



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

Child Missing from Education

September 2024

Holy Family school will take action to protect;

- Children missing education
- Children missing from home or care

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils. Further information about schools' safeguarding responsibilities can be found in the Keeping children safe in education statutory guidance.

Children missing from education, home or care (Page 24 KCSIE 2024)

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Staff should be aware of their school's unauthorised absence and children missing from education procedures

All staff must know our procedures and be vigilant:

- Must take the register promptly am and pm
- Communicate with office and log on CPOMS if children are absent with no reason.
- Admin will add reason onto SIMS comments (you will see a red tab for the comment) if we have received the reason, if not admin sends a message via school comms.
- If pupils are regularly absent or if a vulnerable child is absent, the office will call and find out the reason by 9.30am. This may also result in a follow up call from the Learning Mentor.
- Log on CPOMS if attendance is below average
- The office staff to notify other school staff when children are absent via CPOMS and then will discuss this with the Learning Mentor.
- Identify children who you feel are regularly absent on CPOMS to alert DSL's and learning mentors
- If more than 2 days check again with office and home visit completed by learning mentors
- Regular attempts at making contact with any family members.
- Office notify LA if 10 school days absent, then can remove from roll after 20 consecutive days
- Parents should complete the leave of absence request form for any time off during term time (on website) which should be returned to school office. Holidays are not authorised in term time and Penalty notices/fines will be issued by LA
- Only one-off or exceptional circumstances are authorised by the Headteacher

Attendance is vitally important in safeguarding children and for their academic success.

We promote attendance by continually being positive about the importance of learning and being in school. This includes rewards and recognition for good attendance

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