

# Manor Park

## Primary School

### Children Missing Education & Missing Child Policy

THIS POLICY SHOULD BE READ IN RELATION TO THE FOLLOWING DOCUMENTATION:

- SAFEGUARDING AND CHILD PROTECTION POLICY
- ATTENDANCE & EXCEPTIONAL LEAVE POLICY
- ONLINE SAFETY POLICY
- SUSPENSION & EXCLUSION POLICY

DATE OF LAST REVIEW:	SEPTEMBER 2024
SHARED WITH STAFF:	SEPTEMBER 2024
SHARED WITH GOVERNORS:	SEPTEMBER 2024
FREQUENCY OF REVIEW:	ANNUALLY
DATE OF NEXT REVIEW:	SEPTEMBER 2025
DESIGNATED SAFEGUARDING LEADS:	MRS R SWINDELL, HEADTEACHER MRS D PERKINS, LEAD LEARNING MENTOR
DEPUTY DESIGNATED SAFEGUARDING LEADS:	MRS S JACOBY, ACTING DEPUTY HEADTEACHER MRS T BROWN, ACTING DEPUTY HEADTEACHER MRS J HAINES, LEARNING MENTOR MRS K BUCKLEY, EXTENDED PROVISION MANAGER
NAMES GOVERNOR FOR SAFEGUARDING:	MRS R CARR
CO-CHAIRS OF GOVERNORS:	MRS R CARR AND MRS R RIDGEWELL CHAIROFGOVERNORS@MANORPARK.COVENTRY.SCH.UK
VICE CHAIR OF GOVERNORS:	MRS J BOYD
DESIGNATED LEAD FOR LOOKED AFTER & PREVIOUSLY LOOKED-AFTER CHILDREN:	MRS H MILLARD, ACTING ASSISTANT HEADTEACHER
EARLY HELP ASSESSMENT CO-ORDINATOR:	KERRIE HOLDBACK 02476 978100
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## **INTRODUCTION**

All children, regardless of their circumstances, are entitled to full-time education. Children missing education are at risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

## **DEFINITION OF CHILDREN MISSING FROM EDUCATION (CME)**

Any child of compulsory school age who has been registered at a formally approved education setting, and has been out of education provision for a period of time such as:

- a pupil who is not at their last known address and;
- has had ten or more consecutive days of absence from school without explanation or;
- has left school suddenly and their whereabouts is unknown

## **PARENTS' RESPONSIBILITIES**

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing that they are going to be home educating their child, Manor Park Primary will complete a referral to Coventry Elective Home Education Team. If there are welfare concerns, we will consult Children's Services.

## **SCHOOL'S RESPONSIBILITIES**

Manor Park Primary have a safeguarding duty to investigate any unexplained absences. We will monitor pupils' attendance through daily attendance registers. Manor Park Primary will monitor attendance closely and address poor or irregular attendance. Registers are taken at 08.55am and close at 09.30am. We will contact parents of any pupils who are absent from school without a reason being provided.

Where a pupil has not returned to school for ten consecutive school days after a leave of absence or is absent from school for reasons recorded as unauthorised absence for twenty consecutive school days, the pupil's name can be removed from the admission register when Manor Park Primary and the local authority who, after making reasonable enquiries, have failed to find out the location and circumstances of the pupil or have succeeded but agree there are no reasonable grounds to believe that they will attend Manor Park Primary again.

For pupil's absent from Manor Park Primary, and whose whereabouts are known (and local), but continues to have unauthorised absences, school will work or liaise with the parents and local authority. For pupil's whose whereabouts are known (and at a distance) but continues to have unauthorised absences, Manor Park Primary will complete a Children Missing in Education referral with the local authority.

Manor Park Primary will arrange full-time education for excluded pupils from the sixth school day of a fixed term suspension. For pupils who are permanently excluded, the local authority will arrange provision from the sixth day onwards.

## **MAKING REASONABLE ENQUIRIES**

For pupils whose whereabouts are unknown, Manor Park Primary will carry out a reasonable enquiry jointly with the local authority to locate the missing pupil. We may:

- Conduct a visit to the last known address
- Telephone emergency contacts
- Check with relatives, neighbours, landlords (private or social housing providers)
- Check with the pupil's friends or relatives at Manor Park Primary or other schools
- Make enquiries with professionals
- Speak to neighbours at the last known address
- Leave a note at last known address asking for parents to contact Manor Park
- Contact the Police for a safe and well check
- Contact children's services, particularly for vulnerable pupils

If after ten days, Manor Park and the local authority are unable to establish the whereabouts of the missing pupil and despite following the above reasonable enquiries, a Child Missing Education referral will be completed and sent to the local authority.

When a pupil leaves Manor Park, the school will contact the receiving school to ensure the pupil is registered at the new school and has started to attend. The Learning Mentor team will then forward the appropriate records to the receiving school.

### **MOVING ON**

When a pupil leaves Manor Park Primary, we will make contact with the receiving school to ensure the pupil is registered at the school and has started to attend. Any appropriate records will be forwarded to the receiving school. The pupil will remain on Manor Park Primary's register until it can be confirmed with the receiving school that the pupil has started to attend the new school.

### **LATE COLLECTION OF PUPILS**

- If a child is not collected for any reason, the class teacher will take the child to the school office who will then contact the parents/carers. If this is unsuccessful, other authorised collectors will be contacted. If the school office are unable to get in contact with parents or other authorised collectors, the school's designated safeguarding leads, headteacher or member of SLT will be informed that a child has not been collected. The incident will be recorded onto our child protection online management system (CPOMS).
- In the event of non-collection of a child, the designated safeguarding leads, headteacher or member of SLT will inform social care.
- Social care will aim to locate the parent/carer or relative and if unable to do so the child will be placed into the care of the local authority.

### **PERSISTENT LATE COLLECTION OF PUPILS**

- If a family is persistently late in collecting a child, then the headteacher will consider taking further action, which may include a referral to the early help team or social care.
- The incident will be recorded onto our child protection online management system (CPOMS).

### **MISSING PUPIL**

#### **Procedure if a pupil goes missing from school:**

- Enlist the help of a staff member to inform the headteacher if possible
- Ensure the safe supervision of the rest of the children
- Check no other children are missing
- Conduct an initial search of the immediate area

- Carry out an expanded area search of the building and grounds, checking for breaches of security whereby a child could wander out
- The person in charge talks to staff to establish what happened
- If after a thorough search the child is not found and there is a chance the child has left the school site, contact the police
- Expand the search beyond the school site
- Inform parents/carers of the situation

**Procedures if a pupil goes missing from a school trip or residential:**

- Carry out a headcount to ensure that no other child has gone missing
- Ensure the safe supervision of the rest of the children
- Conduct an initial search of the immediate area
- Contact police
- Inform the headteacher who will make their way to the venue
- Headteacher will be the point of contact for the police, staff and parents
- Inform parents/carers
- Parents/carers make way to venue
- Remaining children taken back to school
- Headteacher or person in charge carries out a full investigation taking written statements from the staff present
- Staff co-operate fully in any police investigation
- The incident is recorded with the local authority health and safety department