



# North London Grammar School

## Children Missing In Education Policy

<b>Date last reviewed</b>	September 2025
<b>Reviewed by</b>	Mrs Dhrona, Deputy Head
<b>Approved by</b>	Mr Adak, Headteacher
<b>Next review due by</b>	September 2026



## 1. School Vision

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At North London Grammar School we believe strongly in outstanding attendance and punctuality as it is vital that our pupils achieve great things. Attendance for pupils is monitored weekly and the school works actively with parents to ensure excellent attendance. Appropriate procedures are put in place in our attendance policy to support attendance.

The information in this policy comes from guidance for local authorities (LAs) and schools on [Children Missing Education \(CME\)](#) and [Keeping Children Safe in Education \(KCSIE\)](#).

A child who is absent from education **can become** a child missing education if they're removed from their school's register.

**Children absent from education:** children who are persistently absent (absent repeatedly and/or for prolonged periods).

**Children missing education:** children of compulsory school age who aren't registered pupils at a school and aren't receiving suitable education otherwise than at a school.

It's important that our response as a school to persistently absent pupils helps to prevent the risk of them becoming a child missing education in the future.

## 2. Definition of Children Missing Education

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In Children Missing Education - Statutory Guidance for Local Authorities (2016), children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'.



There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and, being out of school, they are at risk of exploitation, going missing and significant harm.

### 3. Risks

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These 'missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing.

Possible reasons that will be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum -seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;
- Children experiencing abuse and neglect.
- Children supervised by the Youth Justice System

Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation.

Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. When a child has moved, local authorities will check with other local authorities, either regionally or nationally, and share information to ascertain



where the child is living. Once the location of the child is established, the relevant local authority must ensure that the child is receiving an education either by attending a school or otherwise.

#### **4. Recognition in School**

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As a result of daily registration, NLGS is particularly well placed to notice when a child has gone missing. If a member of school becomes aware that a child may have run away or gone missing, they will try to establish with the parents/carers, what has happened. If this is not possible, or the child is missing, the designated safeguarding lead will, together with the safeguarding team and HoY, assess the child's vulnerability.

Enquiries into the circumstances surrounding a child who is missing from school is supported by the school's admissions procedure which requires a parent/carer to provide documentary evidence of their own and the child's identity, their status in the UK, and the address at which they are residing. NLGS ensures that a family's contact details are regularly updated.

In the circumstances of a child going missing who is not known to any other agencies, the Headteacher will inform the Children Missing Education (CME) Officer of any child who has not attended for 10 consecutive school days without provision of reasonable explanation. Prior to doing so, the school will have made enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

#### **5. Other Agencies**

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Where any agency in contact with children and families believes that a child is not on the roll of a school or receiving education otherwise, this information will be passed to the CME Officer with any details they have of the child in question.

#### **6. Response:**

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From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps will be taken:



- A staff member will contact the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
- The outcome of the contact will be assessed and if there are any concerns a consultation with the school/establishment Designated Safeguarding Lead will take place to consider the child's vulnerability.

In the following circumstances a referral to children's social care and /or the police will always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection plan;
- The child is subject of section 47 enquiries;
- The child is looked after;
  - There is a known person posing a risk to children in the household or in contact with the household;

The answers to further questions could assist a judgement whether or not to inform children's social care and the police

- In which age range is the child?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there a significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? e.g.: Does the child need essential medication or health care?
- Was the child noted to be depressed prior to their unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk? e.g.: Rites of passage, female genital mutilation or forced marriage planned for the child?
- Has the child a disability and/or special educational needs?



- Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g.

- Is there any known history of drug or alcohol dependency within the family? o Is there any known history of domestic violence?
- Is there concern about the parent/carer's ability to protect the child from harm?
- Is there any concern about extremist views?

#### Children missing from education but not missing from home

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. A judgement as to timeliness is required in respect of the referral to the local authority. This timeliness will be on a case by case basis.

In exceptional circumstances, a leave of absence can be authorised by the head teacher, at which point a return date is set. In these cases, the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the authorised leave started.

