

# Children Missing Education Policy

Felixstowe International College



<b>Approved by:</b>	Chaerin Lee	<b>Date:</b> November 2020
<b>Last reviewed on:</b>	October 2018	
<b>Next review due by:</b>	October 2022	

## **Aim**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children Missing Education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life.

Felixstowe International College fully recognises its responsibilities for safeguarding and child protection and is committed to ensuring that all pupils on its admission role are in fact in school and receiving their entitlement to education. The College will work closely with the Border Agency should a child appear to be missing.

## **Procedure for overseas pupils**

Once a child has registered and been offered a place at Felixstowe International College (FIC) the College will apply to the Border Agency for a Confirmation of Acceptance for Study (CAS) number. The sponsor (Felixstowe International College) will send a letter to the parents confirming that they have been offered and accepted a place, with the CAS number. The parents will then use this CAS number to obtain a visa for the duration of the course in their own country for travel to the United Kingdom.

When the parents have received the visa and booked a flight they must inform the College of the flight details so that the College can arrange for someone to meet the child at the airport.

Should a child not arrive:

1. Contact the parents immediately to confirm whether or not the child made the flight.
2. If it is a simple case of a missed flight, rearrange transport collection.
3. If the parents have changed their mind contact the Border Agency who will curtail the visa.
4. If the child attends the College for a term, returns home and then does not return to FIC, contact the Border Agency who will curtail the visa.
5. The Principal meets with all parents before offering a place and therefore has up to date contact details so should always be able to contact the parents. If no contact is made inform the police at the airport immediately and take their advice.
6. Should the police be happy that the child never boarded the flight and contact with the parents is not achieved, contact the child's previous school for further information.
7. If the child boarded the plane and is missing, the police will now intervene. The College will follow any instructions from the police.

The Local Education Authority has a wealth of knowledge and expertise and should be consulted whenever a child is missing education.

## **Procedure for British pupils**

On the day of a student's admission, the School enters students onto the admission register. The School monitors the attendance of pupils' daily using google system. The school also contacts home on the day of any unexplained absence, alerting parents/carers to the absence. It similarly notifies unexplained lateness after the register has closed.

If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts. Where there are safety or other concerns, and also in circumstances where a child is being particularly monitored, the school will notify the Local Authority and/or social services of this, depending on the circumstances

Making reasonable enquiries includes one or more of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
  - other local databases and agencies
  - agencies known to be involved with the family
- Checking with UK Visas and Immigration and/or the Border Force
- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated your pupil
- Checking with the LA where your pupil lives, if it is different from the one where your school is
- In the case of children of service personnel, checking with the Ministry of Defence Children's Education Advisory Service
- Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register after making reasonable enquiries to establish the whereabouts of the child. This can only be applied if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or other acceptable and unavoidable cause.

There is a local authority protocol with regard to the reports and their frequency when the school will provide details of pupils who fail to attend regularly, or have missed ten school days or more without permission.

The school also has an attendance policy to encourage high levels of attendance and punctuality at school and employs the services of an Education Welfare Officer to support in cases where attendance is below expectations.