

The Emscote School

POSITIVE about YOUNG PEOPLE



Child Missing in Education Policy

A handwritten signature in black ink, appearing to read 'Parneet Kang', written over a horizontal line.

Parneet Kang
Principal

A handwritten signature in black ink, appearing to read 'William Holland', written over a horizontal line.

William Holland
Chair of Trustees

REVIWED: Aug 26 parneet Kang

1. Introduction

The Emscote School is committed to safeguarding and promoting the welfare of all pupils. We recognise that a child going missing from education is a potential indicator of abuse, neglect, exploitation, forced marriage, radicalisation, or other safeguarding concerns.

This policy is written in accordance with:

- Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - Children Missing Education Statutory Guidance for Local Authorities
 - Education (Pupil Registration) Regulations
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2. Aims

This policy aims to:

- Ensure early identification of pupils at risk of missing education.
 - Provide clear procedures for responding to unexplained absence.
 - Prevent children from becoming missing from education.
 - Ensure prompt referral to the Local Authority where required.
 - Safeguard children who may be at risk of harm.
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3. Definition

A child missing from education (CME) is a child of compulsory school age who:

- Is not on a school roll, and
- Is not receiving suitable education otherwise (e.g., elective home education), and
- Has been out of education for a substantial period of time.

Persistent or prolonged absence may also be an indicator that a child is at risk of becoming CME.

4. Roles and Responsibilities

4.1 Governing Body

The Governing Body ensures appropriate safeguarding policies and procedures are in place and regularly reviewed.

4.2 Headteacher

The Headteacher is responsible for:

- Ensuring robust attendance monitoring systems are in place.
- Ensuring staff follow procedures for unexplained absence.

- Notifying the Local Authority when a pupil is removed from roll in line with statutory requirements.

4.3 Designated Safeguarding Lead (DSL)

The DSL will:

- Be informed of all concerning attendance patterns.
- Assess whether absence may indicate safeguarding concerns.
- Make referrals to children's social care where appropriate.
- Work with external agencies to safeguard the child.

4.4 Attendance Officer / Administrative Staff

Responsible for:

- Monitoring daily attendance.
- Contacting parents/carers regarding unexplained absence.
- Maintaining accurate attendance records.

4.5 All Staff

All staff must:

- Report concerns about attendance or welfare to the DSL.
 - Be alert to signs that a child may be at risk of harm.
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5. Procedures for Unexplained Absence

5.1 First Day of Absence

- Parents/carers must inform the school on the first day of absence.
- If no contact is received, the school will attempt to contact parents/carers by telephone, text, or email.

5.2 Continued Absence

- If absence continues and no explanation is received, further contact attempts will be made.
- A home visit may be conducted where appropriate.
- The DSL will assess whether there are safeguarding concerns.

5.3 Ten Consecutive Days of Unauthorised Absence

- The school will notify the Local Authority if a pupil has been absent without authorisation for 10 consecutive school days and cannot be located.
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6. Removing a Pupil from Roll

The Emscote School will notify the Local Authority when a pupil's name is to be removed from the admission register under any of the grounds set out in the Education (Pupil Registration) Regulations.

The school will make reasonable enquiries to establish the whereabouts of the child before removal from roll, including:

- Contacting parents/carers.
- Contacting known relatives or emergency contacts.
- Checking with previous or named schools.
- Liaising with the Local Authority.

The school will not remove a pupil from roll until all safeguarding procedures have been followed.

7. Pupils at Particular Risk

The school recognises that certain groups are at greater risk of missing education, including:

- Pupils with safeguarding concerns.
- Children subject to Child Protection Plans or Child in Need Plans.
- Looked After Children.
- Children with SEND.
- Children from Gypsy, Roma, and Traveller communities.
- Pupils at risk of forced marriage, FGM, exploitation, or radicalisation.

Additional vigilance will be applied where pupils fall into these categories.

8. Elective Home Education (EHE)

If parents/carers inform the school of their intention to home educate:

- The school will notify the Local Authority immediately.
- The school will explore the reasons for withdrawal, particularly where safeguarding concerns exist.
- If the child is subject to a Child Protection Plan, the school will inform the social worker.

9. Information Sharing

The Emscote School will share information with relevant agencies in line with data protection legislation and safeguarding requirements.

Safeguarding concerns will always take precedence over data protection considerations.

10. Monitoring and Review

- Attendance data will be monitored regularly by senior leaders.
 - Patterns of absence will be analysed to identify risk.
 - This policy will be reviewed annually or following changes to statutory guidance.
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Child Missing from Education (CME) – Staff Procedure Flowchart

Concern: Pupil Absent Without Explanation



1 First Day of Absence

- Parent/carer expected to notify school.
- If no contact received:
 - Telephone call
 - Text/email
 - Message left requesting urgent response



2 No Response / Continued Absence (Day 3)

- Repeat contact attempts.
- Check emergency contacts.
- Lateral Checks
- Inform Attendance Lead.
- DSL notified if:
 - Child is vulnerable (CP/CIN/LAC/SEND)
 - Absence is unusual or concerning



3 Ongoing Unexplained Absence (DAY 5)

- Home visit (if appropriate).
- DSL risk assessment.
- Lateral Checks
- Consider safeguarding concerns:
 - Neglect
 - Exploitation
 - Forced marriage / FGM
 - Radicalisation
- If immediate risk → **Call 999**



10 Consecutive Days Unauthorised Absence

If child cannot be located:

- Notify Local Authority CME Officer.
- Continue reasonable enquiries.
- Record all actions taken.



5 Before Removing from Roll

The school must:

- Complete all reasonable checks.
- Inform the Local Authority in writing.
- Follow Education (Pupil Registration) Regulations.
- Ensure DSL confirms no unresolved safeguarding concerns.

! Do NOT remove from roll without LA notification.

Always Remember

- Unexplained absence may be a safeguarding issue.
 - Record all contact attempts and actions.
 - Inform the DSL immediately if concerned.
 - Safeguarding concerns override attendance processes.
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