



7g – Children Missing Education Policy – 2024-25

This Policy applies to the whole school including the Early Years Foundation Stage (EYFS). The school has a legal duty to report any concerns if it is thought that a child's welfare may be at risk.

Mission Statement

Our girls will change the world

- We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.
- We empower pupils with outstanding results, a love of learning and an alternative way of thinking.
- Augustinians are ethical leaders sowing joy, truth and courage.
- In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.
- We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

This policy is based on the Department for Education (DfE) document 'Children Missing Education Statutory Guidance for Local Authorities September 2024' and is to be read in conjunction with 7a Safeguarding Child Protection Policy.

The DfE guidance applies to all: maintained schools, academies, free schools, independent schools, and any DfE registered education provision. This guidance includes the following key points:

1. 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.
2. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
3. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable



education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

4. The Keeping Children Safe in Education (KSCIE) statutory guidance (updated 2024) applies to all schools and also contains information on how schools should manage children missing from education.

5. Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines.

6. It is important the school response to children missing from education supports identifying such abuse and helps prevent the risk of them going missing in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community.

7. Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we recommend that LAs, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable.

Admissions Register/First Attendance

The school will enter all pupils' details on the electronic Admissions Register by the first day that the pupil is registered to attend the school. This will include contact details for at least two emergency contacts. If a pupil fails to attend on the agreed or notified date the school will undertake reasonable enquiries to establish the child's whereabouts and will notify the Local Authority at the earliest opportunity.

Attendance Register

The school will record and monitor the attendance of all pupils through "taking a register" for each form at the start of both the morning and afternoon school sessions. The Local Authority will be notified in cases where:

- a pupil is absent from school, without authorised permission, for a period of 10 days or more
- a pupil has not returned to school after an authorised absence of ten consecutive days, except in exceptional circumstances where the school has been notified that a child is being educated elsewhere e.g. where a child is accompanying a parent on an



overseas work placement and arrangements have been made to continue short term education whilst overseas or where the pupil is unable to attend school because of sickness or unavoidable cause.

The school will monitor the overall attendance statistics for pupils and there may be circumstances where, if this falls below 90%, Safeguarding concerns apply and the DSL will be notified. The DSL and Head will decide whether a referral to the Local Authority should be made. It is the responsibility of Form Teachers to regularly monitor attendance for children in their class and to inform the DSL / DDSL / Head of Year/ Head (as appropriate) should there be any concern relating to the attendance of a pupil.

Sharing Information with the Local Authority

The school will notify the Local Authority when a pupil of compulsory school age leaves the school at a non-standard transition point. The school will provide the Local Authority 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 (two wherever possible) of the parent(s) with whom the pupil lives
- where applicable the full name and address of any parent with whom the pupil will be going to live with and the date the pupil is expected to start living there
- the name of the pupil's destination school and anticipated start date if known
- the reason/grounds why the pupil has left the school

The school will notify the Local Authority when a pupil joins the school and is added to the Admissions Register at a non-standard transition point. This will apply to all children except Nursery pupils and Reception pupils who have not yet reached compulsory school age. Notification will be provided within five days of the child starting at the school. attending the school at 5 years of age.

Further School Support

- Attendance concerns are raised at pastoral meeting and weekly DSL Committee meetings



St Augustine's PRIORY

- Conversations are held with parents and students to ascertain reasoning behind the concerns
- Barriers to attendance will be, where appropriate, removed from schooling to encourage consistent attendance
- Where mental health or anxieties around school are found, counselling may be offered
- The DSL/ Deputy Head (Pastoral)/School Nurse or Head of Year is likely to pay a home visit where an absence persists

Further Local Authority Support

The school works closely with the LA and CME service who identify, track and follow up all children who are not receiving suitable education, with the aim of ensuring they are helped to access education as quickly as possible.

<https://www.egfl.org.uk/services-children/children-missing-education-cme>

Reviewed October 2024

For review by October 2025