



## Children Missing in Education Policy

Policy written by: Amanda Gibbard, September 2019

Next review date: September 2020

'School' refers to Oaks International School; 'parents' refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

### **Guiding Principles**

The safety and welfare of all of our students at Oaks International School is our highest priority. Oaks International School will follow the procedures laid down by Cambridgeshire Local Authority (LA), together with the guidance contained in Keeping Children Safe in Education 2019 (KCSIE 2019) and Children Missing Education DfE (September 2016).

### **Introduction**

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed. Every member of our staff who works with children has read Part 1 (including Annex A) of Keeping Children Safe in Education 2019.

### **Providing Information to the Local Authority for standard transitions**

Oaks International School recognises its duty to provide information to the relevant LA for standard transitions as requested. Oaks International School acknowledges that there is an overlap with KCSIE 2019 which recognises children missing education as a safeguarding issue, particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, to which the school would provide on request. For Cambridgeshire LA all arrivals and leavers will be reported, at all entry points. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving.

### **Students arriving or leaving at a non-standard point or entry to school (Compulsory School Age) - (Non-standard points are those mid-year)**

In the interests of safeguarding children and in order to assist the relevant Local Authority with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), Oaks International School notifies the relevant Local Authority if a student joins or leaves one of our schools, that it is added to or deleted from the school admission register.

A child reaches compulsory schools age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June

in the school year that they reach sixteen. It is relevant to report those children who leave after an N2 year if we do not believe that they are joining another setting for Reception at compulsory school age.

### **Leavers**

When a student leaves Oaks International School the following information about that student is logged in Engage:

- future address & setting
- reason for leaving/deletion from the admission register
- date of leaving

### **Arrivals**

When a child starts at Oaks International School, at a non-standard entry point, the school will notify Cambridge LA within 5 days of the entry on the admission register - [cme@cambridge.gov.uk](mailto:cme@cambridge.gov.uk). A notification of a list of names will be sent at the start of each academic year when there is often a greater intake. Thereafter notifications will be made as the need arises throughout the year. The school will provide all details contained in the admissions register for the new student which should be up to date on the first day that the child starts at Oaks International School.

### **Students failing to attend on the first day of school**

All new students are placed on the School's admission register at the beginning of the first day of attendance at the school. If a child fails to attend on the agreed date and no other reason has been given, staff must inform the Headteacher without delay. The Headteacher will notify the local authority, having investigated the absence after 10 days. For international students the school will make every reasonable effort to establish the whereabouts of the child.

Cambridgeshire CME contacts are:

[Donna.Symonds@cambridgeshire.gov.uk](mailto:Donna.Symonds@cambridgeshire.gov.uk)

[Lauren.Granger@cambridgeshire.gov.uk](mailto:Lauren.Granger@cambridgeshire.gov.uk)

[Karen.Beaton@cambridgeshire.gov.uk](mailto:Karen.Beaton@cambridgeshire.gov.uk)

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

### **Significant Absence from School** - duty to report

Oaks International School will inform the relevant LA 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. It is the role of the Headteacher to monitor prolonged absences with the support of office staff.

Where a student has been continuously absent with authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry (according to Children Act 2004), to ascertain where the student is, the school may delete the student's name from the admission register. The school will inform the LA of such deletion no later than the time at which the student's name is deleted from the register. If during the enquiry there is reason to believe that a child may be at risk of significant harm a referral would be made to social services having consulted the relevant LA threshold document. (See Oaks International School's Safeguarding and Child Protection Policy.)

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), to help identify children who are missing education and/or otherwise at risk of harm. As part of Foundation's duty to safeguard children any unexplained absences should be investigated.

### **Changes to the Admissions Register**

In order to maintain the admissions register up to date and accurate Oaks International School requests that parents should check the current details held for them once a year and remind parents to notify the relevant school office of any changes to their details. If student's parents change address then the school will record, as required:

- The full name of the parent with whom the student will live
- The new address
- The date from when it is expected the student will live at this address.