

# THE COTSWOLD SCHOOL – POLICY DOCUMENT



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<b>Policy:</b>	<b>Children Missing From Education</b>
<b>Policy Ref:</b>	<b>CSP 54</b>
<b>Version Number:</b>	<b>1.0</b>
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<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Mrs C Grover, Lady Dunrossil</b>

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## CHILDREN MISSING FROM EDUCATION POLICY

A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly can be a potential indicator of abuse or neglect, or where a family may be in need of additional support.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education.

### CONTEXT

This policy should be read alongside the school's **Attendance Policy** and in particular with the school's **Child Protection and Safeguarding Policy** of which it is an integral part:

The policy has regard to the DfE guidance: **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2016** and the LSCB's guidance: **Keeping records of Child Protection and Welfare Concerns, January 2014**.

### POLICY AND PROCEDURES

The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy**.

This policy covers those instances where:

- there is a repeated pattern of absence;
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a pupil's absence;

In these instances the school's Designated Safeguarding Leads (DSL), Stuart Smith or Chris Grover should be consulted and, if appropriate, a *Child Protection Incident/Welfare Concern Form* should be completed.

The School's DSL will then follow the procedure detailed in the school's **Child Protection and Safeguarding Policy** and a stand-alone *Welfare Concerns* file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. If a Welfare Concerns file has been created, the DSL will then forward the appropriate records to the receiving school, in line with the LSCB's guidance: ***Keeping records of Child Protection and Welfare Concerns; January 2014.***

When a pupil leaves our school without clear indication of a receiving school, the school will contact **the Gloucestershire Education, Performance and Inclusion Team** to advise them of the situation and to start their tracking procedures.

In case of serious concern the DSL will contact the Duty and Assessment Team, in line with the **Safeguarding Policy and Procedures**, for further advice.

### **Monitoring and review**

This policy is monitored by the Principal of the school and will be reviewed annually or in the light of changes to legislation.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

\_\_\_\_\_ (11/09/2017)

ratified by Governors and  
signed as such by The Chair of Governors