



Response to Children Missing Education (CME)

Updated July 2024

SAFEGUARDING RESPONSE TO CHILDREN MISSING EDUCATION

KCSIE 2024 states that children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to children missing from education supports identifying such abuse and helps prevent the risk of them going missing in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community. Further information and support, includes:

- schools' duties regarding children missing education, including information schools **must** provide to the local authority when removing a child from the school roll at standard and non-standard transition points, can be found in the department's statutory guidance: Children Missing Education.
- further information for colleges providing education for a child of compulsory school age can be found in: Full-time-Enrolment of 14 to 16 year olds in Further Education and Sixth Form Colleges.
- general information and advice for schools and colleges can be found in the Government's Missing Children and Adults Strategy.

The Department for Education's guidance on Children Missing Education 2016 requires school to:

- monitor attendance through their daily register and address poor or irregular attendance;
- inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority, or in default of such agreement, at intervals determined by the Secretary of State;
- undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance;
- notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in Annex A of Children Missing Education September 2016;
- notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point.



ST JOHN'S SCHOOL

SIDMOUTH, UNITED KINGDOM

At St John's School it is the responsibility of all teachers to keep an accurate record of attendance.

Form tutors should advise the Designated Safeguarding Lead (DSL) of any extended, unreasonable or suspicious absence.

The DSL will work to inform the local authority and any pupil who fails to attend school regularly or who has been absent without the school's permission for a continuous period of 10 school days or more.

The DSL will also work with Tutors and Class Teachers to undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance.

The School will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point and when it is removed from the admission register at a non-standard transition point.

Registration

All pupils are registered electronically on Ed-Admin. Registration is an important statutory requirement and staff understand that parents are able to view attendance via the Parent Portal. Pupils register formally both morning and afternoon, 8.30am and 1.15pm in the Senior School and 1.30pm in the Junior School will be used for statutory attendance purposes.

Morning registration

Morning registration takes place during morning tutorials between 0810 and 0830. The office will run an attendance report at 0845. When Tutors are advised of the reason for absence, it is entered in Ed-Admin as soon as possible using the appropriate code.

Afternoon registration

Afternoon registration is at 1.15pm (Senior school) and 1.30pm (Junior School) and should be completed by 1.20pm (Senior School) and 1.35pm (Junior School). If a pupil is marked absent at afternoon registration and is not coded as authorised absence teachers should notify the Head or DSL immediately by email and the Head or DSL will investigate the absence.

Lateness

Pupils arriving at morning registration after 8.30am should be registered as late. Pupils that arrive after 8.30am will be required to sign in at reception. The pupil's Tutor or Class Teacher will be contacted by reception and this information will be updated in Ed-Admin and the arrival time will be logged. Pupils arriving for afternoon registration after 1.25pm should be recorded as late. The pupil's Tutor or Class Teacher will be contacted by reception and this information will be updated in Ed-Admin and the arrival time will be logged. Pupils should make every effort to get to all registrations in a timely manner. Lateness is monitored and dealt with by the tutor. Persistent lateness will be dealt with by a member of the SMT.



The Eyeball Rule

Please remember the registration Eyeball Rule - If a pupil is not present for registration and you have not eyeballed them, **mark them absent**. It should not be assumed that they are elsewhere and another pupil's word should not be accepted.

If a member of staff has pupils on the school site for a different activity with another teacher which stops them attending registration e.g. assessments, sport, medical visit **then it is that member of staff's responsibility to ensure those pupils are registered**. They can enter the information into the system themselves if they have access to the appropriate register or they can inform reception for the planned absence or unforeseen absence and reception will update the system on their behalf.

Absence Communications

Attendance of pupils is the responsibility of the form tutor who must keep an accurate record. When a pupil's absence continues beyond 1 day with no explanation advised, the tutor should advise the Head of Pastoral Care/Designated Safeguarding Lead of any extended, unreasonable or suspicious absence.

(a) Routine absences: should be dealt with by the tutor and cover orthodontic treatment, hospital appointments, university interviews or open days, music examinations, etc.