### **7. Notifications and Actions for Children Missing from Education where there are Safeguarding Concerns**

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If the answers to any of the points set out in the previous section indicate that there are concerns about the child's safety then a referral will be made to Children's Social Care and the Police on day one.

Children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with Barnet Police in order to identify, and act upon, any suspicion of child abuse or child related crime.

The school will work in collaboration with children's social care and the police and the Designated Safeguarding Lead will participate in any strategy discussions, section 47 enquiries and child protection conferences which may arise.

### **8. Reasonable enquiry:**

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If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school will delay making a referral to allow them to make further reasonable enquiries. Reasonable enquiries include staff checking with all members of staff with whom the child may have had contact, with the pupil's friends and their parents, siblings and known relatives at school,



and others. The speed at which these reasonable enquiries are made will depend upon any known or concerning factors that may arise through the enquiry process. School staff will also make telephone calls to any numbers held on record or identified and send a letter to the last known address. Home visits can be made by school based staff in consultation with local authority staff.

## **9. Further Actions:**

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If the above response is unsuccessful, the school will contact the relevant CME Officer, referring the child as missing in education and providing the details of the completed enquiries made by the school. The local authority will make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community - a risk assessment of this activity will be needed along with a decision about whether this is appropriate.

The CME Officer will also check databases within the local authority, use agreed protocols to check local databases, e.g. housing, health and the police; check with agencies known to be involved with the family, with any local authority the child may have moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability will be reviewed and reassessed regularly and jointly by the CME Officer in consultation with children's social care and the police, as appropriate.

Children missing education are vulnerable and, when reviewed, plans will be put in place to proactively find children. As time progresses, missing education will become a more significant factor as well as needing to be considered alongside any other known factors that were already present.

## **10. Child missing from school for more than four weeks:**

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A child may not be removed from the school roll before the end of four weeks, unless located in an alternative educational provision. After 4 weeks the child's Common Transfer File will be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools. The CME Officer will inform the school when they can remove from roll.

## **11. Transfer of information when a pupil changes school:**

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The Education (Pupil Information) (England) Regulations 2000 (SI 2000/297) (as amended by SI 2001 /1212 and SI 2002/1680) governs the transfer of information between schools.



- Regulation 10(3) states that 'The headteacher of the pupil's old school shall send the information within fifteen school days of the pupil's ceasing to be registered at the school'.

However,

- Regulation 10 ( 4) states that 'This regulation does not apply where it is not reasonably practicable for the headteacher of the old school to ascertain the pupil's new school or where the pupil was registered at his old school for less than four weeks'.

If the CME Officer or any other agency becomes aware the child has moved to another school the service will ensure all relevant agencies are informed so that arrangements can be made to forward records from the previous school.

Changes to the Children Missing Education statutory regulations in September 2016 require that all schools must now report all starters and leavers to the local authority. This includes starters, no shows, and leavers that are outside of normal transition rounds, following the local authority's processes.

## **12. Children who are Foreign Nationals and go Missing**

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### **Definitions:**

PLEASE NOTE: This section applies to children who are 'subject to restriction'. i.e. who have:

- Proceeded through immigration control without obtaining leave to enter; or
- Left the border control area Border Force accommodation without permission;
- Been granted temporary admission; or
- Been granted temporary release or bail; or
- Released on a restriction order; or
- Served with a 'notice of liability to deport' or is the dependant of a foreign national offender whose status in the UK is under consideration by criminal casework - these dependants could be British Citizens or have extant leave.

Action and Responsibilities when the whereabouts of a Child 'subject to restrictions' is not known

A missing person's referral must be made by Home Office staff to the police, the UK Missing Person Bureau and the local authority children's social care in certain circumstances including





- When a child 'subject to restriction' is identified as having run away from their parents;
- Where they are looked after and have gone missing from their placement;
- Where they are being hidden by their parents and where there is concern for the child's safety because they are being hidden by, or have gone missing with, their family.

