



Alleyne's Junior School

Policies & Procedures

Children Missing or Absent from Education Policy

Name of Policy	Children Missing or Absent from Education Policy
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Junior School SMT
Author/SMT	Mrs E Olley (Junior School Deputy Head)
Date of school review	September 2025
Date of next school review	September 2026

Policy Overview

This policy applies to the Junior School, including EYFS.

OVERVIEW

It is a mandatory duty for Alleyne's Junior School to have in place systems to report children who are missing or absent from education. A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly, is a potential indicator of abuse or neglect.

Keeping Children Safe in Education (Sep 2025) states that:

"Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community."

Alleyne's Junior School will inform the Local Authority within five days when a pupils' name is added mid-year or deleted from the School admission register for any reason. This applies to all children with the exception of those starting or leaving school at standard transition points, i.e. at the start of Reception and at the end of Year 6.

The legal basis for these duties is set out in Education (Pupil Registration) (England) (Amendment) Regulations 2016, with further details in Annex A of 'Keeping children safe in education' (Sep 2025) and 'Children missing education: Statutory guidance for local authorities' (August 2024).

At Alleyn's Junior School, we:

- carry out daily registration in the morning and afternoon
- account for every absence from school by contacting parents if a child has not arrived in school by 9am
- follow up on any unexplained absence by emailing parents if they have not responded to the initial telephone call
- report to the appropriate Local Authority any case of concern about patterns of absence, and at the latest, after 10 days of unauthorised absence
- contact home in cases of unauthorised absence to remind parents of the School protocol on what constitutes authorised absence
- raise staff awareness in training to the danger posed by pupils missing regular education
- bring cases of concern to the Designated Safeguarding Lead for further action if appropriate
- monitor pupil absences over time in consultation with the Junior School Nurses and the Deputy Designated Safeguarding Leads
- annually and regularly remind parents of the protocol for seeking permission for absence from the Head