



# CHILDREN MISSING POLICY

**SANDON PRIMARY ACADEMY**

Mrs R Beckett & Mrs L Kiddle (Co-Principals)

**Review date: September 2026**

## Introduction

All children, regardless of their circumstances are entitled to a full time education. Children missing education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training)

Parents have a duty to ensure their children (of compulsory school age) are receiving efficient full-time education.

Schools must monitor attendance through their daily register. They need to ensure that the Local Authority is kept informed, via the Education Welfare Officer, of children who are:

- regularly absent from school
- who have missed 10 school days without permission Schools should

also investigate any unexplained absences.

### **Children at particular risk of missing education:**

1. Pupils at risk of harm/neglect
2. Children of Gypsy, Roma and Traveller families
3. Families of Armed Forces
4. Missing children/runaways
5. Children & young people supervised by the Youth Justice System
6. Children who live in refugees/temporary accommodation
7. Children with long term medical/emotional problems
8. Children of refugees/asylum seekers
9. Children in care/privately fostered
10. Young carers

## School Procedures

### **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Vice Principals where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance where appropriate during parent consultation evenings.

#### **Leadership Team**

- The Leadership Team is responsible for:
- Overall monitoring of school attendance

- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWS (Education Welfare Service)
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Creating a register of potential CME candidates & tracking attendance
- Ensuring staff are aware of vulnerable potential CME within their class.

### **Administration staff**

- Staff in the School Office are responsible for:
- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late sheet is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Vice Principals
- Sending out standard letters regarding attendance and punctuality.

### **Other relevant information**

When a child is expected to join a school and does not arrive, school will attempt to contact the parents/carers by telephone or letter to find out why. If, after one week this has not been successful, Admissions are contacted.

If, after Admissions have determined that the child is not found to be on roll elsewhere, school contacts the EWO to investigate. If after four school weeks (20 school days) the child has not been located, school completes and submit a CME Referral Form.

If a child is absent from school for a prolonged period, or fails to return from an agreed holiday, schools attendance policy is adhered to and if needed a referral is made to EWS.

If a child is absent from school because they are believed to have moved away, and parents and emergency contacts cannot be reached, school refers to the CME officer in the local authority. However, if there is a concern regarding the immediate safety of the child, school raises an immediate referral under Safeguarding Children Board procedures.