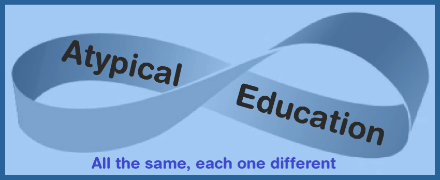
Children Missing in Education

Policy

Atypical Education



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| **Approved by:** | Emma Oxnam | **Date:** 1st September 2022 |
| **Last reviewed on:** | 1st September 2025 | |
| **Next review due by:** | 1st September 2026 | |

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| Role | Name | Contact Details |
| Designated Safeguarding Lead | Emma Oxnam | 07471 344408  emma.atypicaleducation@gmail.com |
| Alternative Safeguarding Lead | Sharon Ungless | 07359771710  sharon.atypicaleducation@gmail.com |
| Customer First (Suffolk) |  | 0808 800 4005 |
| SCC Child Missing Education |  | 01473 265224 |
| Children's Advice and Duty Service (CADS)  Norfolk | Single point of contact for raising concerns about a child. | [Children's Advice and Duty Service (CADS) NCC](https://communitydirectory.norfolk.gov.uk/Services/8938/Children-s-Advice-an)  0344 800 8021 |
| Local Authority Education Duty Desk (Norfolk) | Advice where there is a concern about an adult working with a child | n/a  01603 307797 |
| LADO | Making Norfolk referrals about an adult who may have caused harm to a child, using [LADO referral form](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) | [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)  01603 307797  Call the Duty Desk above for advice before making a LADO referral |
|  | Simon Hope (Suffolk) | [LADOCentral@suffolk.gov.uk](mailto:LADOCentral@suffolk.gov.uk)  0300 123 2044 |

# 1. Aims

All children, regardless of their circumstances, are entitled to an efficient, full-time education suitable to their age, ability, aptitude, and any special educational needs they may have (Children Missing in Education, Sept 2016).

Children who are missing out on education are those of compulsory school age who are not registered with a school or receive suitable education outside the school environment. Children who go missing in education are at risk of

* Underachieving
* Being victims of harm
* Exploitation or radicalisation
* Becoming NEET (not in education, employment or training) in later life.
* Increased risk of becoming involved in anti-social or criminal behaviour, including gangs, county lines or other contextual safeguarding situations

There are many circumstances in which a child may become missing from education. Such reasons may include

* Pupils who are at risk of harm or neglect
* Children of Gypsy, Roma and Traveller families
* Children of Service Personnel
* Missing children and runaways
* Children who cease to attend school
* Children of new migrant families

Where there is a concern about the child’s welfare, the Child Protection Policy will be followed.

# 2. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory safeguarding guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), and its advice for schools on:

Children Missing in Education (Sept 2016) <https://www.gov.uk/government/publications/children-missing-education>

All local authorities are required to make arrangements to enable them to establish, as far as possible, the identities of children living in their area who are not receiving a suitable education. ‘Suitable education’ is defined as ‘efficient full-time education suitable to their/age, ability and aptitude and to any special educational needs the child may have.’ Children who do not receive a suitable education either through school, alternative provision or home education are often called ‘missing education’.

# 3. Roles and Responsibilities

# 3.1 New Starters

Atypical Education will ensure that pupils are registered at the beginning of the first day we have agreed or have been notified that a pupil will attend our provision. If a child fails to attend on the agreed-upon or notified date, we will attempt to establish contact with the parent/carer to determine the child’s whereabouts. We will also check with agencies known to be involved with the family and verify the original LA/school from which the child has moved.

We will contact the local authority where possible. If we are unsuccessful in our enquiries, we will notify them as soon as possible.

# 3.2 Recording Data

Atypical Education will ensure that the referral information is accurate and updated.

We:

* Encourage parents to inform us of any changes by sending letters and emails, and communicating with parents regularly.
* Where possible, hold multiple emergency contact numbers for each pupil.

When changes do occur, we will record the referral information:

* The full name of the parent with whom the pupil lives.
* The new address
* The date from when it is expected the pupil will live at this address.

3.3 When Pupils Leave for Another Provision

When notified by parents/carers/LA that a pupil has been registered at another school/provision or Atypical Education provision, will cease in future, and we will record the following information:

* The name of the new school
* The date when the pupil first attended or is due to start attending that school

Atypical Education will also provide the LA with the following information:

* The full name of the pupil
* The full name and address of any parent with whom the pupil lives
* At least one telephone number of the parent with whom the pupil lives
* The full name and address of the parent whom the pupil is going to live and the date the pupil is expected to start living there, if applicable
* The name of the pupil’s destination school and the pupil’s expected start date there, if applicable
* End of provision report

# 3.4 Monitor attendance

Atypical Education will monitor pupils’ attendance with their daily register. We will;

* Monitor attendance closely and address poor or irregular attendance through daily phone calls home, pastoral meetings
* Refer poor attendance to the LA or the referring school
* Investigate any unexplained absences as part of their broader safeguarding duties
* When a child fails to attend regularly or has missed ten sessions or more without permission, Atypical Education is to inform the LA.
* We have a safeguarding duty to investigate any unexplained absences and report to MASH if there are any safeguarding concerns. Child Missing in Education form may also be completed.

# Appendix 1 Child Missing in Education Form

Email to [cme@suffolk.gov.uk.](mailto:cme@suffolk.gov.uk.)

**If you suspect a child is missing from education, please complete this form, giving as much information as possible.**

**Name of Person Completing form: Date:**

|  |  |
| --- | --- |
| **NAME OF CHILD (if known)** |  |
| **DATE OF BIRTH or (Estimated age of Child)** |  |
| **ADDRESS (or if not known, the Street / Area Child known to have links with / was seen in)** |  |
| **DESCRIPTION OF CHILD (if not known to you): i.e. physical description, ethnicity, colour/length of hair, distinguishing features / clothes** |  |
| **CIRCUMSTANCES KNOWN / or WITNESSED** |  |
| **YOUR CONCERNS** |  |
| **PARENT(S) NAMES & ADDRESS(ES) (if known)** |  |
| **CONTACT DETAILS of Parents** |  |
| **NAME of CHILD’S SCHOOL (or any school that the child may have links to)** |  |
| **Contact details of Person completing the form:** |  |

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| --- |
| **Please return to: CME@Suffolk.gov.uk** |