

PINNER WOOD SCHOOL



CHILDREN MISSING FROM EDUCATION POLICY

Approval Authority

Effective From: November 2021

Date Ratified by GB:

Next Review Date: November 2023

Signed by Chair of GB:

CHILDREN MISSING FROM EDUCATION POLICY

A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

The school has drawn up this policy to support children who miss schooling in these circumstances, particularly on repeated occasions and for those children who leave school without clear indications of where they will be continuing their education.

CONTEXT

This policy should be read alongside the school's **Attendance Policy** and **Safeguarding and Child Protection Policy**.

The policy has regard to the DfE guidance: **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2018** and the LSCB's guidance: **Keeping records of Child Protection and Welfare Concerns, January 2014**.

POLICY AND PROCEDURES

The school will carry out daily registration and absences will be addressed in accordance with the school's **Attendance Policy**.

This policy covers those instances where:

- there is a repeated pattern of absence;
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a pupil's absence;

In these instances the Designated Safeguarding Lead (DSL), Sarah Marriott, or the Deputy DSL, Jo Bretayne should be consulted and, if appropriate, a *Child Protection Concern Form* should be completed.

The DSL will then investigate the concerns and keep records in a CP file. This file will be kept separate from the child's other records.

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. If a CP file has been created, the DSL will then forward the appropriate records to the receiving school, in line with the LSCB's guidance: **Keeping records of Child Protection and Welfare Concerns; January 2014**.

When a pupil leaves our school without clear indication of a receiving school, the school will contact **Harrow Council MASH Team** to advise them of the situation and to start their tracking procedures.

In case of serious concern the DSL will contact the Duty and Assessment Team, in line with the **Safeguarding Policy and Procedures**, for further advice.

Monitoring and review

This policy is monitored by the senior leadership team and will be reviewed bi-annually or in the light of changes to legislation.