



THE
MARIST
SCHOOL
ASCOT

School DfE No: 868/6013

Children Missing from Education Policy Pt 3, 7

Feet on the ground. Reaching for the stars.

Children Missing from Education Policy

The Marist School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

For the most recent statutory guidance on children missing education, please refer to the following document:-

<https://www.gov.uk/government/publications/children-missing-education>.

Absence of Pupil

The school fosters a close link with parents to ensure that pupils develop good habits and a positive attitude to school attendance.

The respective school office makes every effort to check the reason for absence where a pupil has not registered and the parents have not contacted the school on the day of absence by 10.00 a.m. Regular checks of the premises are made by the duty staff to ensure that all registered pupils are present and safe. Any proposed absence (e.g. for medical appointments etc.) should be notified to the school office well in advance of the absence.

If the school has not received contact or information by the second day then the Form Tutor/Class Teacher makes contact with the family. If pupil attendance is an issue of concern then the Tutor will phone on the first day and report this concern to the Head of Key Stage.

Pupils are not allowed to leave the school premises during the school day unless accompanied by a parent or a person named by the parent, with the exception of 6th form students who must sign in and out at the school reception.

At the end of the school day pupils below Year 7 are supervised as they leave to ensure they are accompanied by a parent or other authorised person. Exceptions apply to a pupil where the School considers them to be sufficiently mature and parents have deposited permission in writing either for any time or for specific occasions. Any change in the arrangements for collection of a pupil must be notified to the School Office.

Procedure for lost/missing pupil

Every precaution is taken, through the use of risk assessments and thorough planning and supervision, to ensure that pupils are safe both at school and on outings. In the event of a pupil going missing from the class or the play area without permission, it is essential for the person in charge to report this to the school office immediately. Thorough risk assessments will be undertaken prior to any trip, however in the case of a pupil going missing during an off-site visit, the Trips Policy and Critical Incident and Emergency Policy procedure would apply. In all circumstances, it is important to document any relevant information, including noting the time, regarding the disappearance in order to help the police as much as possible with their investigation.

CCTV will be checked and referenced to establish if the pupil can be identified as either being on site or as having left the site.

Should a pupil be reported as missing, the following action should be taken:

- Alert the member of staff in charge, who will make enquiries of relevant members of staff to ascertain when and where the pupil was last seen.
- Remember the safety of other pupils, with regard to supervision and security.
- One or preferably two members of staff should search the building, grounds and immediate vicinity.
- If the pupil cannot be found then the Police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phone or two-way radio transceiver if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again. An incident report should be completed.

Arrangements when a pupil is not collected

If a child is not collected by a parent/carer after the school day or an approved activity, the child will go to Homework Study/ Wraparound care. Those pupils in Early Years, Nursery and Reception/KS1 will be escorted by a teaching assistant or teacher whilst those pupils in KS2 and above will, having informed their teacher or main reception staff, go directly to Homework Study. Parents will be charged for a full session whilst they wait for collection.

The Homework Study supervisor, and the Late Duty Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact, before the study ends.

In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring the Duty and Advice Team at the appropriate Social Services to discuss the concerns and ask advice. This will be the Social Care Team whose area covers the pupil's home address.

Procedure for Children Missing Education (Appendix 1, section 5 of Marist School Child Protection and Safeguarding Policy - 7a)

The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as detailed in Annex A of Pupil Missing Education Statutory Guidance September 2016). See below for reference.

This will assist the Local Authority to:

- fulfil its duty to identify pupils of compulsory school age who are missing from education; follow up with any pupil who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The School shall 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 school days or more, or at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Leavers – the Pupil Registration Regulations 2006 apply to the school.

Annex A: Grounds for deleting a pupil from the school admission register

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| | Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended |
| 1 | 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the pupil to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school. |
| 2 | 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, or that she has been registered as a pupil at another school. |
| 3 | 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that she has ceased to attend the school and the proprietor of any other school at which she is registered has given consent to the deletion. |
| 4 | 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that she has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school. |
| 5 | 8(1)(e) - except in the case of a boarder, that she has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which she is registered. |
| 6 | 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. |

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| 7 | 8(1)(g) - that she is certified by the school as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither she nor her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age. |
| 8 | 8(1)(h) - that she has been continuously absent from the school for a period of not less than twenty school days. |
| | <p>(i) at no time was her absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> |
| 9 | 8(1)(i) - that she is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period. |
| 10 | 8(1)(j) - that the pupil has died. |
| 11 | 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p> |
| 12 | 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that has ceased to be a pupil of the school. |
| 13 | 8(1)(m) - that she has been permanently excluded from the school. |
| 14 | 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that she has not on completing such education transferred to a reception, or higher, class at the school. |
| 15 | 8(1)(o) where- <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p> |

Leavers Protocols for Schools

Planned Absence: Parents are always asked and expected to inform the school in advance of any planned absence. This is included in the school's attendance policy.

