DE LA SALLE COLLEGE

CHILDREN MISSING FROM EDUCATION STATEMENT

"TRAIN UP A CHILD IN THE WAY HE SHOULD GO; EVEN WHEN HE IS OLD HE WILL NOT DEPART FROM IT."

PROVERBS 22:5

Compiled by: The Head of College	Last Reviewed: June 2023
Policy Holder: Mr D. Sharrock	Revision date: June 2024
Oversight Governor: Lisa Payn	Verification date: Autumn 2023

Purpose

The policy has been designed to help the College meet its statutory duties in relation to the provision and the safeguarding and the welfare of children. It does not replace any of the current child protection procedures or existing safeguarding procedures and therefore this policy should be read in conjunction with existing safeguarding and child protection policies and procedures.

This policy is supported by and integrated with the College Attendance Policy.

The Meaning of 'Children Missing Education'

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
 'Children Missing Education' (CME) are
• Those children who become missing from education and their whereabouts are unknown,
• those not registered at a school and
• are not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision),
• children on part-time timetables or those who cease to attend the school where they are a registered pupil.

There are certain vulnerable groups who are more likely than others to become children missing education. They are as follows:
• young people who have committed offences
• children living in domestic abuse refuges
• children of homeless families perhaps living in temporary accommodation
• young runaways
• children with long-term medical or emotional problems
• looked after children
• children with a Gypsy/Roma/Traveller background
• young carers
• children from transient families
• teenage mothers
• children who are permanently excluded from school
• migrant children whether in families seeking asylum or economic migrants
• children moving out of independent schools/academies/free schools
• children whose parent(s) are in the Armed Forces

PROCEDURES

Attendance is overseen by the Attendance secretary.

Daily attendance reports are sent to the Primary Headteacher, Primary Secretary, Assistant Headteacher (Safeguarding).

Where absence has no reason, Attendance Secretary will contact the parents as soon as possible after non-attendance is noted to gain reason for non-attendance. If parents are not aware of non-attendance, or there are safeguarding concerns, this will be raised immediately with the EWO, Police or Jersey Children and Families Hub as appropriate (**as per flowchart on Page 6)**

Where ongoing attendance is poor, actions will be taken as per the outline below:-

If no reason is given, or there is a pattern of poor attendance, this is raised with Primary Headteacher / Assistant Headteacher (Safeguarding).

Termly Attendance Panel meetings are held which are chaired by the Assistant Headteacher (Safeguarding) and are attended by: Primary Headteacher, Assistant Headteacher (Behaviour), SENCO. At this meeting all records relating to concerning attendance patterns are raised, context is discussed (including siblings) and actions agreed, for example: Senior staff to contact home; meeting with family (and child, if appropriate); creation of a College Attendance Plan; involvement / support by School Nursing or other support teams; raising to Government of Jersey Education Welfare Officers; contact made with Children and Families Hub.

Where children become absent during the day (or on a school visit)

The following contacts need to be made (order of contact is to be determined by staff, according to the situation): College Safeguarding Officer is informed; Police / Emergency Services are informed; parents are informed; Children and Families Hub is informed (if appropriate).

On an Educational Visit, procedures should be followed as per and Educational Visit emergency.

If during the school day, instructions from Police / Emergency Services / Children's Services should be followed.

Where children leave De La Salle for another school

Parents MUST inform the College of destination school (College must chase if no information provided by parents).

Information regarding destination school (on or off island) to be provided to the Jersey Education Department by the College. Any concerns to be raised at this point with EWO or relevant Government of Jersey staff – for example, if the intended school or educational environment does not seem appropriate (**as per flowchart on Page 6 below)**.

Where children are due to start De La Salle from another school

Prior to starting, College "due diligence" procedures for all new starters should be followed, including check on any Child Protection records, where possible, and contact with feeder school if appropriate.

Parents must agree a "starting date" with the College. This should be put into CMIS so that registers show the child on the appropriate date.

If the child is not in attendance on the starting date, action should be taken as per any other student absence.

Records should be kept of actions taken regarding Children Missing Education (including planned actions, following Attendance Panel, and emergency actions in unplanned situations). A suggested proforma is below.

Checklist of actions taken to support activity around CME

	Action	Date & Who by?	Comments
S C H O O L A C T I O N	Telephone calls to be made to all known contact numbers (including extended family) and correspondence to be sent to the family		
	Check with all staff that know the child/ren as well as siblings and peers		
	Colleagues from other schools (of siblings) to be contacted and checks made to ascertain whereabouts.		
	Record any current or previous concerns about the child's wellbeing.		
	Any other relevant information		

Checklist completed by: Date: ……………………

Children Missing in Education

Child or Young Person does not attend school without notification

School to adopt first day response call to parent(s), carer(s) and all available contact numbers

Child or young person is located or appropriate reason is provided for none attendance

No further action required

No response from parent(s), carer(s) or available contact numbers

If the child or young person is deemed to be at risk, allocated EWO to carry out a home visit

If the child or young person is not deemed to be at risk, school to continue with attempts make contact for a reasonable time (eg 2 days) School to make general enquiries from peer groups

Child or young person is located Attendance Policy process to be followed

Child or young person is believed to have left the island without notification
School to initiate CME recording template (this can be obtained from EWO Team Manager

School to make all attempts to contact immediate family and family members (if known).
A record of all investigations to be held to support other agencies if further intervention is required.

If all attempts have been made and the child or young person is not located, the case must be referred to the Education Welfare Team Manager

If all attempts have been made and the child or young person is not located, through investigation of the Education Welfare Team Manager, the case will be referred to the Designated Safeguarding Officer for Education (DSO)

DSO to liaise with other agencies, such as MASH and PPU with all attempts to trace the child and young person are to be made

The child or young person must remain on the departing school's register until all avenues have been exhausted.

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