



Westbourne
House School

CHICHESTER

CHILD MISSING FROM EDUCATION POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

A child going missing from education, particularly repeatedly, may be an indicator of abuse or neglect. In addition to the procedures to follow if a child goes missing from school, staff should have in mind the potential safeguarding concerns relating to child sexual exploitation, travelling to conflict zones, FGM and forced marriage (see Child Protection Safeguarding Policy – Appendices 1, 3 & 4).

The School has due regard to Children Missing Education (August 2024) for information regarding the lawful grounds for removing a pupil and the information to be reported to the local authority in particular, the guidance as set out under the section ‘*Schools’ Responsibilities*’.

The School also has regard for the guidance contained within *Working Together to Safeguard Children 2023* and *Keeping Children Safe in Education September (2024)* and *Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities August 2024*.

Aims

In order to safeguard pupils, Westbourne House School undertakes to do the following:

- Maintain an admission and an attendance register.
 - Ensuring that the school holds two emergency numbers for each pupil on the school role, which includes details of each parent (where appropriate) and at least one telephone contact number for each.
- Review the attendance percentages regularly to spot patterns of high absenteeism: an attendance percentage below 90% will trigger consideration as to the appropriate next course of action, whether pastoral, disciplinary, parental or child protection.
- Ensures that all staff are trained/informed of the school’s safeguarding responses to children missing from education and are instructed to inform the school’s Designated Safeguarding Lead (DSL) when there are concerns about a child missing from education on repeat occasions. This should be done by completing the school’s Concern Form (available in both staff rooms and on the staff’s Google Shared Drive).
- Inform West Sussex Local Authority (copying in, where the child is normally resident in another local authority, that local authority also) if a child is to be removed from, or added to, the admission register at non-standard transitions, i.e. where a

compulsory school-aged child leaves a school before completing the school's final year. This is done within five days of the transition.

- Liaise with the local authority if any pupil fails to attend school regularly, or if any pupil has been absent without the school's permission for a continuous period of 10 days or more, or is absent from school for reasons statistically recorded as unauthorised absence for twenty consecutive school days.
- The school will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority
- When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.
- The School recognises the importance of 'attendance champions' and the DSL serves in this capacity. Weekly absence data is shared by the DSL to SMT for monitoring purposes.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

| Last Review Date | Next Review Date | Reviewer(s) |
|-------------------------|-------------------------|---|
| October 2024 | October 2025 | Designated Safeguarding Lead Head of Pre-Prep Deputy Head |