



## **CHILDREN MISSING/ABSENT FROM EDUCATION (CME)**

This policy refers to both the Senior School and Bootham Junior School (including the Early Years Foundation Stage). This policy should be read in conjunction with the Missing Student and Attendance Policy (Senior School) and Missing Child Policy (Junior School).

### **Introduction**

A child going missing/absent from education is a potential indicator of abuse or neglect. Children missing or absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation. School staff should follow the procedures for dealing with children that go missing or are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including child sexual exploitation and child criminal exploitation including County Lines and to help prevent the risks of their going missing in future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

All schools must enter students 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 student 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.

All schools must monitor attendance through the daily register and inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

### **School Procedure**

1. The school will inform the local authority of any student who fails to attend school regularly, or has been absent without the School's permission for a continuous period of ten school days or more, or at such intervals as are agreed between the School and the local authority.

2. The school will notify the local authority when it is about to remove a student's name from the school admission register at a non-standard transition point under any of the fifteen grounds listed in the Education (Pupil Registration) (England) Regulations 2006. When removing a student's name, the notification to the local authority will include:
  - (a) the full name of the student
  - (b) the full name and address of any parent with whom the student normally resides
  - (c) at least one telephone number of the parent
  - (d) the student's future address and destination school, if applicable, and
  - (e) the ground in regulation 8 under which the student's name is to be removed from the admission register.
3. The School will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority including checking with relatives, neighbours and other local stakeholders who are involved, before deleting the student's name from the register if the deletion is under regulation 8 (1), sub-paragraphs (f) (iii) and (h) (iii). A record that these procedures have been completed is kept. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).
4. The School will notify the local authority within five days of adding a student's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new student.
5. The School will ensure that, if a child goes missing or leaves to be educated at home, the child protection file is stored securely in school in line with school's data storage arrangements.

<b>Date of last review:</b>	September 2023
<b>Person responsible:</b>	Designated Safeguarding Lead
<b>Review group:</b>	Compliance Committee
<b>Approval group:</b>	Governors' Meeting
<b>Date of next review:</b>	September 2024

This policy will be reviewed on an annual basis in line with the guidance published in the DfEs Keeping Children Safe in Education document in force at the time of review.