Planned Leaving: When the school becomes aware that a child is leaving, it is helpful if the parent can be asked to clarify this and be given the Leaving School Form to complete.

Reasonable Enquiry Procedure for Unplanned Leavers and 'No-shows'

These procedures do not replace any safeguarding or child protection procedures or guidance but are to be used in conjunction with them.

In line with the duty on all Children's Services Authorities to safeguard the welfare of children (s. 11 of the Children Act 2014), both the school and the Local Authority will put in place procedures designed to track the whereabouts of the child and to record that they have completed these procedures. These procedures apply only when contact has not been possible with the family and/or explanation provided is not reasonable or satisfactory.

When a reasonable enquiry should be carried out:

- Any pupil on a school roll who ceases to attend and the destination school and forwarding address is not yet known.
- Pupils on a register for Reception or Year 7 who do not arrive on the expected start date.
- Pupils who have not returned after a school/term-time holiday.

Vulnerable Groups:

Some children who experience certain life events are more at risk of missing education. These include, but are not limited to:

- Young people who have committed offences
- Children with long term medical or emotional problems
- Children with a statement of special educational needs or Education Health and Care Plan (EHCP)
- Looked after children
- Children who are privately fostered
- Young carers
- Children who are permanently excluded from school and move
- Children who have been excluded illegally
- Children with a history of poor attendance
- Children at risk of sexual exploitation
- Children at risk of 'honour'-based violence (including forced marriage and female genital mutilation)
- Children at risk of radicalisation
- Children involved with gangs

Assessing Vulnerability:

Vulnerability must be reassessed regularly as it may increase depending on new information or lack of information, and the passage of time itself may lead to increased concern.

Is there a good reason to believe a crime may have been committed? For example:

- Is there a history of domestic violence?
- Is this very sudden and unexpected behaviour?
- Has the child/young person gone missing without their family?
- Are there health, religious or cultural reasons to believe the child/young person is at risk? For example, forced marriage, female genital mutilation)
- Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying?

If yes, then refer to police and Local Safeguarding Board.

If the child/young person is subject to a Child Protection Plan the allocated social worker will be informed.

The following will assist the school in making a judgement about a referral:

- Have there been recent life events within the family which in light of this sudden disappearance may be significant? For example, changes in household, births or deaths, divorce, redundancy
- Any significant incident in school? For example, bullying or disputes with staff
- Have there been suspicions in the past which together with the sudden disappearance are worrying?
- Have there been any concerns about the child associating with significantly older young people or adults?
- Younger children are more at risk

The school will exercise judgement to decide action, speed of response and need to use the Local Safeguarding Children Board procedures. Referral as appropriate may be made to the police, School Attendance Service (primary schools) or School Attendance Worker (High Schools).

Reasonable Enquiry- School Actions Checklist

In the case of a pupil being absent without explanation (including Reception and Year 7 pre-admission list and in-year admissions offered a start date), schools must log their actions (letters, emails, phone calls, decisions). This can be done using the Reasonable Enquiry Form found within this document.

Day 1:

- Assessment of vulnerability.
- First day calling to the parent and other contacts to establish the cause of absence and when the child is likely to return.
- Email the parents if you have an email address.
- Seek information from staff (subject tutors, form tutor, other staff who may have had contact with the pupil), pupils, other parents and other schools if pupil has siblings attending other schools, to try and determine the family circumstances as they may know, for example, if the family were intending to move or go on holiday.
- Where concerns exist and there is no reasonable explanation or contact, consider escalating to a higher level to the School Attendance Lead or the DSL.

Day 3:

- Best Practice is to send a letter and email again on the third day of absence if still unable to contact the family by phone and they have not responded to messages left.

Day 10:

If no response to letters, phone messages or emails within a week, the school will notify the Local Authority School Attendance Service, providing a copy of the Reasonable Enquiry Form, who will then make further checks:

- Primary Preparatory Schools by referring to their School Attendance Service Worker- who will conduct a home visit if required.
- High Schools by referring to their School Attendance Officer.

If the family are thought to be abroad or have not returned from leave, then a letter will be sent to the 'Occupant' at the last known address which may elicit further information.