A copy of the missing persons notification form must be faxed or emailed to the local authority duty desk and the UK MPB.

If it is believed by Home Office staff that a child is being coerced to abscond or go missing, this must be reported as a concern that the child has suffered or is likely to suffer significant harm to the local police and children's social care services.

Notifications will also be made where a missing child is found by Home Office staff. See Home Office Guidance: Missing Children and Vulnerable Adults Guidance.

Local Authorities and Health agencies are responsible for:

Reporting any missing child who is in their care to the police;

- Notifying the Home Office when a child is reported missing to the police or is found.

The police are responsible for:

- Investigating all children reported missing by the Home Office – following receipt of a missing person's notification;
- Conducting joint investigations with the Home Office where necessary;
- Circulating a missing child on the Police National Computer (PNC).

The local authority will also notify the Home Office Evidence and Enquiry Unit when a child in their care goes missing or when a missing child returns or is found. The Home Office must maintain regular weekly contact with the local authority and the police until the child is found and record all contact with the police and local authority.

#### **Action when the Child 'subject to restriction' is found:**

##### **A. Found by Home Office Staff**



The local police and local authority must be informed immediately. In consultation with the local police and local authority children's social care, a decision will be made as to where the child is to be taken, if they are not to be left at the address where they are encountered. The Home Office must follow up enquires with the local police and children/adult services in order to identify if there are any safeguarding issues.

#### **B. Found by the police or local authority**

The Home Office Command and Control Unit [1] will be the single point of contact for the local police and the Evidence and Enquiry Unit [2] will be the single point of contact for local authorities to notify the Home Office that a child has been found

### **13. Data on looked after children who go missing or are away from placement without authorisation**

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The Department of Education Statutory guidance on children who run away or go missing from home or care (January 2014) states the following:

Local authorities will collect data on children reported missing from care including repeat episodes of missing from care, unauthorised absences from care placements, and other relevant data and will regularly analyse this in order to map problems and patterns. Looked after children who go missing, or who are away from placement without authorisation, can be at increased risk of sexual or other forms of exploitation or of involvement in drugs, gangs, criminal activity or trafficking. Attention will be paid to repeat episodes. This will include identifying patterns of sexual and other exploitation. Regular reports on this data will be provided to council members (including the Corporate Parenting Board for the responsible local authority).

Data for children missing or away from placement without authorisation is reported to the Department for Education by the responsible authority (through their annual data returns on looked after children as part of the annual data collection). Early and effective sharing of information between professionals and local agencies is essential for the identification of patterns of risky behaviour. This may be used to identify areas of concern for an individual child, or to identify 'hotspots' of activity in a local area.



## **14. Data analysis**

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Good practice suggests that the following data will be collected and analysed by a multi professional group:

- Demographics of all children who are missing, or away from placement without authorisation;
- Associates of the above;
- The legal status of the children;
- Episodes, and length of episode by child;
- Numbers and themes from safe and well checks;
- Numbers and themes from Independent Return Interviews;
- Cross match data with local information about gangs, CSE lists, home educated and missing from education lists, including information about children who go missing for part of the school day;
- Consideration will be given to analysing where the child is found as this information could help identify links between missing children and criminal groups.

## **15. Analyse data by establishment and geographical area.**

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Data about children and young people who go missing from home, education or care will be included in regular reports to Council members, especially to the Lead Member for Children's Services.

When the local authorities and the Barnet Police analyse trends and patterns in relation to children, who run away or go missing from home, attention will be paid to repeat 'missing' episodes. Agencies need to be alert to the risk of sexual exploitation or involvement in drugs, gangs or criminal activity such as trafficking and to be aware of local "hot spots" as well as concerns about any individuals, who children runaway to be with.

The local authority will also consider the 'hidden missing', who are children who have not been reported missing to the police, but have come to an agency's attention after accessing other services. There may also be trafficked children who have not previously come to the attention of children's services or the police. Research demonstrates that children from black and minority ethnic groups, and children who go missing from education are less likely to be reported as missing.

