



MISSING IN EDUCATION POLICY



Missing in Education Policy 2025

The set up of our schools safeguard our pupils from going missing in education. Day pupils and internal young people attend our school. Some pupils are cared for 24/7 by Timeout homes staff. In combination with our exclusion policy a young person will be less endangered in the way one might expect in a mainstream setting.

Usually, a child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or possible radicalisation.

Our 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 2025: Statutory guidance for Schools and Colleges 2016 and Working Together to Safeguard Children 2023.

Policy & 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 all instances mentioned above In these instances the school's Designated Safeguarding Lead (DSL) should be consulted and, if appropriate, a *Child Protection Incident/Welfare 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, 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.

When a pupil leaves our school without clear indication of a receiving school, the school will contact responsible LA and advise them of the situation and to start their tracking procedures.

Absconding from school setting and missing from school setting

If a child leaves school premises during school time, then the following will happen:

- A member of school staff, not Headteacher but other school staff, will follow the child. If required and stated in their care plan then staff will need to physically intervene so the child does not place their self at any further risk.
- Headteacher to inform parent/guardian and school staff & request a member of staff follow.
- Headteacher to maintain contact with the person following the pupil every 5 mins
- If pupil goes out of line of sight staff following are to notify Headteacher/social worker/parental guardian and follow guidelines for reporting/notification protocol. Dependent on the pupil this could be immediate phone call to the police.
- Headteacher then to contact police and explain that a student and where relevant a CLA has left line of sight, and as a result are already vulnerable, name of school, reporting person's name child's name, address, description/height/clothing.
- Headteacher to take police officers name and collar number as well as log number & time.
- Headteacher to email parental guardian/ social worker.



- Headteacher to complete Incident report leading up till the events of the pupil going missing. When a pupil returns Headteacher to complete 'MISSING FROM EDUCATION FORM'. Annex A.

Monitoring and review

This policy will be reviewed annually or in the light of changes to legislation.

Staff Acknowledgement

In signing this document, I am confirming I have read the information and have an understanding and will adhere to the procedures outlined within the information provided.

I have had the opportunity to discuss this document with the Headteacher to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Director of Education

Approved by:	Dani Worthington - Director of Education	Date	12/09/2024
Last Reviewed on:	01/09/25		
Next Review due by:	01/09/26		



Annex A: MISSING FROM EDUCATION FORM

YOUNG PERSON'S NAME:	RISK LEVEL: - Please circle →	HIGH	MEDIUM	LOW	Classification (Missing or Absent) →	
YOUNG PERSON'S MOBILE NO:	D.O.B:	AGE:	LEGAL STATUS:			
ABSENT DETAILS						
DATE LAST SEEN:	TIME LAST SEEN:	WHO THEY WERE WITH:			WHERE LAST SEEN:	
ANY OTHER RELEVANT DETAILS: Known Medical Conditions/Do they Smoke/Use illegal substances/Any relevant family history/Details of any mental disability or instability/Recent behaviour		CLOTHING Last seen in	YES/NO (Description)	CLOTHING Last seen in	YES/NO (Description)	
		COAT/JACKET		SHIRT / TOP / BLOUSE		
		HAT		BAG (S)		
		TROUSERS/SKIRT		JEWELLERY		
		FOOTWEAR				
Describe what attempts were made to engage and discourage the young person from going missing.						



Action Taken Prior to reporting young person missing to Police, search of bedroom, home and grounds; search of local area including key local hotspots; visits to known addresses and hang outs; checks of local transportation services including taxi's; buses and railway links, log of all attempts to contact the young people (Ongoing action to locate the young person following reporting them missing can be included on additional running log):

WHO INFORMED

ROLE	DATE AND TIME	WHO SPOKE TO (FULL NAME)	OUTCOME OF CALL/VIEW ON INCIDENT
POLICE if applicable			
SOCIAL WORKER/EDT			
PARENT (IF APPLICABLE)			
OTHER (PLEASE SPECIFY)			
Staff member completing this section:		Print:	Sign:

RETURN INTERVIEW/DETAILS – CONTINUE ON RUNNING LOG IF NECESSARY:

<u>DATE RETURNED:</u>	<u>TIME RETURNED:</u>	WHO RETURNED WITH:	
CLOTHING AND ACCESSORIES	YES / NO (Description)	PHYSICAL CONDITION:	YES / NO (Description)
COAT/JACKET		TIRED/HUNGRY/DISHEVELLED	
HAT		INTOXICATED (ALCOHOL OR DRUGS)	
TROUSERS/SKIRT		UNEXPLAINED ITEMS IN POSSESSION	
FOOTWEAR		HOW DID THEY GET HOME	
SHIRT / TOP / BLOUSE		IF COLLECTED BY WHOM & WHERE	



BAG (\$)		IF RETURNED IN A TAXI – FIRM & TEL NO	
JEWELLERY		ANYONE ELSE DROPPING THEM OFF	
ANY-OTHER ACCESSORIES		LICENSE PLATE OF ANY OTHER VEHICLE	
ANY OTHER RELEVANT DETAILS OF RETURN:			
Action Taken by staff on return: (positive and warm welcome, offered drink / food / support / comfort / telephone etc/attempts to establish where the young person had been)			
INFORMATION PASSED TO			
ROLE	DATE AND TIME	WHO SPOKE TO (FULL NAME)	OUTCOME OF CALL/VIEW ON INCIDENT
POLICE if applicable			
SOCIAL WORKER/EDT			
PARENT (WHERE APPLICABLE)			
OTHER (PLEASE SPECIFY)			
Staff member completing this section:		Print:	Sign:
YOUNG PERSONS COMMENTS (IF ANY)			
<i>If a young person refuses to sign or comment here, please record what they have said in their own words. Also include what they say or observations made over the following few days following return as to their views on why they went.</i>			



Young Person's Signature:		Date:	

