



Child Missing Education Procedures

Policy created September 2022

Date Adopted by Governing Body: 12/09/2022

St Paul's Primary School is committed to *building each other up so that we can all live life to the full*. It is the school's mission to secure high quality provision and outcomes for all children in order that they achieve well, reach their potential and make the most of the many rich and varied opportunities on offer during their years at our school, preparing them for their future lives. Pupils are at the heart of everything we do at St Paul's.

Procedures

School should be informed of a child's absence and the reasons why they are not in school by parents by 9.30am on the first day of absence. If, by 9.30am, we have a child missing from school whose parents have not informed the school, a phone call home is made and a text message sent asking the parents to contact the school immediately. If the child is considered vulnerable or we have any attendance concerns and we have not heard from parents, a safe and well visit will be carried out by two staff members (Headteacher / Deputy Head and another member of staff) or the schools Education Welfare Officer. If it is felt that the child is in immediate danger or risk of harm, a MARF referral will be made to the MASH team and the police contacted if appropriate. If the child is not classed as vulnerable but fails to turn up for school on a second day and school have still not be informed as to the reason why, a home visit will be made. If a home visit proves unsuccessful after 10 days, a referral will be made to the LA where a benefit check will be carried out to see if they are still residing at the address. If a claim is showing, the EWO will make further visits. The EWO will contact the police if a claim is showing at the address but they are unable to contact the families to discuss the child's whereabouts. If there is no claim showing, school will send a letter stating that if the absent child does not return to school within 20 days, they will be off registered and placed on the Missing in Education Database.

If a pupil fails to return to school after being granted leave of absence, either authorised or non-authorised, in accordance with regulation 7(1A) the above procedure is followed to try and establish the pupil's whereabouts. A letter is sent home from school stating that if the pupil in question fails to attend school within the ten days immediately following the expiry of the period for which leave was granted, they will be off registered and classed as Missing in Education.