



From the Headmaster  
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<b>Staff champion</b>	<b>MEP</b>
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<b>Next review date by staff</b>	<b>Oct 2020</b>

## Children Missing Education Policy

### Introduction

This policy is applicable to all Pre Prep, Junior and Senior School pupils, including those in the EYFS. The policy has regard to the School's Child Protection and Safeguarding Policy, Supervision and Missing Child Policy and the guidance and advice contained in Keeping Children Safe in Education (September 2018) and Children Missing Education (September 2016).

If children go missing from education, particularly on repeat occasions, it is a potential indicator of abuse or neglect. The School will follow the procedures laid down by Essex Local Authority should a pupil fail to attend school regularly or has been absent from school without the School's permission for a continuous period of ten school days or more.

The School will inform the Local Authority where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these are when a child has been taken out of school to be home educated; when a family has apparently moved away; when a child has been certified as medically unfit to attend; or when a child is in custody for more than four months; when a child has been permanently excluded.

Additionally, the School will inform the Local Authority of any pupil who is going to be added or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the Local Authority to:

- 1) fulfil its duty to identify children of compulsory school age who are missing from education; and
- 2) follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation

The school is aware that it has a duty to provide information to the Local Authority for standard transitions if requested. Should a child leave with no known destination the school will report this to Essex Local Authority and also copy in the local authority where the child is normally resident.

### Monitoring Attendance

The School monitors attendance through daily registers. Each school day consists of 'two sessions', morning and afternoon. Registers are also taken at the start of every lesson for Years 7 to 13 and if a teacher other than the class teacher is taking a KS2 class. For welfare, health and safety, pastoral and educational reasons, all pupils, including boarders and Sixth Formers are registered at both intervals. Registration is a key element of the School's safeguarding arrangements.

Staff are alert to patterns of regular absence and will alert the DSL in line with other safeguarding concerns. In addition, wherever possible, the School will hold more than one emergency contact number of each person.

The Deputy Head, the Head of the Junior School and the Head of Pre Prep review attendance regularly to spot patterns of high absenteeism and will, if necessary, take appropriate action, whether pastoral, disciplinary, parental or child protection.

### **Absences**

The School expects to be notified by parents or legal guardians of all pupil absences either in advance of the day or at the start of the day they are absent. The School adopts strict procedures for following up on any unexplained absences, essentially to:

- ascertain the reason;
- ensure that proper safeguarding action is taken;
- identify whether the absence is approved or not; and
- identify the correct code to use in the register.

Any absences for which the reason remains unknown by the close of registration are followed up by school receptionists who will contact parents in the first instance or, if necessary, the child's emergency contacts. The School will always aim to ascertain the reason for absence on the first day of absence.

From the first day that a child does not attend School and there is no explanation or authorisation of the absence and/or the School is dissatisfied with the reason given for the absence, the following steps will be taken:

- The Head of Pre Prep, the Head of the Junior School or Deputy Head of the Senior School will make contact with the parents/carer to seek reassurance that the child is safe at home;
- The outcome of the contact will be assessed and if there are any concerns the DSL will be consulted to consider the child's vulnerability. A referral to children's social care will be made where there are any concerns that a child may be at risk of harm or suffering harm.

Prolonged or repeated absences, or particular patterns of absence or lateness (with no satisfactory explanation) are treated by the School as a potential safeguarding issues and in these instances the School will follow the procedures laid down by the Essex Local Authority.

When a pupil leaves the School, the School will make contact with the receiving school to ensure the child is registered at the school. If a Child Protection file has been created, the DSL will then forward the appropriate records to the receiving school. When a pupil leaves the School without clear indication of a receiving school, the School will contact the Essex Local Authority.

### **Missing Child Procedure**

It is important to distinguish between a pupil's absence from school for an unknown reason (Children Missing from Education) and a pupil's disappearance from a lesson or activity after arrival at school. Both are considered as potential safeguarding matters. The procedures to follow if a child goes missing when in the care of the School are outlined in the School's Supervision and Missing Child Policy.

**For and on behalf of the Governors  
M.E. Punt**