



St Albans High School
— for Girls —

SAFEGUARDING RESPONSE TO CHILDREN MISSING EDUCATION KCSIE 2018

states that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school or college's unauthorised absence and children missing from education procedures. The Department for Education's guidance on Children Missing Education September 2016 requires school to:

- monitor attendance through their daily register and address poor or irregular attendance;
- 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 10 school days or more, at such intervals as are agreed between the school and the local authority, or in default of such agreement, at intervals determined by the Secretary of State;
- undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance;
- notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in Annex A of Children Missing Education September 2016;
- notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point.

It is the Form Tutor's responsibility to watch for unusual patterns of attendance. In the Senior School, Form Tutors should advise the House Mistresses of any extended, unreasonable or suspicious absence. The House Mistresses should liaise with the Designated Safeguarding Lead regarding such absences. In the Junior School, Form Tutors should advise the Pastoral Deputy Head of any extended, unreasonable or suspicious absence. The Designated Safeguarding Lead will work with the Director of Admissions to 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 10 school days or more. The Designated Safeguarding Lead or Senior House Mistress, in conjunction with the Director of Admissions will undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance, to notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point, and to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point.

For absence procedures see the Attendance and Absence Policy and for supervision procedures see the Supervision Policy