**Child Missing from Education Policy**

**Background**

This policy is informed by the DfES guidance: Keeping Children Safe in Education (September 2023)

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.

**Monitoring Attendance**

The Tutorial Foundation will monitor pupils’ attendance through their daily register.

We:

• Monitor attendance closely and address poor or irregular attendance through daily phone calls home, weekly attendance analysis.

• Liaise with home regarding attendance issues.

• Investigate any unexplained absences as part of their wider safeguarding duties

• When a child fails to attend regularly, or have missed ten school days or more without permission, the school is to inform the LA.

• Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

• The Tutorial Foundation has a safeguarding duty to investigate any unexplained absences and report to MASH if there is any safeguarding concerns. A Child Missing in Education form may also be completed

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 a medical doctor 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.

The Tutorial Foundation has a safeguarding duty to investigate any unexplained absences and report to MASH if there is any safeguarding concerns. A Child Missing in Education form may also be completed.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 21.01.16 |
| Reviewed by | Katy Harris | 24.02.2024 |
| Next Review By | Julia Low | 24.02.2025 |