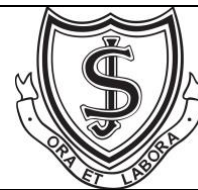


St. Joseph's In The Park



Policy Title	Date
Children Missing from Education	Autumn 2019
Owner	
Head	
	Date for review
	Autumn 2021 Education Committee

Rationale:

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 Safeguarding Policy of which it is an integral part.

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:

1. There is a repeated pattern of absence
2. The reason for absence is unclear or unexplained
3. A member of staff has concerns about the nature of a pupil's absence

4. A parent informs the school that their child is to leave

In these instances, the school's Designated Safeguarding Lead (DSL), should be consulted and if appropriate, a child protection 'Record of Concern' form should be completed.

When a pupil leaves the school, the school will pass on any Child Protection documents to the new school.

Where parents inform the school that their child will be leaving school, parents will be asked the name of the receiving school, which will be shared with Hertfordshire Council's attendance team.

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.

Monitoring and Review:

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