

Queenswood



# Children Missing from Education Policy

Issued by	Deputy Head Pastoral
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## Introduction

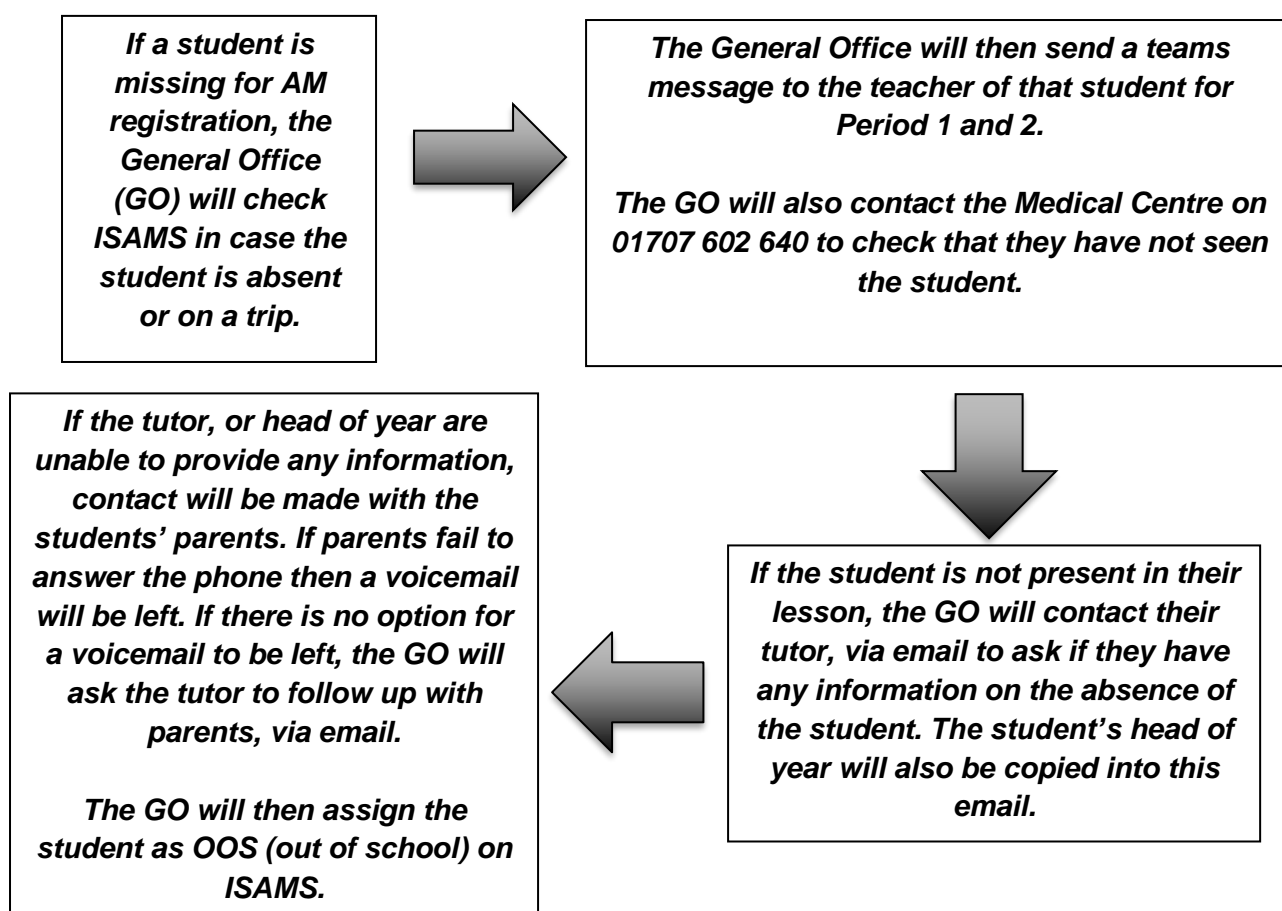
The welfare of all our children at Queenswood School is our paramount responsibility. Every adult who works at the School appreciates that he or she has a key responsibility for helping to keep all of the children safe at all times.

There are clear links between this policy and policies on Safeguarding, including issues of potential exploitation and the 'Prevent' duty. Reference is made to Keeping Children Safe in Education (September 2022), Working Together to Safeguard Children (2018), the School's Anti Bullying procedures and the Critical Incident Procedure.

## Procedures

Procedures to be followed by the School in the event of prolonged unexplained absence of a child i.e. a period of more than 3 days in the first 12/24 hours:

- The General Office staff will contact the first named contact on record.
- If this is unsuccessful, the General Office staff will contact the next named person(s) on record. Where possible, School will have two emergency contact details for each child.
  - If all contact numbers have been exhausted, then the General Office staff will email tutors (cc in HoY to cover part time tutors) so they can phone / email all parents/carers in order as above.
  - With all contacts exhausted, the School will wait for a response from the parent/carer.
- The General Office will follow up every day the pupil is absent.
- The Tutor will follow up with a phone call after 3 days if contact has or has not been made.



After 3 days of no contact being made by the pupil or carers, the DSL and HoY will review the next steps. Depending on the child's age and history, the following actions will take place;

- Contact to be made direct from the DSL to parents, highlighting the importance of keeping us updated.
- The DSL will alert the local safeguarding team for the child's home address and will wait for and act on the advice given. This will be fully documented by the school. Records will be maintained of all attempts to contact all relevant parents/carers.

If there are repeat occasions or any safeguarding concerns, the DSL will be informed.

For pupils aged 17 or over, the DSL will review as appropriate. Specific cause for concern pupils are highlighted and direct communication will be made with the DSL.

Pupils who regularly miss education are considered vulnerable and staff should be made aware of the potential of safeguarding issues, especially low MH, FGM, CSE and involvement with drugs. The DSL will contact our Local Authority for advice if a pupil's attendance falls below 90% for any safeguarding or wellbeing reason. The DSL will also make contact with the pupil's parents and discuss the option of early help.

The DSL or a member of the safeguarding team will inform their local authority of any pupil who is absent for 10 days or more without permission. The school will follow the procedure as set out in Hertfordshire's CME guidance.

Anyone who believes a child may be missing from education can contact the CME Officer for advice on 01992 556867 (East Area) and 01992 556997 (West Area).

To make a referral to the CME Officer please complete and return the attached referral form via Herts/Schools FX to –

**West Area – Watford & 3 Rivers, St Albans & Dacorum, Hertsmere –**

cme.west@hertfordshire.gov.uk

**East Area – East Herts & Broxbourne, North Herts & Stevenage, Welwyn, Hatfield -**

cme.east@hertfordshire.gov.uk

The School, via the Principal's PA will inform their local authority of any pupil who is going to be removed from the admission register for any of the reasons highlighted in the KCSIE September 2022, using the allocated form [cme-guidance-jan2021-v2.doc \(live.com\)](#).

Separate guidance is available for schools on Herts Grid for learning <https://www.thegrid.org.uk/info/welfare/attendance.shtml> about the legitimate removal of pupils from a school roll. A child legitimately removed from roll is not, in most cases missing from education and all schools, including academies and independent schools are legally required to notify the local authority when they remove/plan to remove a child from their roll.

Governors are responsible for ensuring that the school has an appropriate Safeguarding response to children who go missing from education. The principal is delegated to inform

both the LEA and the Chairman of Governors when such incidents occur. We undertake to look after the child safely throughout the time that he or she remains under our care and will ensure that every reasonable action is taken to actively promote the welfare of our pupils.