

Queen Elizabeth's Grammar, Alford

A Selective Academy



QEGs, Alford: response to Children Missing in Education

(Informed by Statutory Guidance 2016)

Day 1 absence:

- Phone call made from school office, if no response, send an email home to parent. Record reason for absence but if no contact before lunch try again. Check with HoS to make an assessment of any risk and if contact is urgent.
- The parent/carer answered the call, the child is not with them or safe and the parent is concerned. Office to check the pupil in school but not registered or signed in (via lesson registers). If not, then school to advise parents to:
- Contact the local police station to inform them that the child is missing
- Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child
- Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment
- Report back to school if the child is found or remains missing

Day 2 follow up phone call:

- A further call to all phone numbers held at school, both home and mobile.

Day 3 further email:

- Email parents in plain English asking them to contact the school immediately. Give 3 working days for a response.

Day 5/6 make a home visit

- HoS to liaise with DSL (BA) to visit home address

Once the checks have been complete or within 10 days (whichever is earlier) and the child has not been seen and the parents/carers have not made contact either the a missing in education report should be made to the Local Authority by the HoS after discussing with the DSL.

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. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.



Queen Elizabeth's Grammar, Alford

A Selective Academy



Reasonable enquires:

When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the Heads of School will complete and record one or more of the following actions after failing to make contact with the parent:

- Checking with relatives, neighbours, landlords – private or social housing providers
- Check local databases within the local authority;
- Check Key to Success or school2school (s2s) systems;
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- Check with UK Visas and Immigration (UKVI) and/or the Border Force;
- Check with agencies known to be involved with family;
- Check with local authority and school from which child moved originally, if known;
- Check with any local authority and school to which a child may have moved;
- Check with the local authority where the child lives, if different from where the school is;
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and
- Home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised

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). This decision should be made by the DSL or SLT in discussion with HoS.

