



# ASHLEY MANOR

## PREPARATORY SCHOOL

### Children Missing in School and in Education (CMSE) Policy including EYFS

#### Schedule for Development / Monitoring / Review

Author:	Deputy Head
Approved by LMT on:	Autumn 2023
The implementation of this policy will be monitored by:	LMT
Review Date:	Autumn 2024
Should serious incidents take place, the following person/s should be informed:	Headmaster Deputy Head Nursery Manager
Should any CMSE incidents occur as stated by the policy we will contact:	Police GSCB LADO EHE
<b>THIS POLICY APPLIES TO THE PREPARATORY SCHOOL INCLUDING EYFS</b>	

## Children Missing in School and in Education (CMSE) Policy

This policy outlines the procedures, organisation and management of a child missing from education at Ashley Manor Preparatory School. The implementation of the policy is the responsibility of all teaching staff.

### Directives

1. If a child is unable to attend School due to sickness, etc. it is the responsibility of the parent to phone or email the School Office before 9am to let the School know the reason why the child is not in School. Once the child returns to School, a note or email explaining the absence is required by the child's form teacher in order to authorise the absence.
2. If the child is being taken out of School for a longer period of time then a form (obtained from the Internet or from School) needs to be sent to the Head asking permission for this to be authorised. The parent will receive a letter acknowledging the School's permission.
3. A text message will be sent out by 10am every day to the lead parent/guardian to notify them that their child has not registered that morning and to ask them to contact the School to clarify their whereabouts. School will also phone the lead parent/guardian if they do not contact the School. During the day, informal registers will be taken by the member of staff for each lesson throughout the day (register lists of each class/set are available in each classroom for specific classes/sets taught there). The School Office will be informed if a child has not presented him/herself for that lesson and if that child cannot be accounted for, a member of LMT (Leadership and Management Team) will be notified. This will be escalated to the Head as required for immediate action.
4. An absentee list will be posted in the main staffroom and posted on the VLE by 10am every day by the secretaries to inform staff of who is absent from School that day. Staff must check this absentee list (by viewing the VLE) so that they can raise any alarm with the School Office if a child fails to show at any lesson throughout the day. The office will either have a reason for this or escalate this to any member of the LMT who will escalate the issue accordingly.
5. In the event of a parent not contacting the School with an absence of more than two days, the School Office will phone the home to obtain a reason behind the absence.
6. In the event of a pupil absent from School for over a week with no reason given, the School will try and contact all family parties to establish the child's whereabouts.
7. In the event of a pupil absent from School for over a week with no contact from parents and with the School unable to contact any family member to establish the whereabouts, the Police will be notified.
8. Once a parent has handed in their notice and stops paying School fees, the child is no longer a pupil at Ashley Manor Preparatory School and is therefore, no longer on our School Register. It is the responsibility of the parent to register the child elsewhere. However, the School must inform the Local Authority (by email to [missingpupils@gloucestershire.gov.uk](mailto:missingpupils@gloucestershire.gov.uk)) of ALL new starters and leavers (including those going to and coming from abroad). A forwarding address and destination school of the Schools' leavers must be included. If a child has left and it has not been made clear what School the child will be moving to, the DSL (Designated Safeguarding Lead) will contact Nigel Hatten, Local Authority Designated Officer (LADO), at the Gloucestershire Safeguarding Children's Board (GSCB) on 01452 426565. The School will also contact GSCB if;

- A family simply uproot at short notice without prior warning
  - The family will not 'disclose' i.e. during general conversation where they are moving to
  - The family talk about Home Educating the children (The EHE (Elective Home Education) Team will be contacted and relevant forms will be completed by the DSL if a parent has removed their child for Home Educating).
  - There are existing Child Protection concerns that the School have been managing
9. Parents are provided with the School absence procedures upon registration and are asked to inform the School by the appropriate time in the event of their child being unable to attend School. Parents have to give a term's notice if they decide to move School.

**This CMSE Policy should be read in conjunction with the School's Safeguarding Policy and Admissions Policy. This policy is the responsibility of the DSL and Head at the School. This procedure is agreed by LMT and is updated on an annual basis.**