

# Blagreaves Federation

## Children Missing in Education Policy

For



**Ridgeway Infant School  
&  
Gayton Junior School**



<b>Managers:</b>	<b>Mrs T Dale (RIS) Mrs J Hill (GJS)</b>
<b>Date Adopted:</b>	
<b>Date for review:</b>	<b>Spring 2024</b>

Every effort is made to ensure the safety of the pupils whilst they are in the schools' care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The registers are completed on line/or paper copies returned to the school office so any absences can be followed up by calling parents or carers.

When there is an off-site visit, it is the responsibility of the group leaders to ensure that a regular register is taken or head count made. This will depend on the nature of the visit, the mode of transport used and the location.

The children are supervised at all times, whether in the classrooms before registration, during break time, meal times, PE lessons or after school facilities.

Gayton children may walk home alone with their parents' permission, otherwise they wait at the school entrance doors until they are collected. Ridgeway children should be collected from their classrooms. If no approved adult is there at normal pick up time, the child will be taken to wait in Reception. If the relevant adult has not arrived to collect their child within 20 minutes of the end of the school day, the child will be left in the care of the person on duty whilst enquiries are made and/or they are collected (see Children Left at School Protocol).

When a child is collected from school during the school day, whether due to illness or a pre-arranged appointment, they must always be collected from the school office so that a note may be made in the register to record the fact that they are no longer on premises. Children are not allowed to leave the school premises alone during the school day for any reason. They must be collected by an approved adult. There is a list of parents, carers and relatives who we have been informed are not allowed to collect children from school in the school office and class teachers are kept up to date with this information.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the school are recorded arriving and leaving. Parents who come to school during the school day or after the day has ended are requested to report to the school office.

### **Missing Child Procedure**

Procedure 1 – If a child is noted to be missing from the school premises;

- One member of staff should call the register to check and establish which child is missing.
- Check with the school office immediately as to whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment, etc and inform the staff member on duty in the school office of the situation.
- All available staff will check school grounds and rooms to ensure that the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- A staff member on duty in the school office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done). This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

Procedure 2 – If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others, then reasonable force to return the child to the school premises should be used.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child the staff member on duty in the school office may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

Procedure 3 - If a child is on roll but does not attend:

- School have a concern a child has gone missing.
- School ring all contact numbers, including emergency contacts.
- School teacher discuss with pupil's friends (may have gone away).
- School may decide to visit the child at home. Two members of staff will conduct this visit.
- If the child has been absent for 12 school days and there has been no contact, then refer to EWO.

Procedure 4 – If a child has left the school but has not enrolled at another school

### **Children Missing from Education (CME)**

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise". This is in line with [CME Guidelines 2016](#). See Appendix One.

Children Missing from Education are:

- not on a school roll
- not being educated in a school or anywhere else
- identified as being out of education for over 20 school days.

Children Missing from Education are not:

- children who are on roll of a school but are not in regular attendance. If a child is not attending their registered school or education provider, the school's attendance policy should be followed
- children who are being Electively Home Educated (EHE)
- children whose parent/carer has applied for a school place, and the application is being dealt with by the admissions procedure.

Email: [cme@derby.gov.uk](mailto:cme@derby.gov.uk)

Telephone: 01332 641448

Appendix One

### **EHE Check List from Derby LA**

**Pupils can only be removed from school roll if they do not have an EHCP. Where a pupil has an EHCP they cannot be removed without confirmation from the LA.**

1. A request must be made in writing from the parents/carer to the current school. Then the current school need to email a copy of the letter to James Cottrell at [cme@derby.gov.uk](mailto:cme@derby.gov.uk)
2. Complete the EHE form on the school Information Portal  
<https://schoolportal.derby.gov.uk/apps/eforms/?formid=12>
3. Complete the admissions Elective Home Education form and send to [Ben.lysaczenko@derby.gov.uk](mailto:Ben.lysaczenko@derby.gov.uk)
4. All schools must place a copy of the letter from the parent and a copy of the Elective Home Education form in the pupils school file.
5. All schools must write to parent/carer with confirmation of receipt of letter and removal from roll date 'letter D'

# **Elective Home Education**

## **Student Details**

Forename		Surname	
Previous surname		Date of birth	
Address		Unique Pupil Number (UPN)	

## **Parent Details**

Title		Surname	
Forename		Relationship to pupil	
E-mail address			
Contact number			
Address			

## **Other Agencies Involved (please tick ✓)**

<b>Agency</b>	<b>✓</b>	<b>Contact name</b>	<b>Contact number</b>
Education psychology service			
Health			
Education Welfare Officer			
SEN			
Social Services/Early Help			
YOT (Youth offending team)			
James Cottrell (EHE)			01332 640350

## **Reasons for decision to home educate (please tick ✓)**

Anxiety/health		Philosophical or idealistic views	
Bullying		Preferred method of education	
Child's unwillingness to attend school		Religious or cultural beliefs	
Distance or access to a local school		Short term intervention for a particular reason	
Dissatisfaction with the system		Special Educational Needs	
Parents' desire for closer contact with their child		Other (state)	

### **Is there any additional information not covered above?**

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**List details of any support provided by the school (including dates and details of communications)**

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**Does this child have any Special Educational Needs? (please tick ✓)**

NO		EHCP/ Statement	
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**Attendance Sept 2020**

Present %		Authorised %		Unauthorised %		Missing %	
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**Number of exclusions**

Number of days		Number of occasions	
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Is this child on your at risk register?	
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Please add any further details of conversations with parents, letters or emails received etc. as an appendix to this form. List the information added below:

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Please note that pupils can only be removed from the school roll when the school has received written confirmation from the parent of their intention to home educate and authorisation from EWO has been received. Pupils who have a Statement or an EHCP should not be off-rolled until discussion with the SENCo has taken place.

## **Letter D**

*This refers to a child who is being removed from roll to be Elective Home Educated. The school must send this letter after receiving written notification from parent/carer:*

Dear Parent

Thank you for informing us you will be Home Educating (**child's name**). I can confirm in accordance with Regulation 8(1) of The Education Act, your child will be removed from our school roll on (***date they requested on their letter***)

Following this, our School will refer your child to the Elective Home Education Co-Ordinator, who will contact you regarding a home visit in order to ensure the correct Education provision is being provided.

If you should wish to reapply for a school place, you must contact the Admissions Department on 01332 642728.

Yours Sincerely