



# NETTLEWORTH INFANT AND NURSERY SCHOOL



## MISSING PUPIL AND CHILDREN MISSING EDUCATION POLICY

*We nurture, we flourish, we achieve*

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Reviewed:	September 2022
Related Policies:	Safeguarding, Child Protection, Health and Safety Policy, Parental Engagement, Public Sector Equality Duty, Missing Education Flowchart
Next Review Date:	September 2023 (or sooner in response to significant change in legislation and / or whole school practice)
Approved/Ratified by:	Governing Body

### **1. Policy Statement**

#### **1.1 Policy aims:**

Through the operation of this policy we aim to:

- 1.1.1 Protect the health and safety of pupils at the school.
- 1.1.2 Ensure the school staff know how to respond if a pupil goes missing.

#### **1.2 Scope:**

This policy:

- 1.2.1 Applies to staff (including volunteers), pupils and parents at Nettleworth School.
- 1.2.2 Should be read with the Child Protection Policy.
- 1.2.3 Is a mandatory requirement of Keeping Children Safe in Education (2020).

### **2. Responsibility**

**2.1** The Governors delegate responsibilities for the day to day management of the school to the Head Teacher. In practice, all members of staff contribute to the safety of pupils at the school by providing appropriate supervision in accordance with the directions of the Head

Teacher and Senior Leadership Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing, or sees a pupil in a place where the pupil should not be, has a duty to inform a member of SLT and Reception without delay.

## **PROCEDURE FOR PUPIL MISSING DURING THE DAY**

- 2.1.1 In the Infant School, all available staff will initiate an immediate search of the school buildings and grounds.
- 2.1.2 The school site staff will be alerted to ensure that all gates are locked.
- 2.1.3 Staff will call the Head Teacher or Deputy Head Teacher to inform.
- 2.1.4 If the Head Teacher or Deputy Head Teacher is not on site, the most senior member of staff (Key Stage 1/Foundation Stage Leader, SENDCo, TLR2) takes charge.
- 2.1.5 Staff will inform administration staff to alert them.
- 2.1.6 Adults on the premises will be alerted of the situation and a search will be organised by the most senior member of staff.
- 2.1.7 All areas of the building and playgrounds will be searched by staff, followed by a search of the drive and immediate area.
- 2.1.8 A member of staff will be responsible for looking after the other pupils and keeping the situation calm.
- 2.1.9 A note will be made of circumstances and times when the pupil went missing.
- 2.1.10 Police and parents will be contacted by the most senior member of staff available.

## **3. Procedure for pupils missing during a school trip or during or following a journey**

- 3.1 All pupils on off-site visits wear wrist bands linking them to the school with the school phone number and fluorescent jackets.
- 3.2 Where possible, the trip leader will manage and direct the situation.
- 3.3 Staff alerted to a lost child will initiate an immediate search of the area.
- 3.4 Staff will alert the management of the venue (if there is one) and ensure that exit routes are manned and all venue staff are aware of the missing child.
- 3.5 If possible, staff will ask for an intercom message to be broadcast in the venue to alert the child to seek appropriate help.
- 3.6 All spare adults on the premises or with the trip, will be alerted of the situation and a search will be organised by the most senior member of staff.
- 3.7 Staff will call the Head Teacher or Deputy Head Teacher to inform.
- 3.8 A member of staff will be responsible for looking after the other pupils and keeping the situation calm.
- 3.9 A note will be made of circumstances and times when the pupil went missing.
- 3.10 Police and parents will be contacted by the most senior member of staff available.
- 3.11 Staff will alert Head Teacher or Deputy Head Teacher to update.
- 3.12 Communication will be maintained between the school and staff off-site.

## **4. Information to be provided to the Policy**

4.1 When the school contacts the Police during the day or night, the following information should be provided:

- The pupil's name
- The pupil's age
- An up to date photograph if possible
- The pupil's height, physical description and any physical peculiarities
- Any disability, learning difficulty or special educational needs that the pupil may have
- The pupil's home address and telephone number and let it be known if the parents are aware at this stage
- A description of the clothing the pupil is thought to be wearing
- Any relevant comments made by the pupil

4.2 The information will then be passed to the various Police stations through Police channels and no further notifications from the school should be necessary.

## **5. Review**

This policy shall be reviewed every year as part of the school's annual review of safeguarding, and updated as necessary. In undertaking the review, the Head Teacher will take into account any incidents of missing pupils that indicate that there may be a problem with supervision, pupil support or security at the school and any issues raised by individual members of staff, parents and pupils.

## **6. Missing pupil recording**

6.1 The school must keep a full written record, to be held centrally in the Head Teacher's office with the safeguarding file of any incident of a missing pupil including:

- The pupil's name
- Relevant dates and times (eg when it was first noticed that the pupil was missing)
- The action taken to find the pupil
- Whether the Police or children's social care were involved
- Outcome or resolution of the incident
- Any reasons given by the pupil for being missing
- Any concerns or complaints about the handling of the incident
- A record of the staff involved
- A full written record of the incident will be kept on the pupil's file

## **CHILDREN MISSING EDUCATION (CME)**

Any child that arrives or leaves after the first day of the autumn term and before the final day of the summer term should be treated as a non-standard transition.

### **7. Procedure for a pupil arriving new into the school**

<b>Year Group</b>	<b>Transition Point</b>
R	Standard
1	Non-standard
2	Non-standard

7.1 The Data Manager will ensure a student is on the admissions register at the beginning of the child's first day at school.

7.2 The Data Manager will telephone the previously attended school to inform them that the child has been admitted.

7.3 If the student is joining at a non-standard transition point the Data Manager will inform Admissions Department within 5 days of the student arriving at the school (information is currently shared with the LA through SIMS on a weekly basis).

7.4 If a new student does not turn up on the first day they are expected, staff will make reasonable enquiries as to the student's whereabouts and inform Admissions Department.

### **8. Procedure for a pupil leaving the school**

<b>Year Group</b>	<b>Transition Point</b>
R	Non-standard
1	Non-standard
2	Non-standard

8.1 The Data Manager will inform the LA immediately of a student leaving the school at a non-standard transition point (information is currently shared with the LA through SIMS on a weekly basis).

8.2 The LA Missing Children Officer must be informed with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil normally resides
- At least one telephone number of the parent
- The pupil's future address and the full name of any parent with whom the student will reside, if applicable
- The date the pupil left the school
- The pupil's destination school, and the date on which the pupil is expected to start
- The ground in regulation 8 under which the pupil's name is to be removed from the admission register

## **REASONS TO REMOVE A CHILD FROM THE ADMISSIONS REGISTER**

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —  (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.