



Kimbolton School
Cambridgeshire

CHILDREN MISSING FROM EDUCATION POLICY

Policy owner: This policy is the responsibility of the Designated Safeguarding Lead.

SLT Policy

Policy Summary Statement: This policy outlines Kimbolton School's stance on children missing from education.

Release Date: Autumn 2025
Review Date: Autumn 2026



Children Missing from Education Policy

The School will remain alert to children absent from education, particularly on repeat occasions and/or for prolonged periods. It is important that appropriate safeguarding arrangements to support such pupils is in place. The school recognises that children absent from education may be at risk of abuse and exploitation and this policy sets out procedures to prevent them becoming “children missing from education”. This policy has been written with reference to Children Missing Education, August 2024, DoE.

The School monitors the attendance of all pupil on a daily basis. If parents do not inform the School of their pupil's absence within a reasonable/acceptable timeframe on the first day, they will be contacted by a member of staff. Procedures to be followed by the School in the event of prolonged unexplained absence of a child i.e. a period of more than 3 days:

PREP SCHOOL

- The School Office staff will phone the first named contact on record. If this is unsuccessful:
- The School Office staff will phone the next named person(s) on record.
- If all contact numbers have been exhausted, then the School Office staff will email all parents/carers via Engage Portal Notice outlining that the School will conduct a home visit if no return communication is received.
- If parents/carers do not respond to emails or phone calls, a text message is to be sent.
- With all contacts exhausted, the School Office will at the same time continue to phone the contacts.
- If the School has no reply from any contacts, then the Designated Safeguarding Lead (DSL), **or a member of the Safeguarding Team in their absence**, to be informed of the unexplained pupil absence.
- The missing child is to be registered as unauthorised until such time a reason for the absence has been clarified.
- The School Office will follow up every day the pupil is absent.
- **If the family/child already has designated support from an external agency then, the DSL will notify them of the issue/concern and seek additional guidance.**
- If required, the DSL **may** organise a home visit, **based upon advice given and deciding upon the most appropriate staff to attend or accompany them.** Home visits will always be undertaken by two members of staff.
- Depending upon the outcome of the **guidance/home visit**, a Police or child missing in education referral will be made. The DSL will alert the local safeguarding team **of the issue and the child's home address/contact details** and await and act on the advice given. This will be fully documented **and recorded on CPOMS.**
- Records will be maintained **on CPOMS** of attempts to contact all relevant parents/carers.
- If there are repeat occasions or any safeguarding concerns, the DSL will be informed.

SENIOR SCHOOL

- The School Office staff will phone the first named contact on record. If this is unsuccessful:
- The School Office staff will phone the next named person(s) on record.
- If all contact numbers have been exhausted, then the School Office staff will email all parents/carers outlining that the School will conduct a home visit if no return communication is received.
- If parents/carers do not respond to emails or phone calls, a text message is to be sent.
- With all contacts exhausted, the School Office will at the same time continue to phone the contacts.
- If the School has no reply from any contacts, then the Designated Safeguarding Lead (DSL) and the Housemaster/mistress (Hm) will be informed of an unexplained absence.
- The missing child is to be registered as unauthorised until such time a reason for the absence has been clarified.

Children Missing from Education Policy

- The School Office will follow up every day the pupil is absent.
- **If the family/child already has designated support from an external agency then, the DSL will notify them of the issue/concern and seek additional guidance.**
- If required, the DSL and Hm **may** organise a home visit, **based upon advice given and deciding upon the most appropriate staff to attend or accompany them.** Home visits will always be undertaken by two members of staff.
- Depending upon the outcome of the home visit, a Police or child missing in education referral will be made. The DSL will alert the local safeguarding team **of the issue and the child's home address/contact details** and await and act on the advice given. This will be fully documented **and recorded on CPOMS.**
- Records will be maintained **on CPOMS** of attempts to contact all relevant parents/carers.
- If there are repeat occasions or any safeguarding concerns, the DSL will be informed.

Once contact has been made, the DSL will arrange to discuss concerns with the parents/guardians to ascertain wider issues and ensure appropriate support is in place. This will be recorded on CPOMS.

Specific cause for concern pupils are highlighted and direct communication will be made with the DSL. Pupils who regularly miss education are considered vulnerable and staff should be aware of the potential of safeguarding issues, especially low Mental Health, Female Genital Mutilation Child Sexual Exploitation, Child Criminal Exploitation and involvement with drugs.

Where possible, School will have two emergency contact details for each child.

Any pupil not on an alternative education plan, whose attendance percentage data is below 90%, is classified as Persistently Absent (PA). In such cases, the school will work with pupils and parents to provide the appropriate support to identify the barriers to attending school. Where necessary if additional support is required externally, or pupils/parents, do not wish to engage with the school, the DSL will contact the relevant external services.

The School will inform their local authority of any pupil who is absent for 10 days or more without permission and/or who is going to be deleted from the admission register for any of the reasons highlighted in the KCSIE September 2024. The School will follow the procedure as set out in Cambridgeshire's Children Missing in Education guidance.

Governors are responsible for ensuring that the School has an appropriate Safeguarding response to children who go missing from education. The Headmaster is delegated to inform both the LA and the Chairman of Governors when such incidents occur.

We undertake to look after the child safely throughout the time that he or she remains under our care and will ensure that every reasonable action is taken to actively promote the welfare of our pupils.