(b) Extraordinary absences: have to be authorised by the Head of School in the first instance, and cover extended holidays, funerals, sports competitions and religious festivals or holy days.

Pupils with less than 90% attendance per term

The School Secretary produces termly lists of pupils with less than 90% attendance for the Head of School to review. In addition they will write to parents of these pupils unless there is a valid reason for less than 90% attendance.

Devon local authority requests termly lists of pupils with less than 90% attendance. The designated safeguarding lead and tutor may send these lists and work with Devon local authority to support/work with pupils and their families where there are concerns about non-valid poor attendance.

Pupils going off-site during the school day

Pupils who leave the premises during the school day for medical appointments or other authorised reasons must sign out at the reception area. When returning to school pupils should sign back in at the reception foyer on their return. Pupils will only be allowed to exit via the main school entrance and must return via the main school entrance during the school day.

Off-Site Lessons

If a member of staff takes pupils out of school during the day for sports lessons, drama lessons or to library visits, etc. they should follow normal lesson time registration procedure and in addition, the responsible staff member should sign the 'Signing in Signing out Sheet' in the Reception area. On return, the responsible staff member should notify reception and sign the signing in sheet marking that they have returned.

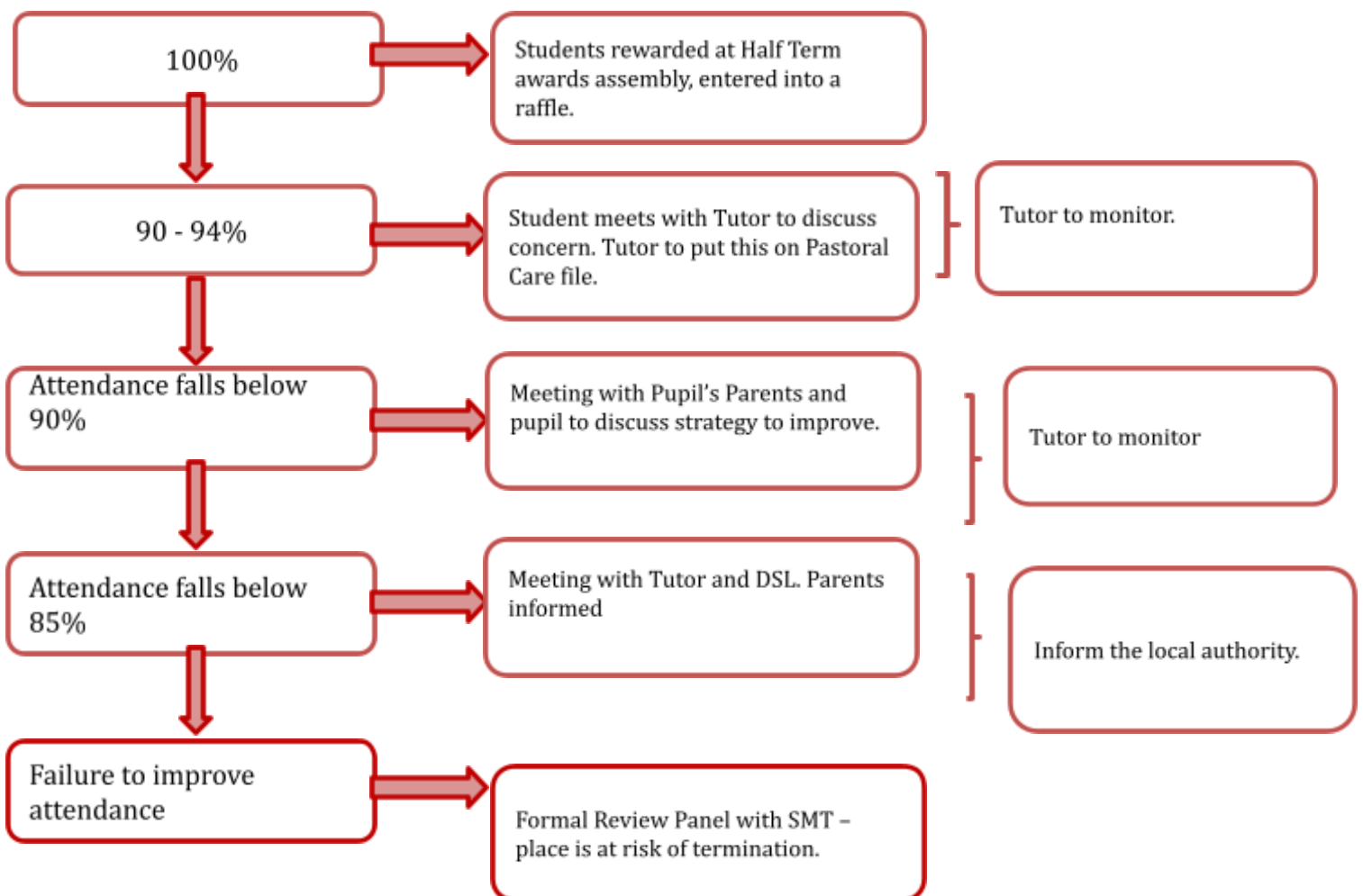
Trips and Activities



A member of staff organising an activity should not withdraw pupils from their normal timetable commitments without gaining prior permission from the Head.

Appendix 1: Attendance Procedure

- All pupils should be in all lessons all of the time.
- Every register must be taken within the first 15 minutes of the lesson without exception.
- Every lesson counts.

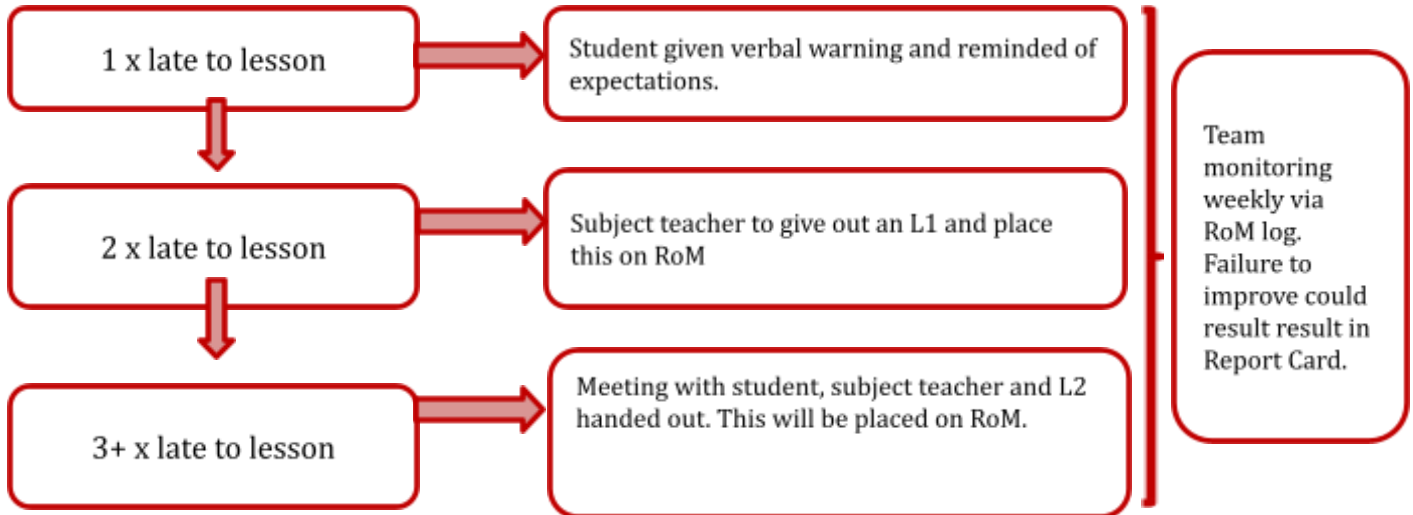




Appendix 2: Punctuality Procedure

- Pupils to be in Registration by 8:30am
- Pupils late to any lesson/registration to be logged as 'L' on the Record of Misdemeanours.

Lateness to lessons





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