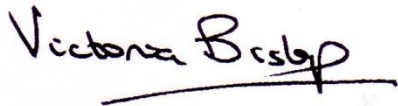


Title	Children Missing From Education
Reviewed	July 2014
Associated Policies	Attendance Policy Child Protection Policy FGM Policy
Originator	K Blakett
Approved	



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1. Definition

A child is defined as missing from education if a pupil is absent from their academy by the 10th consecutive school day.

Children can become missing from education for a number of reasons:

- Fail to start appropriate provision and never enter the system
- Withdrawal by parents/carers
- Fail to complete a transition between schools/academies
- Children from refugee and asylum seeking families
- Children from families who are highly mobile eg parents in the Armed Forces, Gypsy Romany and Traveller families and economic migrants
- Children at risk of a forced marriage
- Children subject to female genital mutilation
- Children experiencing abuse and neglect
- Failure to return after a school/academy holiday
- No return after a period of exclusion
- Missing children and runaways
- Children and young people supervised by the Youth Justice System

Children missing from education are at greater risk of :

- radicalisation
- physical harm
- sexual exploitation
- becoming involved in crime
- demonstrating anti social behaviour
- abusing drugs and alcohol
- being illegally employed

It is vital that the Academy, the Trust, the Local Authority and other agencies work closely together to help safeguard children.

2. Hatton Academies Trust Procedures

2.1 Day 1 to Day 9 of non-attendance:

The Attendance Officer will attempt to contact parent/carer/family every day as to the whereabouts of the pupil. This should include the truancy call system, telephone calls, and home visits.

If a child does not attend at the beginning of each term and contact has not been made by the parent/carer then the Attendance Officer will be alerted and a home visit will occur. Should there be any concern then the attendance officer will alert safeguarding teams and education entitlement services.

If there are previous concerns regarding a pupil the social services will be contacted on the first day of non-arrival. This contact will be made by the Senior Designated person for child protection or another senior member of staff.

Throughout the year pupils are monitored daily to ensure that each pupil is accounted for. Home visits and contact will be made as necessary.

Education Entitlement Service team will be alerted on day 10 if a student is not seen or contact cannot be made.

2.2 Non-arrival of new pupils expected in a trust academy:

Pupils who do not arrive on the first day at the academy or pupils whose parents'/carers contact the academy to inform that they do not require the place, this will be investigated as follows:

- The Admissions Officer informs the Senior Assistant Principal: Behaviour and Welfare
- The Senior Assistant Principal liaises with the Attendance Officer regarding any issues from the feeder school.
- The Attendance Officer makes an attempt to contact the family. If unsuccessful within 3 school days the Attendance Officer will refer the matter to NCC Admissions.
- Information from the parent/carer for pupil non-arrival is also to be referred to the NCC Admissions Department to confirm the pupil(s) has an alternative place.

3. Data systems

The final stage in all cases is pupil information should be entered / amended on the SIMS.net.

Pupils must not be deleted from any trust academy's role until confirmed. An accurate reason for leaving should be entered.