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Children Missing in Education Policy

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DOCUMENT CONTROL

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Distribution: Morton Academy staff PLEASE NOTE, this version of the document contained within the Policy Folder on the 'Teams' drive in the Policy Folder is the only version that is maintained. Any printed copies should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
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	Amended to reflect increase in communication regarding unexplained absences and reduction from 10 to 5 days regarding home visits for children unseen	E Lewis
08	29.07.25	Minor amendments to change "Cumbria" to "Cumberland" and to reflect the introduction of an Elective Home Education Officer at the Local Authority	E Lewis
09	04/08/26	Minor changes in wording for clarity, no changes which reflect a procedural or practical change in practice.	E Lewis

1. 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 Cumberland 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.

2. 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 note 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 a home visit will be completed. Home visits, phone calls, text messages and letters will continue daily until contact is made.
- Should the family have social care involvement, the social worker will be informed of unexplained absences daily.

3. PROLONGED ABSENCE/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 note 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 the child is not seen at this time we will contact the police to request a welfare check is completed.

4. ELECTIVE HOME EDUCATION

- In the event a parent/carer indicates they are considering elective home education we will notify the Local Authority's Elective Home Education 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 Elective Home Education Officer via an EHE1 Form. The parent will receive confirmation in writing that the child has been removed from the school register.

5. 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.

6. 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.rrma.org.uk.

7. 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 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 to address concerns around the child's absence or well-being. If the parents/carers of a student fail or refuse to do this, the Academy safeguarding team will contact Cumberland Police or Social Services regarding any concerns.