**Child Missing from Education Policy**

**Background**

This policy is informed by the DfES guidance : Keeping Childen Safe in Education (July 2015)

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school’s or college’s procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

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.

**Policy & Procedure**

The Tutorial Foundation maintains an admission register and an attendance register. and ensures that all pupils are recorded on both registers.

The Tutorial foundation will inform the local authority of any pupil 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.

The Tutorial Foundation will inform the Local authority of any pupil who is going to be deleted from the admission register where they:

* have been taken out of school by their parents and are being educated outside the school system e.g. home education; have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
* have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
* are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or, have been permanently excluded.

The Tutorial Foundation will inform the local authority when they delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil’s name from the register.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 21.01.16 |
| Reviewed by | Tim Low | 30.01.2018 |
| Next Review By | Julia Low | 31.01.2019 |