**Edward Jenner School**

**Safeguarding Response to Children Missing in Education**

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|  | **Date** | **Signed** |
| **Date reviewed** | **June 2025** | **Rachel Dalton** |
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| **Date of next review** | **June 2026** | |

**SAFEGUARDING RESPONSE TO CHILDREN MISSING EDUCATION**

Keeping Children Safe in Education KCSIE September 2023 states that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation (CSE) and child criminal exploitation (CCE). It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of our school’s unauthorised absence and children missing from education procedures.

This policy should be read in conjunction with the School’s Attendance Policy.

The Department for Education’s guidance on Children Missing Education September 2016 requires school to:

* monitor attendance through their daily register and address poor or irregular attendance;
* inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school’s permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority, or in default of such agreement, at intervals determined by the Secretary of State;
* undertake reasonable enquiries to establish a child’s whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance follow the guidance in the latest DfE CME guidance and other supporting materials via the following link.

[KCSIE September 2023](https://assets.publishing.service.gov.uk/media/64f0a84da78c5f000dc6f3b4/Keeping_children_safe_in_education_2023_-_part_one.pdf)

* notify the local authority when a pupil’s name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in Annex A of

[Children Missing Education September 2016](https://www.gov.uk/government/publications/children-missing-education);

* notify the local authority within five days when a pupil’s name is added to the admission register at a non-standard transition point.

It is the Office Administrator’s responsibility to keep an accurate record of attendance.

The Office Administrator should advise the Head/DSL/DDSL of any extended, unreasonable or suspicious absence.

The DSL will work with the DDSL to inform the local authority of any pupil who fails to attend school regularly or who has been absent without the school’s permission for a continuous period of 10 school days or more.

The DSL will also work with the Office Administrator to:

* undertake reasonable enquiries to establish a child’s whereabouts
* to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance
* to notify the local authority when a pupil’s name is to be removed from the admission register at a non-standard transition point
* to notify the local authority within five days when a pupil’s name is added to the admission register at a non-standard transition point.

**Registration**

All pupils self register transferring their name tag to the appropriate lanyard, the pupils are reminded this is important whenever they forget. Registration is a statutory requirement the name tags are checked by the Office Administrator or delegated person against a visual check of each pupil and entered into our paper register.

Pupils are registered in their class rooms for morning registration and at the end of lunchtime in the playground or social rooms for afternoon registration. Occasionally children are checked every lesson if they find it difficult to attend classes.

**Morning registration**

Morning registration takes place at 8:30 am and should be completed by 9.00 am, with a final data entry deadline of 9:30am.

At 9.30 Email and/or SMS messages will be sent to parent/carers of absent pupils when the reason for absence is entered as not known. The parent/carers of children who are bringing themselves to school are telephoned if the pupil is not present by 9.30am. It is therefore important that if any member of staff is advised of the reason for absence, it is entered on the whiteboard and the information for absence form on the office administrators desk as soon as possible. If parent/carers phone or email the office staff with information, this will be entered directly onto the board and form.

**Afternoon registration**

Afternoon registration is taken at 1.20pm, with a final data entry deadline of 1.30 pm.

Afternoon registration is carried out by the office administrator or designated person at lunchtime.

Special care should be taken that the children joining us on a Friday afternoon are expected and registered accordingly.

**Agreed Alternative Attendance schedules**

Some pupils are transitioning into school, have high anxiety or mixed attendance structure and therefore do not come into school at the normal times. The protocol for morning attendance is always followed with special attention being made for these pupil’s arrival times. On occasions an alarm may be set to remind the office administrator of arrival times which could vary day to day. An updated timetable for attendance schedules should be easily available.

**Lates**

A pupil will be deemed late if he or she does not arrive in time to be registered by 9.30am or 1.30pm. Pupils who are late must add their name tag to the lanyard and be marked on the register. Persistent lateness is monitored and dealt with by the Head through parent/carer contact.

**The Eyeball Rule**

Please remember the Registration Eyeball Rule - If a pupil is not at Registration and you have not eyeballed them, **mark them absent**. It should not be assumed that they are elsewhere. Please do not overwrite a registration, however, as other staff such as the School Head, Music teacher or the Mentor may have registered pupils for you.

If a member of staff has pupils on the school site for a different activity which stops them being registered in their first lesson e.g. Meeting, controlled assessment, Music lesson or mentoring… **then it is that member of staff’s responsibility to ensure those pupils are registered.** They can enter the information onto the whiteboard themselves or they can inform the Office Administrator who will update the register on their behalf.

**Absence Notes**

If there is no contact from parent/carers before the register is marked, parent/carers should be contacted to confirm the reason for an absence by the Office Administrator by 9.30am for children who bring themselves to school or by 12 noon for all children. For any extended, unreasonable or suspicious absence the Office Administrator should liaise with the Head/DSL.

Extraordinary absences: have to be authorised by the Headteacher in the first instance, and cover extended holidays, funerals, scout camps, sports competitions and all religious festivals and holy days.

Every absence, whether long or short, serious or trivial, must be covered by a parental communication: a telephone message, email or note. If there is any concern about the validity of the notification, the Office Administrator should discuss it with the Head.

**Pupils with low attendance**

The SENDco and the DDSL should be aware of any children for whom attendance is a concern and includes more than one episode of absence per fortnight. Transition periods for anxious children can result in low register attendance, however these pupils should be part of a valid attendance pattern. Gloucestershire local authority requests weekly attendance figures for all EHCP pupils. The Designated Safeguarding Lead and Administrator will send these lists. The DSL will work with our Early Help coordinator or LA liaison to support/work with pupils and their families where there are concerns about non-valid poor attendance.

**Pupils Off-Site**

Pupils who leave the premises during the school day for appointments etc. should sign out with the Office Administrator and remove their name tag from the lanyard. Pupils who return to school during the school day should sign back in on their return and ensure their name tag is replaced.

**Visits**

If a member of staff takes pupils out of school during the day, they should follow the procedure as detailed in the EJS Visits document. They must record the group taking part in the visit on a paper copy; one for each member of staff on the visit, and a list left on the Office Administrator’s desk on departure. This is to ensure we know exactly who has gone off site in the event of an emergency. They must have the children’s name tags on lanyards kept by the staff responsible for each child.

If the group returns before the end of the school day, the Administrator should be informed and the list discarded.