

RAMILLIES HALL SCHOOL

CHILDREN MISSING FROM EDUCATION POLICY AND PROCEDURES



1. COMMITMENT

At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 157/175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

We have a clear commitment to supporting families. We aim to work well in partnership with parents/carers and any other appropriate agencies to promote the welfare of our children. We recognise that all adults, including temporary staff and volunteers, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

We believe that all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

2. POLICY

A child going missing from an education setting can be a potential indicator of abuse or neglect. School staff members should follow the School's Safeguarding and Child Protection Procedures when dealing with children who are missing from education, particularly on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse or exploitation and to help prevent the risks of them going missing in the future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM (see FGM guidance) and forced marriage.

Where reasonably possible, the school will hold more than one emergency contact number for each pupil.

This document should be read in conjunction with the School's:

- Safeguarding and Child Protection Policy and Procedures
- Attendance and Truancy Policy
- Female Genital Mutilation (FGM) Guidance

3. PROCEDURE

3.1. Admission Register

It is a legal requirement that all new pupils are entered into the School's Admissions Register. This legislation does not apply to the Nursery.

3.2. Informing the Local Authority's Educational Welfare Officer

The school must inform the local authority of any pupil who is going to be deleted, before deleting the pupils name from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend the school.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
- Have been permanently excluded.

The school must inform the local authority of any pupil who:

- Fails to attend school regularly.
- Has been absent without the school's permission for a continuous period of 10 or more school days.
- Is entered to start the School on an agreed date and fails to attend the school. Reasonable enquiries will be undertaken to establish the child's whereabouts before contacting the Local Authority.

The school must notify the authority of any pupil who:

- Joins the school at non-standard transitional times.

3.3. Registering Absence

Please see the Attendance and Truancy Policy for the School's procedures for reporting, registering and monitoring absence and attendance.

4. ARRANGEMENTS FOR REVIEWING THE SCHOOL'S CHILDREN MISSING FROM EDUCATION POLICY AND PROCEDURES

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed annually by the Headteacher and the Designated Safeguarding Leads. They will also scrutinise the procedures and the efficiency with which duties have been discharged. Any deficiencies or weaknesses in the policy, procedures or arrangements will be remedied without delay.

Written By	Charlotte Poole
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