



# THE EVELINE DAY SCHOOL

Reviewed August 2023

Date for Review August 2026

At Eveline Day School we recognise the importance of identifying children who are missing in education.

### **Definition of Children Missing Education**

In Children Missing Education - Statutory Guidance for Local Authorities (2016), children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who have missed 10 school days or more without permission may be at risk of becoming 'children missing education' or "absent from education", There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and, being out of school, they are at risk of exploitation, going missing and significant harm.

### **Risks**

These 'missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing. Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum -seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;
- Children experiencing abuse and neglect.
- Children supervised by the Youth Justice System

Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation.

Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. When a child has moved, local authorities should check with other local authorities, either regionally or nationally, and share information to ascertain where the child is living. Once the location of the child is established, the relevant local authority must ensure that the child is receiving an education either by attending a school or otherwise.

## Recognition Schools

As a result of daily registration, schools are particularly well placed to notice when a child has gone missing. If a member of school becomes aware that a child may have run away or gone missing, they should try to establish with the parents/carers, what has happened. If this is not possible, or the child is missing, the designated safeguarding teacher/advisor should, together with the class teacher, assess the child's vulnerability.

Enquiries into the circumstances surrounding a child who is missing from school can be effectively supported by schools adopting an admissions procedure which requires a parent/carer to provide documentary evidence of their own and the child's identity, their status in the UK, and the address at which they are residing. Schools should ensure that a family's contact details are regularly updated. These checks, however, should not become delaying factors in the admissions process.

In the circumstances of a child going missing who is not known to any other agencies, the Headteacher should inform the Children Missing Education (CME) Officer of any child who has not attended for 10 consecutive school days without provision of reasonable explanation. Prior to doing so, the school should have made enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

## Other Agencies

Where any agency in contact with children and families believes that a child is not on the roll of a school or receiving education otherwise, this information should be passed to the CME Officer with any details they have of the child in question.

## Response

From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

- A staff member will contact the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
- The outcome of the contact should be assessed and, if there are any concerns, a consultation with the Designated Safeguarding Lead should take place to consider the child's vulnerability.

In the following circumstances a referral to children's social care and /or the police should always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection plan;
- The child is subject of section 47 enquiries;
- The child is looked after
- There is a known person posing a risk to children in the household or in contact with the household;

The answers to further questions could assist a judgement whether or not to inform children's social care and the police :

- In which age range is the child?

- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there a significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? e.g.:
- Does the child need essential medication or health care?
- Was the child noted to be depressed prior to their unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk? e.g.:
- Rites of passage, female genital mutilation or forced marriage planned for the child?
- Has the child a disability and/or special educational needs?
- Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g.
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?
- Is there concern about the parent/carer's ability to protect the child from harm?
- Is there any concern about extremist views?

### **Children missing from education but not missing from home**

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. A judgement as to timeliness is required in respect of the referral to the local authority. This timeliness should be on a case by case basis.

In exceptional circumstances, a leave of absence can be authorised by the head teacher, at which point a return date is set. In these cases, the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the authorised leave started.

### **Notifications and Actions for Children Missing from Education where there are Safeguarding Concerns**

If the answers to any of the points set out in the previous section indicate that there are concerns about the child's safety then a referral should be made to Children's Social Care and the Police on day one.

Children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with the local Police in order to identify, and act upon, any suspicion of child abuse or child related crime.

The school should work in collaboration with children's social care and the police and the Designated Safeguarding Lead should participate in any strategy discussions, section 47 enquiries and child protection conferences which may arise.

### **Reasonable enquiry:**

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school should delay making a referral to allow them to make further reasonable enquiries. Reasonable enquiries include staff checking with all members of staff with whom the child may have had contact, with the pupil's friends and

their parents, siblings and known relatives at school, and others. The speed at which these reasonable enquiries are made will depend upon any known or concerning factors that may arise through the enquiry process. School staff should also make telephone calls to any numbers held on record or identified and send a letter to the last known address. Home visits can be made by school based staff in consultation with local authority staff.

### **Further Actions**

If the above response is unsuccessful, the school should contact the relevant CME Officer, referring the child as missing in education and providing the details of the completed enquiries made by the school.

