

# Leasowe Primary School



## Children Missing Education Policy 2023-2024

Adopted by Governors... November 2023

Review Date.... November 2024

This policy was written in accordance with changes to the Keeping Children Safe in Education of September 2022.

At Leasowe Primary School we are above all committed to safeguarding and promoting the welfare of our children, and expects all staff and volunteers to share this commitment. Leasowe Primary School admissions are controlled by the local authority so the DfE Statutory guidance (September 2016) is adopted by school. Children are not entered or removed without the appropriate CTF file being uploaded.

The LA and other agencies are contacted where appropriate immediately there are any concerns about a child missing education.

### **OUR NOMINATED SAFEGUARDING GOVERNOR IS MRS SUZANNE COTTERALL**

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Leasowe Primary School will do to help the LA with its duty. This policy complies with the following legislation and statutory guidance:

DfE 'Working together to safeguard children' (September 2022)

DfE 'Keeping children safe in education' (2022)

DfE 'Children missing education' 2016

The Education Act 1996

The Education Act 2002

The Education and Inspections Act 2006

The Children Act 1989

The Children Act 2004

### **Why do children miss education?**

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

Going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including: abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE 2022)

### **Children at particular risks of missing education**

As there could be many reasons for a child to be missing from education, the local authority will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children’s social care (and the police if appropriate) as per the school’s safeguarding procedures. The LA officers responsible for CME will check a referral has been made and will contact children’s social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child’s safety is at risk, the LA will contact the police.
- Children of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the LA Traveller Education Support Services/named CME officer at [www.wirral.gov.uk](http://www.wirral.gov.uk) for advice on the best strategies to ensure minimal disruption to the GRT pupil’s education.
- Children of service personnel – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Children who cease to attend school – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families/unaccompanied minor – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware them going missing in future. (KCSIE 2022)

### **What we will do as a School**

As stated in Keeping Children Safe in Education (September 2022) any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who is persistently absent from education, including persistent absences for part of the school day.

- School will contact the Education Social Welfare Service at Wirral Council (ESWS) if a child has missed 2 weeks of school and it is believed they are no longer resident at the address held by school or immediately if there are safeguarding concerns.
- Safeguarding Procedures will be followed if school staff have any safeguarding concerns with a referral being made directly to Wirral Integrated Front Door on 0151 606 2008
- If a pupil is absent for a prolonged period or fails to return from a holiday the school will follow the normal procedures for investigating pupil absence (i.e. telephone calls, calling at the house, letters, invitations to meetings at the school etc). If the child does not return to school the matter will be referred to the Local Authority within two weeks and the Local Authority will follow the procedures

for 'missing pupils'. The pupil will not be removed from roll until the Local Authority has ascertained the pupil's whereabouts and safety or has made reasonable enquiries to this end.

### **Removing pupils from school roll**

Actions BEFORE schools consider removing a pupil from the school roll:

1. Make appropriate school enquiries and record the efforts and information obtained in the first 2 weeks that the pupil is missing from education.
2. If concerns exist for the pupil's safety or wellbeing, contact IFT on 0151 606 2008 immediately, then report the pupil as Missing from Education (as soon as possible and within 3 days) using form CME01.
3. Complete CME01 Referral form detailing all school enquiries made and forward to the Missing Pupil Officer at Wirral Council.
4. The Referral will be logged. Additional enquiries to those made by school will be made by Education Social Welfare Service. Pupils names should not be removed from the school roll without the agreement of the CME Officer or ESWS.
5. School will monitor all deletions from school roll by race, ethnicity, gender, SEN and disability to ensure that we are fulfilling our obligations under the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act (2001).

### **Policy review**

This policy will be reviewed annually, or sooner if there are statutory guidance updates.

C.Hill

November 2023