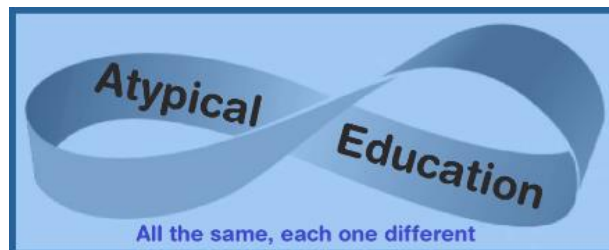


# Children Missing in Education Policy

## Atypical Education



<b>Approved by:</b>	Emma Oxnam	<b>Date:</b> 1 <sup>st</sup> September 2022
<b>Last reviewed on:</b>	26 <sup>th</sup> August 2023	
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Role	Name	Contact Details
Designated Safeguarding Lead	Emma Oxnam	07471 344408
Customer First		0808 800 4005
SCC Child Missing Education		01473 265224

## 1. Aims

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

Children who are missing in education are those who are of compulsory school age who are not registered with a school or receiving suitable education outside of 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.

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

- Pupils who are at risk of harm/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 for 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](#), 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 it is possible to do so, 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 her/his age, ability and aptitude and to any special educational needs the child may have.' Children who are not receiving a suitable education either through school, alternative provision or home education are often referred to as children who are '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 in which we have agreed, or been notified that a pupil will attend our provision. If a child fails to attend on the agreed/notified date, we will try to establish contact with the parent/carer to establish the child's whereabouts. We will also check with agencies known to be involved with the family and/or check the original LA/ school that the child has moved from.

We will make contact where possible. If we are unsuccessful in our enquiries, we will take measures to notify the local authority at the earliest opportunity.

### 3.2 Recording Data

Atypical Education will ensure that the referral information is accurate and kept up to date. We:

- Encourage parents to inform us of any changes that occur by sending out letters and communicating with parents on a regular basis.
- Where possible hold more than one emergency contact number for each pupil.

When changes do occur, we will record on 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, 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 who the pupil is going to live with, 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 pupil's 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 referring school
- Investigate any unexplained absences as part of their wider safeguarding duties
- When a child fails to attend regularly, or have 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 is any safeguarding concerns. A 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 that a child is missing from education, please complete this form, giving as much information as possible.

Name of Person Completing form:

Date:

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

Please return to: [CME@Suffolk.gov.uk](mailto:CME@Suffolk.gov.uk)

