

Heartlands Community Trust

Children Missing in Education Policy

Circulated for consultation:	October 2019	
Approved By	October 2019	
Signed	Simon Garrill CEO	Chair of Directors

Contents

1. Rationale & Link Documents
2. Publication and Availability
3. Definition
4. Children most at Risk of Missing Education
5. Roles / Responsibilities & Procedures
6. Responsibility Statement and Allocation of Tasks
7. Training
8. Risk Assessment
9. Record Keeping
10. Version Control

1. Rationale

All children are entitled to a full time education, regardless of their circumstance. Unfortunately, children missing in education (CME) risk:

- Underachieving
- Being victims of abuse, CSE, radicalisation and extremism
- Not being in education
- Becoming NEET in later life

The local authority (Haringey) has the legal duty to identify when there are CME and help them back into education. This policy highlights what the school will do to support Haringey local authority with its duty. The aim of this policy is as follows:

- to set out the school's policies and procedures in place to identify and respond to children who go missing, particularly on repeat occasions;
- to ensure that school staff know how to respond if a student goes missing; and
- to actively promote the wellbeing of students.

The policy links with the following the school policies and practice:

- Safeguarding & Child Protection Policy
- Attendance and Admissions Policy
- Prevent Action Plan
- [Risk Assessment Policy]

This policy applies to the whole school.

This policy applies at all times when the student is, or is intended to be, in the care of the school.

The policy complies with the following national statutory legislation and guidance:

- DfE - Children Missing Education - September 2016
- DfE - School attendance: guidance for maintained schools, academies, independent schools and local authorities - July 2019
- DfE - Working Together to Safeguard Children - July 2018
- DfE - Keeping Children Safe in Education - September 2019
- The Education Act - 1996 & 2002
- The Children Act - 1989 & 2004
- The Education and Inspections Act - 2006
- Education and Skills Act 2008
- Education (Independent Schools Standards) Regulations 2014
- The Education (Student Registration) (England) (Amendment) Regulations - 2016
- Data Protection Act 2018 and General Data Protection Regulation (GDPR)

2. Publication and Availability

This policy is published on the school website and is available in hard copy on request. Copies of the policy are available for inspection at any time during the school day.

This policy can be made available in large print or other accessible format if required.

3. Definition

CME is defined as a child or young person of compulsory school age who is not attending school, is not placed in alternative provision by Haringey and who is not receiving a suitable education elsewhere.

This definition also includes children who are receiving an education, but one that is not suitable to their needs i.e. age, ability, aptitude, SEND.

A parent is defined as any father or mother or as otherwise may be defined by statute such as through adoption or foster care placement.

The school day runs from 8.30-3.15pm and is a day when school is open to educate students, this does not refer to training days, holidays or school closure days.

The School refers to the school that the child is registered at. Either Heartlands High School or The Grove.

The attendance officer is the person employed by the school to administer attendance. The Grove it is Nadine Huseyin, at Heartlands this is Nisha Sungkoora

4. Children most at risk of Missing Education

The most common reason for children missing education are:

- Failing to make a successful transition
- Exclusion (although this is not common place at The Grove)
- Mid-Year Transfer of Education Provision
- Families moving into a new area, particularly those without a fixed address
- Families failing to enrol their child, particularly for those without a fixed address
- Families failing to enrol their child
- Safeguarding concerns at home
- Safeguarding concerns relating to gang violence and Child Sex Exploitation

For more information about safeguarding policy and procedure please read The Grove Safeguarding policy available on our website

With high mobility in Haringey these are all factors that we need to be aware of within our school.

Specific children most at risk of missing education are:

1/ Children at risk of harm or neglect - where this is suspected a SPA referral will be made along with contact to the police as per the school's safeguarding procedures.

2/ Children of Gypsy, Roma and Traveller families (GRT) - where a GRT student leaves The school without naming their next destination we will contact Haringey Admissions.

3/ Children of Service Personnel - The school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these students.

4/ Children who go missing or run away from home or care - The school would contact the police and complete a SPA referral and Channel if appropriate.

5/ Children who are supervised by the Youth Justice Service - liaison with police and Youth Offending Teams will occur.

6/ Children who cease to attend school - The school will work with Haringey Admissions Team and the In Year Fair Admissions process to investigate.

7/ Children from Migrant Families - especially families who have not yet settled into a fixed address or where Haringey are unaware of their arrival.

