



# Morton Academy

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## Children Missing in Education Policy September 2025



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## DOCUMENT CONTROL

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<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
02	04.09.17	Addition of section 7 regarding additional safeguarding concerns	E Lewis
03	14.03.19	Section 4, Elective Home Education: parents will be informed in writing when their child has been removed from roll. Addition of AIA from CCC Addition of safeguarding approach	E Lewis
04	01.03.20	Reviewed, no changes.	E Lewis
05	17.03.21	Reviewed, no changes.	E Lewis
06	17.03.22	Reviewed, no changes.	E Lewis
07	08.09.23	Ammended to reflect increase in communication regarding unexplained absences and reduction from 10 to 5 days regarding home visits for children unseen	E Lewis
08	03.09.25	Minor changes to reflect the change of Cumbria to Cumberland and that the LA now have an Elective Home Education Officer.	E Lewis



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## INTRODUCTION

Morton Academy is committed to ensuring the safety, welfare, and education of our students and will therefore take the following action(s) should a child become missing from education.

Morton Academy will follow the Missing Pupil Procedure issued by Cumbria County Council's Access and Inclusion Team.

Deletions from the school register will be conducted in accordance with The Education (Pupil Registration) (England) Regulations 2006, Section 8.

### 1. ABSENCE WITHOUT PARENTAL CONTACT

- For each day of absence where no contact from a parent/carer has been received Morton Academy will:
  - Send a text message notifying parent/carer of absence; response requested
  - Follow up text message with a phone call on the same day
  - Complete a home visit if possible
- On any home visit where no contact is achieved a letter will be posted through the letterbox which notifies the parent of our visit and requests contact as soon as possible.
- On the third consecutive day of absence without contact; home visit completed. Home visits, phone calls, text messages and letters will continue until contact is made.
- Should the family have social care involvement, the social worker will be informed of unexplained absences daily.

### 2. PROLONGED ABSENCE WITHOUT CONTACT/CHILD WELFARE CHECKS

- On the 5th day of absence a home visit is completed at which time we will request that the child is seen in person. Should no contact be made a letter will be posted through the letterbox notifying the parent of our visit and informing them that we will return the following day where the child must be seen. If this is not possible we will contact the police to report the child as missing.

### 3. ELECTIVE HOME EDUCATION

- In the event a parent/carer indicates they are considering elective home education we will notify the Local Authority's Access and Inclusion Officer.
- Should a parent/carer notify us of removing their child from roll in writing, we will remove the child from roll as of the date on the letter and inform the Access and Inclusion Officer via a CME1 Form. The parent will receive confirmation in writing that the child has been removed from the school register.



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#### 4. MEDICAL & ILLNESS ABSENCE

- Should illness or medical reasons prevent a child from attending school long term, we will work with Hospital and Home Tuition Service to ensure education continues as appropriate.
- Medical evidence is requested if a child is absent from school for 5 or more days due to illness.

#### 5. GENERAL ABSENCE CONCERNS

- All other pupil absence concerns will be addressed in accordance with the Morton Academy Attendance Policy; available upon request or at [www.rma.org.uk](http://www.rma.org.uk).

#### 6. ADDITIONAL SAFEGUARDING CONCERNS

- RRMA reserves the right to accelerate the above procedure in the instance of additional safeguarding concerns. This acceleration may be in the form of daily or more frequent home visits or contacting The HUB/Social Care or Police prior to 5 days of absence.
- At this point the parents may be requested to provide immediate access to their child in order to address concerns around the child absence or well-being. If the parents/carers of a student fails or refuses to do this, the Academy safeguarding team will contact Cumbria Police or Safeguarding Hub regarding concerns.



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