Day 20:

After all reasonable checks have been conducted, matters may be resolved or sufficient information gathered to consider removing the child from the school roll. While it is the school's decision to remove a pupil from their school roll, they must indicate which of the fifteen legal reasons under the Education (Pupil Registration) (England) Regulations 2006 the pupil is being removed from the school roll.

Once removal from roll, the School Administrator must upload the child's CTF on the database entering XXXXXXXX into the destination field (pupils with no known destination) so any new school will be able to make contact.

Letter to be sent to last known address informing that pupil is being removed from the school roll and Children Missing Education have been notified at the Local Authority.

A copy of the letter will be kept in the pupil file.

Letters and Forms

School's Reasonable Enquiry Letter sent on third day of an unauthorised absence:

School's Headed Paper

Parent Name
Or Occupier or Landlord
Address

Date

Dear Parent (or Occupier or Landlord),

CHILD'S name.....Dob.....

Your child last attended school on and we have not heard from you, nor been able to contact you or your emergency contact numbers by phone, to find out the reason for absence and likely return date.

Please can whoever receives this letter (the parent, friend, occupier or landlord) contact the school as a matter of urgency to tell us what the situation is.

Please inform us if the family have moved, or gone away or on holiday; and let us have their new address or their phone numbers so we can establish contact; or give us details of any relatives or friends who may be able to assist. If the child is attending a new school then please let us know.

The school and the Local Authority are required to carry out enquiries to find a child who stops attending school. If we do not receive an adequate reply to this letter within one week then the school is required to advise the Local Authority. An Attendance Worker will visit the home and may contact social services and/or the Police in the course of their enquiries.

Your child's absence is being marked unauthorised and we will be considering removing his/her name from the school roll if the absence continues.

Thank you for your co-operation.

Yours sincerely,

Head Teacher
Cc. pupil file
School Attendance Worker

School's Reasonable Enquiry Letter sent around the thirteenth day of unauthorised absence:

School's Headed Paper

Parent Name

Or Occupier or Landlord

Address

Date

Dear Parent (or Occupier or Landlord),

CHILD'S name.....Dob.....

Your child last attended school on And we have not heard from you, nor been able to contact you or your emergency contact numbers by phone to find out the reason for absence and likely return date. We have also not received a response to a letter sent to your home address asking for information. Your home has been visited and enquiries carried out. We have now notified the Local Authority that your child may be missing education.

As further information has not been forthcoming and your child has now had at least 13 days of unauthorised absence and you appear to no longer reside at the above address, I am writing to advise you that your child's name will be removed from the school roll unless you get in touch within one week of the date of this letter.

If you return, then you may need to obtain a new school place for your child. You will have to apply through your home Local Authority.

Yours sincerely,

Head Teacher

Cc. Pupil file

School Attendance Worker

Children's Social Care (for information if appropriate)

LEAVING SCHOOL FORM FOR PARENTS

If your child is leaving school fill in this form AND RETURN IT TO THE SCHOOL OFFICE. If you are not sure of the details of your move, please let us know as soon as possible, but fill in this form as fully as you can before you leave.

SCHOOL NAME _____

Why you need to complete this form:

- **Your current school is expected to transfer information to the new school.**
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

| PUPIL DETAILS | | | |
|---------------|----------|-------------|-----------|
| NAME: | DOB: / / | YEAR GROUP: | Last Day: |
| NAME: | DOB: / / | YEAR GROUP: | Last Day: |
| NAME: | DOB: / / | YEAR GROUP: | Last Day: |
| NAME: | DOB: / / | YEAR GROUP: | Last Day: |

| REASON FOR LEAVING | |
|--|--|
| <input type="checkbox"/> Moving Address | Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ County _____ Post Code _____ Local Authority _____ |
| <input type="checkbox"/> Moving Country | Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ Country _____ |
| <input type="checkbox"/> Other, give details | |

| PARENT CONTACT DETAILS | |
|---|--|
| Father/Carer Name | |
| Mother/Carer Name | |
| Mobile Number/s | |
| Landline Telephone | |
| Email | |
| EXTRA CONTACT DETAILS PLEASE COMPLETE | |
| <i>We will only contact them if we need information and cannot contact you about your child's new school. Please choose a friend or relative who you will be staying in touch with and who is not expected to move in the near future.</i> | |
| Friend/Relative Name | |
| Relationship to You | |
| Mobile Number/s | |
| Landline Telephone | |
| Email | |
| SIGNATURE | |
| Parent/Carer Name | |
| Signature | |
| Date | |
| ANY OTHER DETAILS | |
| <ul style="list-style-type: none"> • <i>Please provide any other information if appropriate. For instance if you have applied for or accepted a new school place in your new area.</i> • <i>Please include old address.</i> | |
| | |

SCHOOLS USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE.....