The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community - a risk assessment of this activity will be needed along with a decision about whether this is appropriate.

The child's circumstances and vulnerability should be reviewed and reassessed regularly and jointly by the CME Officer in consultation with children's social care and the police, as appropriate.

Children missing education are vulnerable and, when reviewed, plans should be put in place to proactively find children. As time progresses, missing education will become a more significant factor as well as needing to be considered alongside any other known factors that were already present.

### **Child missing from school for more than four weeks**

A child may not be removed from the school roll before the end of four weeks, unless located in an alternative educational provision. After 4 weeks the child's Common Transfer File should be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools. The CME Officer will inform the school when they can remove from roll.

### **Transfer of information when a pupil changes school**

The Education (Pupil Information) (England) Regulations 2000 (SI 2000/297) (as amended by SI 2001 /1212 and SI 2002/1680) governs the transfer of information between schools.

- Regulation 10(3) states that 'The headteacher of the pupil's old school shall send the information within fifteen school days of the pupil's ceasing to be registered at the school'.

However

- Regulation 10 ( 4) states that 'This regulation does not apply where it is not reasonably practicable for the headteacher of the old school to ascertain the pupil's new school or where the pupil was registered at his old school for less than four weeks'.

If the CME Officer or any other agency becomes aware the child has moved to another school the service should ensure all relevant agencies are informed so that arrangements can be made to forward records from the previous school.

Changes to the Children Missing Education statutory regulations in September 2016 require that all schools must now report all starters and leavers to the local authority. This includes starters,

no shows, and leavers that are outside of normal transition rounds, following the local authority's processes.

## Children who are Foreign Nationals and go Missing

### Definitions

PLEASE NOTE: This section applies to children who are 'subject to restriction'. i.e. who have:

- Proceeded through immigration control without obtaining leave to enter; or
- Left the border control area Border Force accommodation without permission;

or

- Been granted temporary admission; or
- Been granted temporary release or bail; or
- Released on a restriction order; or

Served with a 'notice of liability to deport' or is the dependant of a foreign national offender whose status in the UK is under consideration by criminal casework - these dependants could be British Citizens or have extant leave.

Action and Responsibilities when the whereabouts of a Child 'subject to restrictions' is not known

A missing person's referral must be made by Home Office staff to the police, the UK Missing Person Bureau and the local authority children's social care in certain circumstances including

- When a child 'subject to restriction' is identified as having run away from their parents;
- Where they are looked after and have gone missing from their placement;
- Where they are being hidden by their parents and where there is concern for the child's safety because they are being hidden by, or have gone missing with, their family.

A copy of the missing persons notification form must be faxed or emailed to the local authority duty desk and the UK MPB.

If it is believed by Home Office staff that a child is being coerced to abscond or go missing, this must be reported as a concern that the child has suffered or is likely to suffer significant harm to the local police and children's social care services.

Notifications will also be made where a missing child is found by Home Office staff. See Home Office Guidance: Missing Children and Vulnerable Adults Guidance.

Local Authorities and Health agencies are responsible for:

- Reporting any missing child who is in their care to the police;
- Notifying the Home Office when a child is reported missing to the police or is found.

The police are responsible for:

- Investigating all children reported missing by the Home Office – following receipt of a missing person's notification;
- Conducting joint investigations with the Home Office where necessary;
- Circulating a missing child on the Police National Computer (PNC).

The local authority will also notify the Home Office Evidence and Enquiry Unit when a child in their care goes missing or when a missing child returns or is found. The Home Office must

maintain regular weekly contact with the local authority and the police until the child is found and record all contact with the police and local authority.

**Action when the Child 'subject to restriction' is found :**

- **by Home Office Staff**

The local police and local authority must be informed immediately. In consultation with the local police and local authority children's social care, a decision will be made as to where the child is to be taken, if they are not to be left at the address where they are encountered. The Home Office must follow up enquires with the local police and children/adult services in order to identify if there are any safeguarding issues.

- **by the police or local authority**

The Home Office Command and Control Unit [1] will be the single point of contact for the local police and the Evidence and Enquiry Unit [2] will be the single point of contact for local authorities to notify the Home Office that a child has been found.

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