

**Alvechurch C of E Middle School**  
**Children Missing From Education Policy**



<b>Policy author/ reviewer</b>	<b>V Rancins</b>
<b>Responsible GB Committee</b>	
<b>Date ratified</b>	<b>01.09.2019</b>
<b>Status</b>	<b>Statutory</b>
<b>Date of next review</b>	

A child missing from school due to repeated or 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.

Alvechurch C of E Middle 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.

## **CONTEXT**

This policy should be read alongside the school's **Attendance Policy** and in particular the school's **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, September 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**.

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.

In these instances, the school's Designated Safeguarding Lead (DSL) Vanessa Rancins or the deputy DSLs Peter Hipkiss or Dani Shipley should be consulted and, if appropriate, a *Safeguarding Concern Form* should be completed.

The school's DSL will then follow the procedure detailed in the school's **Safeguarding Policy**. A stand-alone *Welfare Concerns* file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

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. If a *Welfare Concerns* file has been created, the DSL will then forward the appropriate records to the receiving school, in line with WSCB guidance: **Keeping records of Child Protection and Welfare Concerns; January 2014.**

When a pupil leaves our school without clear indication of a receiving school, the school will contact the *Worcestershire's Children's Services Children Missing in Education Team*, in line with statutory requirements, to advise them of the situation and to start their tracking procedures. (01905 768226 or 01905 678200)

In case of serious concerns, the DSL will contact the Duty and Assessment Team, in line with the *Safeguarding Policy and Procedures*, for further advice.

### **MONITORING AND REVIEW**

This policy is monitored by the SLT and will be reviewed annually or in light of changes to legislation.