THANK YOU FOR YOUR HELP

SCHOOLS REASONABLE ENQUIRY FORM

To be completed prior to removal from roll

The school will use this form

- Where pupils have stopped attending, attempts to make contact have not been successful, and where the destination of the child is not known.

It is appropriate to take a pupil off the school roll in the following circumstances:

- 20 days continuous unauthorised absence, after both the school and Local Authority have collaborated to try to locate pupil and Reasonable Enquiry has been undertaken.
- This form should be returned to the LA CME team who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in new LA.

SCHOOL NAME _____

SCHOOL ATTENDANCE LEAD _____

| PUPIL DETAILS | | <i>Please attach school attendance certificate</i> <input type="checkbox"/> | | Last date of Attendance |
|--|--|---|-----|---|
| NAME: | | DOB: | / / | / / |
| SIBLING DETAILS | | | | |
| SIBLING NAME: | | DOB: | / / | / / |
| NAME OF SCHOOL: (if different) | | | | More siblings? Continue in additional notes. |
| PARENT CONTACT DETAILS | | | | |
| ADDRESS | | | | |
| FATHER/CARER NAME | | | | |
| MOTHER/CARER NAME | | | | |
| MOBILE NUMBERS | | | | |
| LANDLINE TELEPHONE | | | | |
| EMAIL | | | | |
| ADDITIONAL and /or EMERGENCY CONTACT DETAILS | | | | |
| FAMILY/FRIEND NAME | | | | |
| CONTACT DETAILS | | | | |

| ENQUIRIES MADE BY SCHOOL | | | |
|--------------------------|-----------|------|----------|
| PHONE CALL 1 | Date: / / | Tel: | Outcome: |
| PHONE CALL 2 | Date: / / | Tel: | Outcome: |
| PHONE CALL 3 | Date: / / | Tel: | Outcome: |
| LETTER SENT | Date: / / | | |

ENQUIRIES MADE BY ATTENDANCE WORKER

NAME OF ATTENDANCE WORKER

TEL:

| | |
|-------------------|------------------|
| Home Visit | Date: / / |
|-------------------|------------------|

| | | | |
|---------------------|--|------------------------------------|-----------------|
| Anyone Home? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Outcome: |
| | Card Left <input type="checkbox"/> | | |

| | | | |
|--|--|---|---|
| Accommodation appears uninhabited | Bins Empty Y <input type="checkbox"/> N <input type="checkbox"/> | Post Piled Up Y <input type="checkbox"/> N <input type="checkbox"/> | Estate Agent Sign Outside Y <input type="checkbox"/> N <input type="checkbox"/> If Y Name/Tel of Estate Agent: |
| | | | |

| | |
|------------------------------------|------------------|
| Information from Neighbours | House No. |
| | Details: |

| | | |
|---|------------------|-----------------|
| Letter sent by attendance worker | Date: / / | Outcome: |
|---|------------------|-----------------|

OTHER INFORMATION

| | |
|---|--|
| Was absence following a holiday? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised |
|---|--|

| | |
|---|--|
| Any previous long absences or holiday? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised |
|---|--|

| | |
|---|--|
| Known to Children's Social Care? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Name of Social Worker: |
| | Social Worker Tel: |

| | |
|--|--|
| Any welfare/vulnerability concerns? E.g. domestic violence, SEN, temporary accommodation, mobility. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Give details: |
| | |

| | |
|---|--|
| Friends/Facebook? | <input type="checkbox"/> Yes <input type="checkbox"/> No Indicated destination..... |
| Pupil Email Address | |
| Previous School Attended | |
| Any recent breakdown in relationships known e.g. in school between pupils, or between pupil or parent and school? E.g. over different opinions relating to behaviour, exclusions or sen | |
| Ethnicity | |

ADDITIONAL INFORMATION

| |
|--|
| |
|--|

SCHOOL SIGNATURE

| | |
|-------|-----------|
| Name: | Date: / / |
| Role: | |

SCHOOL ATTENDANCE SERVICE WORKER SIGNATURE

| | |
|-------|-----------|
| Name: | Date: / / |
|-------|-----------|

CME SIGNATURE

| | |
|-------|-----------|
| Name: | Date: / / |
|-------|-----------|