



## LEICESTER GRAMMAR SCHOOL

### **POLICY AND PROCEDURES FOR A CHILD GOING MISSING, INCLUDING A CHILD ABSENT/MISSING FROM EDUCATION (CME)**

*This is one of the procedures concerned with safeguarding. It should be read in conjunction with other policies: Pupil Supervision, Safeguarding including KCSIE, and the Prevent Duty.*

#### **PUPIL MISSING FROM EDUCATION**

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education historically was a term that refers to children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Recently, it has become clear that the term now also refers to children on the school roll who have poor attendance.

Children absent/missing education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly county lines. Children who miss education are at significant risk of underachieving. In the following circumstances a referral to Children's Services and /or the Police should always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection Plan;
- The child is subject of Section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

## PROCEDURE TO FOLLOW IF A PUPIL IS MISSING FROM EDUCATION

Leicester Grammar School (the School) will inform the local authority Inclusion Service within 5 days when adding or removing a pupil's name from the school admission register at a non-standard transition time under any of the fifteen grounds listed in the regulations (Annex A from the DfE guidance *Children Missing From Education*). This duty does not apply when a pupil's name is removed from the admission register at standard transition points, for example, when the pupil has completed the final year of education normally provided by that school.

If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. The school will monitor attendance closely and address poor or irregular attendance. Poor attendance will be referred to the local authority and advice and support may be sought via Early Help.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

A reasonable response would be to complete and record one or more of the following actions:

- a. make contact with the parent, relatives and neighbours using known contact details; The school will hold two emergency contact numbers for each pupil where at all possible.
- b. check local databases within the local authority;
- c. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- d. check with UK Visas and Immigration (UKVI) and/or the Border Force;
- e. check with agencies known to be involved with family;
- f. check with local authority and school from which child moved originally, if known;
- g. check with any local authority and school to which a child may have moved;
- h. check with the local authority where the child lives, if different from where the school is;
- i. in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and
- j. home visit(s) made by the appropriate team,

This list is not exhaustive or prescriptive, and school should treat each case on its individual merits and will use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary.

The DSL on behalf of the school will record completed procedures on CPOMS and the safeguarding log. If there is reason to believe a child is in immediate danger or at risk of harm, a referral as outlined in the Safeguarding Policy will be made to children's social care (and the Police if appropriate).

Where the child's name has been removed from the school roll, but s/he has not been located, the Headmaster should arrange for the pupil's records to be retained until the child is located.

## **INFORMATION TO BE PROVIDED TO THE LOCAL AUTHORITY**

The notification of a child absent/missing education to the local authority will include: a.

the full name of the pupil;

- b. the full name and address of any parent with whom the pupil lives; at least one telephone number of the parent with whom the pupil lives;
- c. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- d. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- e. the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A from the DfE guidance *Children Missing From Education*).

## **ELECTIVE HOME EDUCATION (EHE)**

We would expect the parents' decision to home-educate to be made with their child's best education at the heart of the decision

There should be a meeting with parents to offer support and guidance and to understand the reasons for educating at home. Ideally, this meeting should take place before the final decision has been made to ensure the parents have considered the best interests of the child. This is particularly important where a child has special educational needs or a disability and/or has a social worker and/or is otherwise vulnerable.

The decision to home-school should be communicated to the Headmaster in writing and the school will inform the local authority inclusion service.

The pupil will remain on roll until the inclusion service has confirmed removal. The school will continue to have a duty of care until the pupil is removed from roll.

Further information is available in the DfE guidance for parents about elective home education.

## **EXCLUDED PUPILS**

Schools will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

## **LOCAL CONTACTS**

**Leicester City** Tel: 0116 454 5510

Complete a referral form using [this link](#)

**Leicestershire** Tel: 0116 305 2071, [inclusionpupilsupport@leics.gov.uk](mailto:inclusionpupilsupport@leics.gov.uk)

Request advice using [this link](#)

Make a referral using [this link](#)

**Rutland** Helga Spry-Shute Tel: 01572 758335 [hspryshute@rutland.gov.uk](mailto:hspryshute@rutland.gov.uk)

**Northamptonshire** Contact the Educational Inclusion & Partnerships Team (EIP) by completing the online form found on the NCC website Tel: 0300 126 1000

## **PUPIL MISSING FROM THE SCHOOL PREMISES DURING SCHOOL HOURS**

The welfare of our pupils at Leicester Grammar School is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. It is, therefore, the responsibility of all staff to report a missing pupil to reception, who will then inform a member of SLT. A search will then be conducted and parents and the police, where appropriate, will be informed.

All pupils are registered before school starts in the mornings. Registration is taken again after lunch for all pupils. A list of absentees is held in the School Office and is recorded on SIMS and circulated to teaching staff. Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation. On occasions when a member of staff identifies a pupil is missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Senior Leadership Team, so that appropriate investigations can be made.

## **PROCEDURE TO FOLLOW IF A PUPIL IS FOUND TO BE MISSING FROM THE SCHOOL PREMISES DURING SCHOOL HOURS**

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed with either a written note or a phone call conversation with a parent/guardian.
- By comparing the pupils in a class with the day's absence sheet
- On reconciliation with the afternoon registration.
- By a report of a missing child by a fellow pupil.
- By a report of a missing child from an employee of the school.

Any member of staff discovering a discrepancy must immediately notify the School Office who will check the following:

- Check with the Form Tutor to double-check that the pupil was present in registration.
- Check with the Nurse to establish if the pupil is in the medical suite.
- Check that the pupil is not in a Music lesson.
- Check all lists of trips out of school.
- Check our signing out books at Reception and records of any appointments off-site.
- Check with classmates and friends whether they know where the pupil is or can provide any relevant information.

If the pupil is still found to be missing, the School Office will immediately:

- Inform the Senior Leadership Team and the appropriate Year Head, who will initiate and oversee a search of the site.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

- Parents will be informed, and in some cases a search of the local roads will be made on foot, or by car, by available staff and parents as appropriate.
- If after 45 minutes the pupil has not been located, the Senior Leadership Team will arrange for the Police to be informed.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.

If the pupil is found, or the incident is otherwise resolved:

- The Senior Leadership Team, Parents, and Year Head will be directly informed by the School Office.
- The Police will be informed if they have been involved.
- The Deputy Head(s), Director of Well-being or Year Head will initiate a full inquiry and record the incident on the pupil's file.
- The Deputy Head(s), Director of Well-being or Year Head will then talk to the pupil to ensure they understand why they should not leave the premises without prior permission and without signing out.
- The Deputy Head(s), Director of Well-being or Year Head will speak to parents to discuss events and give an account of the incident.
- Any media queries will be dealt with by the Headmaster, or in his absence the Senior Deputy Head or Director of Finance and Operations.
- A detailed report involving all concerned should be written. Procedures should be reviewed and, if appropriate, should be adjusted.