5/ Roles / Responsibilities & Procedures

A/ Haringey Local Authority

- Have duty under the Education Act to establish the identities of children in Haringey who are not registered at a school and who are not receiving educational provision otherwise.

- Provide full time education for permanently excluded students from the 6th day of the exclusion. In the case of The Grove, the policy is not to exclude rather, work with the SEN team to find alternative or additional arrangements to meet the need of the individual.
- Serve notice to parents/carers to assure Haringey that where the child is not receiving a suitable education that this will change. If this is not successful, then an Attendance Order should be served and subsequent prosecution / fines if parents/carers do not comply with the order. If necessary, an Education Supervision Order will be applied for through the court system.
- Ensure that students not receiving suitable education are returned to The school or a different educational setting. In both cases Haringey should provide the appropriate support taking into account the reasons why they missed education in the first place.
- Monitor that The school demonstrates prompt action and implements early effective intervention procedures to ensure that children are safe and receiving suitable education.
- Ensures that students with EHCP who are home educated receive the statutory provision to meet their needs
- Maintain positive lines of communication regarding Students Missing Education with all relevant agencies and support the school to make reasonable enquiries where the child is not attending.
- Refer children to social care where the child who is or has been missing has concerns regarding their welfare.

B/ The school

Students Missing from School

To monitor potential CME the attendance officer will:

- Maintain an up to date Admissions Register and encourage parents/carers through regular monitoring to inform them of any detail changes.
- Monitor student attendance daily, informing parents/carers of non-attendance every morning to ascertain a reason and to encourage an imminent return. If absence persists with no authorisation The school will make the following reasonable enquiries in liaison with Haringey Admissions and to follow its own safeguarding procedures:

In the event we believe a child to be missing from education the attendance officer will, in this order:

- Contact relatives, neighbours, friends who are linked to the child's emergency contact details using all forms of communication
- Check with the LA and school from where the student originally attended
- Refer to the DSL and the Headteacher via My Concern the details of the case
- Conduct home visit following a risk assessment and make appropriate enquiries with neighbours and relatives
- Check with Channel / UK Visas / Immigration and or the Border Force if they know the whereabouts of the child
- Check with the DfE "Key to Success" and or "schooltoschool" systems to see if the child has been registered here.

- Contact any known services / agencies who might be working with the family; complete a children missing in education Multi Agency Safeguarding Hub referral
- Contact Police / School Safe if there are any suspicious circumstances surrounding the non-attendance
- Contact Haringey if a student has missed 5 academic days without permission

Circumstances which may constitute a child missing in education:

- failure to register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified that the student will start. If a student fails to attend on this agreed or notified date

Where a student is added to the admissions register at a non-standard transition point (i.e. At the start of year 7)

- Remove the student from its roll following 10 days of absence after an authorised absence or 20 consecutive days of unauthorised absence if the school and local authority have failed to establish the whereabouts of the child after making reasonable enquiries. This is not common place at The Grove. The Grove work alongside the SEND team and Social Care to establish whereabouts and keep pupils on roll until an agreement is reached between services about removing from roll.
- Where a parent or the Local Authority notifies the school that the student will be moving and attending a new educational establishment the school shall record the name of the new school and the start date. The School will then forward a CTF to the student's new school.
- Where a student leaves the school but his / her destination is unknown or where the student is moving abroad to an independent school, The school will upload the CTF to the "lost pupil database" in the DFE schooltoschool system.
- Arrange 6th day educational provision for students on a fixed term exclusion.
- Liaise with Haringey Admissions on a fortnightly basis regarding student mobility.

Students missing during a school trip or during or following a journey

If a student is missing from a school trip or has not arrived at the school following a journey, the member of staff in charge will:

- attempt to contact the student; (families)
- check whether there were any delays or changes to the journey;
- check with other students and ask them if they have any knowledge of the missing student's whereabouts;
- contact the student's accommodation, if applicable;
- contact the venue or the people that the student had visited, if applicable;
- contact hospitals and the police and the parents/carers.
- Follow up with a log on MyConcern and for The Grove, Sleuth to ensure good record keeping

A decision will be taken in accordance with the school's safeguarding and child protection policy and procedures as to whether the school should also contact children's social care.

