



Missing Child Policy Including Children Missing in Education

This policy should be read alongside our Child Protection, Attendance and Educational Visits Policy

This policy was last revised and adopted by the Governing Board in: September 2023

After each revision the policy is circulated to all Governors, school staff and displayed in the staff room and on the school website.

The policy is to be reviewed by the Governing Board in: 2026

School Mission Statement

Jarrow Cross Church of England Primary School provides a caring, Christian environment where EVERYONE is welcome and given the opportunity to develop their full potential

Policy Statement

The safety and security of the children in our care at Jarrow Cross Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

At Jarrow Cross in line with our Attendance Policy and the DFE document 'Working together to improve school attendance' (2018) our response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing in Education in the future (Keeping Children Safe in Education 2023)

Procedures

Pupils attendance is recorded at the beginning of the morning and afternoon session. The online attendance register must be completed by the class teacher by 9.15am and by 1.30pm. (Attendance code / and \ for pupils who are present) These online registers are then returned to the school office.

- All attendance records are documented using RM Integris software, which is supported by the Local Authority.

Parents/carers should contact the school on the first day of their child's absence by 9.30am. The main points of contact in our school for reporting absence are Mrs Thirkettle, Miss Hutchison and Mr. Bruce. Alternatively, a message may be left on the school answer machine.

Where a child is absent from school and we have not received any communication from the parent, then we initiate a first day contact process. The office staff check all of the registers on a daily basis, to identify those pupils who are absent. There are occasions when school are unaware why a child is absent, therefore school will initiate contact by sending a text to the parent/s. If no contact is received a telephone call will immediately be made with the parent to check the reasons for the child's absence. Where parents/carers have not responded to the telephone call, messages will be left on answer machines. If your child is absent for two days and school has not heard a reason why parents will receive a home visit from our Attendance and Safeguarding Lead. If school cannot make contact during this visit a letter informing the family to contact school immediately will be posted through the door. If no further contact is received the Local Authority Safeguarding Team will be notified.

Out of School Hours

A register is taken at breakfast club, when the children enter school by breakfast club staff.

All staff and coaches who run After School Clubs are provided with registers which are then taken at the beginning of each session. Class Teachers have lists of all children attending clubs.

Excursions

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Visits policy.

Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children are split into small groups according to the correct staff/pupil ratios for the age of the children and the purpose of the trip or activity.

Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

- Staff will maintain safety and well-being of other children.
- A roll call will be taken.
- A member of the Senior Management Team (if available) and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 20 minutes, the Head teacher or Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately 15 minutes the parents have not been contacted, the Head teacher or Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Headteacher and SMT will review the reasons for this event happening and revise measures if necessary.

Unauthorised departure from school

If a child leaves school in an unauthorised manner, the police and the child's parents/carers will be immediately informed.

Children Missing from Education

In accordance with the South Tyneside's Children Missing from Education Policy and protocol (October 21) children missing from education are defined as:

'Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.'

School will follow the LA Policy regarding:

- Deletions from Admission Registers
- The use of School to School (S2S) and Common Transfer File CTF
- Suspended and excluded pupils

At Jarrow Cross if a pupil is expected to join our school we will undertake reasonable enquiries to establish the child's whereabouts and notifying the LA at the earliest opportunity (no more than 10 school days). The child will not be removed from school's register until the Services for Young People Children Missing in Education Officer has ascertained the pupil's whereabouts and safety has been confirmed. During this period school will submit CME Form A to the Local Authority. See Appendix A

Risks

Serious consideration will be given to extended holiday leave requests where there is suspicion that a pupil may be taken out of the country for forced marriage, trafficking and sexual exploitation and the relevant safeguarding procedures need to be followed.

When a child is absent from education and it is possible that this is due to harmful behaviour, associations or activity that puts them at risk of harm

Moving from Jarrow Cross Primary School to another school

In accordance with Local Authority Policy the office staff will ring the child's new school to check that the child has arrived on the expected date. This will be on the first day of attendance at the child's new school, except where school holidays make this task impossible, therefore after a school holiday the check up will be made. If the child has not arrived or registered with the destination school, the Local Authority Policy and Procedures will be followed.

Presented and approved by Governors - September 2023

Children Missing Education

It is expected that you will have attempted all reasonable efforts to locate missing children prior to referring to Services For Young People.

Action when location not known	Yes (date)	No (reason why)	Outcome
Checked with LA school admissions to see if new application has been made			
Checked with neighbouring LA to see if application has been made (if appropriate)			
Letter sent to child's home address			
Phone call to child's emergency contact numbers / emails etc			
Made contact with other schools where siblings attend			
Spoken to neighbours / family			
Spoken to parents / children living in the same locality			
Has any soft information been obtained (rumours / grapevine)			

Action when new location known	Yes (date)	No (reason why)	Outcome
Checked with new LA school admissions to see if application has been made			

