

Please see **7a. Child Protection and Safeguarding Policy.**

The following is an extract from that policy:

### **What staff should do if a child goes missing from education**

#### **(i) Children who go missing from education**

All pupils are recorded on the school's admission register (iSAMS) and their attendance is recorded twice daily in the attendance register (iSAMS).

Staff must be aware that repeated absence may be an indicator of can be a potential indicator of abuse or neglect and repeated absence must be brought to the attention of the DSL. All unexplained absences will be followed up.

The local authority is informed of any child whose name is added to or deleted from the admission register at a non-standard transition point, i.e. joining the school other than in the Nursery in September or leaving at any time other than the end of the summer term of Year 6 in accordance with the requirements of the *Education (Pupil Registration) (England) Regulations 2006 (as amended)*.

If a pupil leaves the school, whether there are any concerns about that child / pupil or not, the school will seek to obtain, for inclusion in the return the name of the future school, the expected date of the child's first day there, and, if applicable, the family's new home address and the date on which the family will be moving to it.

The school will also follow up directly by phone call or email with any future school to establish that the leaver has indeed turned up on day one at their intended destination.

If there are concerns about a pupil and a parent refuse to supply the information this may also result in a report to Children's Services.

The school will inform the local authority of any pupil who fails to attend school regularly or who has been absent without the school's permission for a continuous period of ten days or more.

If a pupil who has current involvement with Children's Services is absent from the school the normal procedure of a first day call to the home will be followed.

The pupil's social worker must be informed of all absences promptly, and immediately, if no response is received or if no adequate or credible reason is given for the absence.

When a pupil moves to another school, the DSL must inform the receiving school without delay of any child protection records. Within 5 days the original records must be passed on either by hand or by secure digital transfer. Duplicate records must be retained. Duplicate records should be kept securely until the pupil reaches the age of 25 years.

The school holds contact details for both parents (unless a parent is deceased, or a parent has no contact with the child) and two emergency contact numbers.