Information to be provided to the police / social care:

- the student's name;
- the student's age;
- an up to date photograph if possible;
- the student's height, physical description and distinguishing marks, if any;
- any disability, learning difficulty or special educational needs that the student may have;
- the student's home address and telephone number;
- a description of the clothing the student is thought to be wearing;
- any relevant comments made by the student.

The information will then be passed to the various police stations through police channels and no further notifications from the school should be necessary.

Removal of a student from the school roll

This process will take place at The school only if one or more of the following circumstances occur:

- Student is removed by parents/carers to be home educated
- Student has moved house and no longer lives within a reasonable distance of the school
- Medical grounds where's the parents or a professional have certified that the child will be unable to return
- Are in custody for a period of more than 4 months and will not return to the school at the end of the sentence
- The student is permanently excluded or withdrawn and the school is unable to confirm the new placement
- The student has died
- Have been registered and are attending a different school / academy
- The following procedures are in place at Heartlands
- Have been granted authorised leave but have failed to attend 10 days after the end of the granted leave
- Have been absent from school for a period of 20 days where the absence was not authorised and reasonable check and inquiries have been made to discover their whereabouts.

If a child is removed from roll The school will inform Haringey Admissions immediately explaining the grounds for this removal linking it to regulation 8 of The Education (Pupil Registration) (England) Regulations 2006.

C/ Parents / Carers

- Ensure that any child of compulsory school age is receiving suitable full time education

- Notify The school regarding any absences or changes to the student’s educational arrangements
- Notify The school in writing if they intended to home educate, in order for the child to be removed from the school's roll.

6. Responsibility Statement and Allocation of Tasks

The Governors / Trustees delegate appropriate responsibilities for the day to day management of the school to the Head of School. In practice, all members of staff contribute to the safety of students at the school by providing appropriate supervision in accordance with the directions of the Head of School and Senior Management Team. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Elen Roberts Nadine Huseyin	As a minimum annually, ideally termly, and as required
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Elen Roberts Nadine Huseyin	As a minimum annually, ideally termly, and as required
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Elen Roberts Nadine Huseyin	As required, and at least termly
Seeking input from interested groups (such as students, staff, parents) to consider improvements to the school's processes under the policy	Elen Roberts Nadine Huseyin	As required, and at least annually
Formal Annual Review	Governors, SLT, DSL	Annually

7. Training

The school ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff.

The school maintains written records of all staff training.

8. Risk Assessment

Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The actions, concerns and steps taken will be recorded on MyConcern in line with the School's safeguarding and child protection policy.

The format of risk assessment may vary and may be included as part of the school's overall response to a welfare issue, including the use of individual student welfare plans. This may include: behaviour, healthcare and education plans, referrals to Children's services, liaison with healthcare professionals or police involvement.

Regardless of the form used, the School's approach to promoting student welfare will be systematic and student focused and always in line with the School's Safeguarding and child protection policy.

The Headteacher has overall responsibility for ensuring that matters which affect student welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the DSLs; Steve Campbell and Elen Roberts at Heartlands and Nadine Huseyin and Lucia Santi at The Grove, who has been properly trained in, and tasked with, carrying out the particular assessment.

9. Record Keeping

All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.

The school keeps centrally a full written record of any incident of a missing student on My Concern. The following information is included in the record:

- the student's name;
- relevant dates and times (e.g. when it was first noticed that the student was missing) and whether the incident was a single occurrence or part of a repeating pattern;
- the action taken to find the student;
- whether the police or children's social care were involved;
- outcome or resolution of the incident;
- any reasons given by the student for being missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved.

A full written record of the incident will be kept on the student's safeguarding file.

The records created in accordance with this policy may contain personal data. The school has a number of privacy notices which explain how the school will use personal data about students and parents. The privacy notices are published on the school's website. In addition, staff must ensure that they follow the school's data protection policies and procedures when handling personal data created in connection with this policy.

10. Version Control

This policy shall be reviewed every year as part of the school's annual review of safeguarding, and updated as necessary. In undertaking the review the DSL will take into account any incidents on My Concern that indicate that there may be a problem with supervision, student support or security at the school and any issues raised by individual members of staff, parents and students.

Date of adoption of this policy	October 2019
Date of last review of this policy	October 2018
Date for next review of this policy	Sept 2020
Policy owner (SMT)	Elen Roberts
Policy owner (Proprietor)	Heartlands Community Trust