attendance officer (LS). EWO may become involved at this stage.
Day 4	If contact has been made and child is absent for medical reasons, updates may be sought by school. Depending on attendance, medical evidence of illness may be asked for eg copy of prescription. If there has still been no contact made EWO informed to decide on next steps.
	LS monitors attendance daily
	If attendance falls below 95%, an attendance letter is sent out by school. Support is offered through PSA and other staff in school
	If attendance falls below 90%, the EWO is informed and an official attendance letter is posted and support offered again to family to help improve attendance. Meetings may also be arranged to discuss child's attendance.
	Holidays which exceed 10 half days will result in fines.
	Punctuality – 10 lates result in EWO involvement. School PSA would intervene before this.

This policy covers those instances where:

- There is a repeated pattern of absence
- The reason for absence is unclear or unexplained
- A member of staff has concerns about the nature of a pupil's absence
- A parent informs the school that there child is to leave

In these instances the school's Designated Safeguarding Lead (DSL), Paul Cowley, or the deputy DSLs, Lisa Carney or Tina Jackson should be consulted and a record of any concerns made on CPOMS

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Any Child Protection documents will be forwarded in line with the Child Protection Record Keeping Guidance 2016.

When a pupil leaves our school without clear indication of a receiving school, the school will contact the Local Authority CME Officer to advise them of the situation and to start their tracking procedures.

The EWO will also be informed. In addition, we will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Monitoring and Review

This policy is monitored by the Head Teacher. It will be reviewed annually or in the light of changes to legislation.

P Cowley
September 2018