

## **RGS Worcester Children Missing Education Policy**

### **1. Introduction:**

This policy applies to RGS Senior School, RGS Springfield, RGS The Grange and RGS Dodderhill.

This policy should be read in conjunction with the School's other policies including, but not limited to, the Safeguarding Policy, The Admissions and Attendance Register Policies and Procedures for the Senior School, Missing Child Policy, Pupil Absence from School, Lockdown Policy, Children Missing Education and Evacuation Procedure.

### **2. Responsibilities:**

RGS Worcester recognises and takes seriously its responsibility for the welfare of all of the pupils in its care. In-line with the 'Children Missing Education (CME), Government Statutory Guidance for Local Authorities, September 2016' we recognise that, as a result of daily admissions registration, schools are particularly well placed to notice when a child has gone missing. If a member of staff at the school becomes aware that a child may have run away or gone missing, they should inform the DSL of the relevant school (RGS Senior School, RGS Springfield or RGS The Grange) and the Head of that school. The relevant DSL and Head will then try to establish, with the pupil's parents, what has happened and assess the child's vulnerability by making reasonable enquiries (in-line with those outlined in the CME Statutory Guidance 2016), and refer any concerns about the child to the police or to Children's Social Care as appropriate.

### **3. Admissions Register**

In-line with Statutory Guidance, the School will enter pupils on the Admission Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and the relevant DSL of the school will consider if it is necessary to notify the Local Authority at the earliest opportunity.

The School will notify the Local Authority within five days, when a pupil's name is added to the school admission register at a non-standard transition point for our school. RGS Worcester provides education for pupils from the age of 2 years to 18 years of age. However, we deem our standard transition points as being when pupils join at the start of the academic year into Reception, Year Seven and Sixth Form (and Worcestershire County Council have advised that they do not require notification for pupils prior to Reception age). We will therefore notify the Local Authority of all pupils added to our admission register at any point that is not at one of these standard transition points. At the Senior School the Registrar, Mrs Cathy Bates, is responsible for notifying the Local Authority about such pupils who join the senior school; the Registrar at Dodderhill, Registrar at The Grange, and Head's PA at Springfield are responsible for informing the Local Authority for their relevant schools of pupils who join at non-standard transition points. The School will also provide the Local Authority with all the information about the pupil that is held within the admission.

No pupil can be formally offered a place at any of the RGS schools without a formal written reference being provided by their current or former school. If the pupil has previously only been home schooled the Local Authority Pupil Tracking Officer will be informed of this at the time of admission.

In accordance with guidance from Worcestershire County Council, we will notify them of pupils in Reception years and above when they are transferred from or to us at non-transition points. Mrs Bates (Senior School) or Registrar (RGS Dodderhill), Head's PA (RGS Springfield) or Registrar (RGS The Grange) will notify the Local Authority when a pupil's name is to be removed from the admission register at a non-standard transition point within the four schools under any of the fifteen grounds set out in the CME Statutory Guidance 2016, as soon as the ground for removal is met, and no later than the time at which the pupil's name is removed from the register. RGS Worcester provides education for pupils from the age of 2 years to 18 years of age. We will therefore notify the Local Authority of all pupils removed from our admission register at any point after the start of Nursery (including from Year Six and Year Eleven).

Where the school has been notified by a parent that a pupil is receiving education other than at school, and has withdrawn the child from the school, then Mrs Bates (Senior School) or Registrar (RGS Dodderhill), Head's PA (RGS Springfield) or Registrar (RGS The Grange) will notify the Local Authority education service within 10 school days; the pupil's records will then be retained by the School until and if they are requested from another School and if no such request for transfer is made, these records will be destroyed in accordance with our Data Protection Policy.

#### **4. Attendance Register**

RGS Worcester will monitor attendance closely and address poor or irregular attendance. Poor attendance will be discussed with parents and, after consultation with the relevant Head, the DSL will refer to and seek support and guidance from Children's Social Care if attendance and reasons for non-attendance are giving cause for concern.

Attendance is monitored through the daily attendance register. At the Preparatory Schools this register is completed by the pupil's class teacher and attendance is monitored by the Deputy Heads. At the RGS Senior School the attendance register is completed by the pupil's Form Tutor or subject teacher and attendance monitored by the Pastoral Team and the Attendance Administrator (please refer to the Admissions and Attendance Register Policies and Procedures and the Pupil Absence from School Policies for further information).

In-line with statutory guidance, Mrs Bates (RGS Senior School) or Registrar (RGS Dodderhill), Head's PA (RGS Springfield) or Registrar (RGS The Grange) will inform the Pupil Tracking Officer and Education Welfare Officer of any pupil who has not attended school for 10 consecutive sessions school days without provision of reasonable explanation. Furthermore, if we have reason to believe that a child is not on the roll of a school or receiving education otherwise, then this information will be passed to the Pupil Tracking Officer with any details we have about the child. In all circumstances concerns about the welfare of a child will be referred to Children's Social Care and, where deemed necessary, the Police.

The DSL or Deputy Head (Pastoral) and Head will always inform the Pupil Tracking Officer and the child's social worker immediately if a child subject to a Child Protection Plan is missing.

We will always make a referral to Children's Social Care and/or the police promptly when we have cause to believe that:

- 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;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

In-line with section 10 of the Children Act 2004, the School will, in consultation with the Local Authority and Children's Social Care where appropriate, carry out reasonable enquiries to ascertain a pupil's whereabouts, in-line with those described in CME Statutory Guidance 2016. This may include the DSL checking with relatives and possibly neighbours. A record of these enquiries will be made and this information will be shared with the Local Authority Pupil Tracking Officer, Education Welfare Office, Children's Social Care, Police and other external agencies as required in order to fulfil the School's safeguarding responsibilities for the child. We will always refer to such agencies immediately if there is reason to believe a child is in immediate danger or at risk of harm.

Where a child on a school roll is missing, the child's name will not be removed from the school roll until s/he has been continuously absent for at least 4 weeks and both the school and the education service have failed, after reasonable enquiry, to locate the pupil and her/his family. After 4 weeks, we will organise for the child's details to be securely transferred to the Department for Education secure site for the transfer of pupil information in-line with the guidance given in CME Statutory Guidance 2016 and the CME Officer in the Local Authority will also be informed.

Where the child's name has been removed from the school roll, but s/he has not been located, the pupil's records will be retained and Mrs Bates (Senior School) or Registrar (RGS Dodderhill), Head's PA (RGS Springfield) or Registrar (RGS The Grange) will liaise with the Local Authority to ensure that they are aware and to ensure that they are held in accordance with local arrangements.

Any pupil returning to school after a period of absence will be supported, guided and monitored by the Pastoral Team caring for that pupil to ensure that reintegration is as positive an experience for the pupil as possible. Reintegration will be in consultation with the pupil and parents and may include a period of phased return.

## **5. Review:**

The DSL and Deputy Head (Pastoral) at the RGS Senior School will be responsible for the review of this policy annually and for evaluating the effectiveness of all procedures concerning supervision of pupils based on any incidents reported and in the light of any new legislation.

Date of next review: August 2021

Sponsor – Assistant Head (Pastoral) and DSL

Created by the Assistant Head (Pastoral) and DSL on 28 August 2018

Endorsed by the Governor with responsibility for Safeguarding: August 2018

Reviewed, Amended and Endorsed: August 2019, August 2020, September 2021 (Senior Deputy Head), July 2022 (DSL), **June 2023 (DSL)**