




Grow Independent School

Child Missing in Education Policy

Policy Document (2024-2025)

Updated:	October 2024
Review date:	October 2025
Written by:	Sarah Hawthorne
Signed by: S Hawthorne Headteacher	

Accessibility Statement

At Grow, we are committed to providing an accessible and inclusive environment for all our students, staff, parents, and visitors. We strive to ensure that everyone can fully participate in our educational community, regardless of any physical, sensory, cognitive, or neurodiverse conditions.

We can provide information in multiple formats, including printed, electronic, and audio versions. Please let us know your preferred format. We offer translation and interpretation services to support non-English speakers and those who use sign language.

We value feedback from our community to help us improve our accessibility measures. If you have any suggestions or require assistance, please contact us: office@growschool.co.uk

Thank you for helping us make Grow a welcoming and accessible environment for everyone.

1. Introduction

At Grow Independent School, we are committed to safeguarding the wellbeing of all pupils, including those who are considered missing in education (CME). Children missing from education are at significant risk of underachievement, poor mental health, and becoming vulnerable to safeguarding issues such as exploitation and radicalisation. Our policy is based on the Department for Education's (DfE) statutory guidance on children missing education, ensuring that all our pupils, particularly those with special educational needs and disabilities (SEND), are safe, supported, and attending school regularly.

2. Definition of Children Missing in Education

A child missing from education is defined as any child of compulsory school age who is not on a school roll or receiving suitable education other than at school, and who has been absent for a continuous period of 10 school days or more without permission.

3. Aims and Objectives

This policy seeks to:

- Ensure early identification of children at risk of missing education.
- Establish clear procedures to monitor attendance and intervene where necessary.
- Collaborate with external agencies to support the child and their family.
- Safeguard children by reducing the risks associated with prolonged or unexplained absence.

4. Statutory Framework

This policy is in accordance with:

- Education Act 1996
- The Children Act 2004
- Children Missing Education: Statutory Guidance for Local Authorities (2016)
- Keeping Children Safe in Education (2023)

5. Attendance Monitoring

We will:

- Monitor attendance daily through our electronic registration system.
- Investigate any unexplained absences and attempt to make firstday contact with parents or carers by phone, email, or text message.
- Escalate concerns if a child is absent for more than two consecutive days without explanation.

6. Procedures for Addressing Children Missing in Education

6.1. Identification

First Day Contact: If a child is absent without explanation, we will contact parents/carers on the first day of absence. If no contact is made by the end of the second day, we will escalate to the attendance officer and, if necessary, conduct a home visit or request a welfare check from the local authority.

6.2 Ten Days of Absence: If a child is absent without authorisation for ten consecutive school days, the attendance officer will notify the local authority's CME officer. A formal referral will be made, detailing all attempts to contact the child and family.

6.3. Investigation

Attendance Intervention: For pupils with irregular attendance, we will initiate an attendance intervention plan, including multiagency meetings if necessary. Where appropriate, support will be tailored to the pupil's SEND needs.

Risk Assessment: If we have concerns for a child's safety, we will conduct a risk assessment, including the potential for safeguarding risks such as neglect, exploitation, or radicalisation. A referral may be made to children's social care if safeguarding risks are identified.

6.4. Reengagement and Support

Reintegration: When a child returns to school after a period of unauthorised absence, we will provide tailored support, which may include:

- A phased return.
- Emotional support from the pastoral care team or counselling services.
- Adjustments to the curriculum or timetable based on the pupil's SEND needs.

External Agency Support: We will work closely with external agencies, including educational psychologists, child and adolescent mental health services (CAMHS), the local authority's education welfare team, and social services, to support the child's return to education.

7. Safeguarding Children with SEND

Children with special educational needs and disabilities (SEND) are particularly vulnerable to becoming children missing in education. Therefore, we will:

Regularly monitor and review the educational, social, and emotional wellbeing of pupils with SEND.

Provide additional support to parents/carers of SEND pupils where attendance issues arise.

Ensure that any changes in a child's behaviour or attendance are addressed promptly through multi agency meetings, ensuring the family and child are fully supported.

8. Responsibilities

8.1. School Staff

School Business Manager: Must ensure accurate daily attendance records are kept and report any unexplained absences to the attendance officer.

Designated Safeguarding Lead (DSL): Will oversee all safeguarding matters related to CME, ensuring that any safeguarding risks are properly managed and referrals are made to children's services if required.

Senior Leadership Team (SLT): Will monitor attendance data and intervene when a child is at risk of becoming CME. Will review attendance data regularly, provide training on attendance and safeguarding, and ensure policy compliance.

8.2. Parents/Carers

Parents and carers have a responsibility to ensure that their child attends school regularly. If a child is unable to attend due to illness or other authorised reasons, the parent/carer must inform the school on the first day of absence.

8.3. Local Authority

The local authority has a statutory duty to identify children missing from education. We will work closely with them to report pupils who are missing from education and collaborate in offering support and alternative provisions if required.

9. Reporting Children Missing Education

We will notify the local authority's CME team in the following circumstances:

If a child is absent for ten consecutive days without authorisation.

If a child has moved out of the local area and the whereabouts are unknown.

If a child has been removed from the school roll without the provision of an alternative education arrangement.

10. Training and Awareness

All staff will receive annual training on attendance monitoring and safeguarding, including recognising the signs of children missing education and understanding their role in preventing it.

11. Review of the Policy

This policy will be reviewed annually by the senior leadership team and the governing body to ensure it remains current and effective. Any updates in government guidance or local authority procedures will be incorporated.

Policy Approved by: Charlotte O'Brien (DSL)

Date of Approval: 24/09/24

Next Review Date: October 2024

This policy ensures that all students, particularly those with special educational needs, remain visible in education and are safeguarded from the risks of prolonged absence.